

The University recognizes that in order for employees to integrate their work and personal lives more effectively while managing issues such as commuting, caregiving, continuing education, community service, health and wellness an employee may request an **Alternate Work Schedule (AWS)** also known as “flexible work schedules” or “workplace flexible agreement”.

The Human Resources office has established specific consideration and guidelines for the request and approval of Alternate Work Schedule (AWS). This includes a *required* written agreement clarifying the expectations between the employee and Supervisor/Department that is to be submitted to Human Resources. Please visit hr.ucmerced.edu for the guidelines in initiating this type of request including the following documents:

- [Checklist for developing a Workplace Flexible Agreement](#)
- [Workplace Flexibility Agreement: Flextime/Compressed Workweek](#)

Holidays for an Alternate Work Schedule (AWS):

A full time employee on an Alternate Work Schedule will be paid for **8** hours of holiday pay and part-time employee holiday pay will be prorated in accordance with policy or applicable bargaining unit.

Depending on the Alternate Work Schedule, the remaining time will be recorded on their timesheet as followed:

- Vacation hours
- Leave without pay

For example:

- *4/40 Alternate Work Schedule (AWS)*
 - ◆ *8 hours of holiday pay for full time or prorated for part-time*
 - ◆ *2 hours of vacation pay or 2 hours of leave without pay*
- *9/80 Alternate Work Schedule (AWS)*
 - ◆ *8 hours of holiday pay or prorated for part-time*
 - ◆ *1 hours of vacation pay or 1 hours of leave without pay*

The Supervisor/Department head must notify the corresponding **Department Time Administrator (DTA)** [i.e. Academic Personnel (APPO) or Administrative Operations] if HR has approved an Alternative Work Schedule (AWS) in order for the schedule to be set up in the **Time Reporting System (TRS)**. To determine who is the DTA please contact Central Payroll Services at centralpayroll@ucmerced.edu.

Please Note:

- *Retroactive changes to a work schedule cannot be made once the timesheets for the affected pay period have been submitted and/or approved.*
- *ALWAYS ensure that your alternative work schedule is reflected correctly on your timesheet.*

Below is additional information on how an employee will report time on the Time Reporting System (TRS) based on the two types of Alternate Work Schedules (AWS):

- 4/40 Alternate Work Schedule (AWS)
- 9/80 Alternate Work Schedule (AWS)

4/40 Alternate Work Schedule (AWS)

Employee who has been approved to work a 4/40 AWS usually works:

- 10 hours per day, 4 days a week.
- *Color coded in purple in TRS timesheet*

The Timesheet Calendar View in TRS will display additional information regarding the AWS.

The data fields are color coded (purple) in TRS:

? 4/40 schedule: Mon, Tue, Thu, Fri (10 Hrs)

Important:

- *It is crucial that 4/40 employees enter their time according to the 4/40 timesheet layout in to ensure that work hours are calculated properly (especially, if there are overtime hours involved).*
- *ALWAYS ensure that your alternative work schedule is reflected correctly on your timesheet.*

Holidays for 4/40 Alternate Work Schedule:

- 8 hours of holiday pay for full time or prorated for part-time
- 2 hours of vacation pay or 2 hours of leave without pay

Example of a Biweekly timesheet with a 4/40 AWS

Timesheet for RUFUS BOBCAT (012345678) Status: **SAVED**

Pay Period 11/09/YY-11/22/YY  View PDF

PAYROLL SERVICES / PAYROLL ANL 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 <small>Add...</small>	10 <small>Add...</small>	11 <small>Add...</small>	12 <small>Add...</small>	13 <small>Add...</small>	14 <small>Add...</small>	15 <small>Add...</small>
	Work Hrs. 10.0 	Vacation 2.0  Veterans Day	Work Hrs. 10.0 	Work Hrs. 10.0 		
16 <small>Add...</small>	17 <small>Add...</small>	18 <small>Add...</small>	19 <small>Add...</small>	20 <small>Add...</small>	21 <small>Add...</small>	22 <small>Add...</small>
	Work Hrs. 10.0 	Work Hrs. 10.0 	Work Hrs. 10.0 	Work Hrs. 10.0 		

? 4/40 schedule: Mon, Tue, Wed, Thu (10 Hrs)

Timesheet In/Out Details

11/10 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 11/12 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 11/13 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 11/17 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 11/18 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 11/19 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 11/20 - 7:00am - 12:00pm, 1:00pm - 6:00pm.

Example of a Monthly timesheet with a 4/40 AWS

Timesheet for IMA BOBCAT (456789101)							Status: SAVED
Pay Period 11/01/YY-11/30/YY (160 Hrs)							View PDF
PAYROLL SERVICES / PAYROLL MGR 1							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
	Vacation 2.0 Veterans Day						
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
			Vacation 2.0 Thanksgiving Holiday	Thanksgiving Holiday			

? 4/40 schedule: Mon, Tue, Wed, Thu (10 Hrs)

9/80 Alternate Work Schedule (AWS)

Employee who has been approved to work a 9/80 AWS usually works:

- Week 1-44 hours &
- Week 2-36 hours with 1 day off
- Color coded in Green (week 1) and Blue (week 2) in TRS timesheet

The Timesheet Calendar View in TRS will display additional information regarding the AWS. To help the employee identify the work week, the data fields are color coded in TRS:

- Week 1-Green
- Week 2-Blue

? 1st week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9), Fri (8)
? 2nd week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9)

Important:

- It is crucial that 9/80 employees enter their time according to the 9/80 timesheet layout in to ensure that work hours are calculated properly (especially, if there are overtime hours involved).
- ALWAYS ensure that your alternative work schedule is reflected correctly on your timesheet.

Holidays for 9/80 Alternate Work Schedule:

- 8 hours of holiday pay for full time or prorated for part-time
- 1 hours of vacation pay or 1 hours of leave without pay

TRS Employee Alternate Work Schedule (AWS)



Example of a Biweekly timesheet with a 9/80 AWS

Timesheet for RUFUS BOBCAT (012345678) Status: **SAVED**
 Pay Period 11/09/YY-11/22/YY
 PAYROLL SERVICES / PAYROLL ANL 2 View PDF

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9 Add...	10 Add...	11 Add...	12 Add...	13 Add...	14 Add...	15 Add...
	Work Hrs. 9.0	Vacation 1.0 Veterans Day	Work Hrs. 9.0	Work Hrs. 9.0	Work Hrs. 8.0	
16 Add...	17 Add...	18 Add...	19 Add...	20 Add...	21 Add...	22 Add...
	Work Hrs. 9.0	Work Hrs. 9.0	Work Hrs. 9.0	Work Hrs. 9.0		

? 1st week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9), Fri (8)
 ? 2nd week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9)

Timesheet In/Out Details
 11/10 - 7:30am - 12:00pm, 12:30pm - 5:00pm.
 11/12 - 7:30am - 12:00pm, 12:30pm - 5:00pm.
 11/13 - 7:30am - 12:00pm, 12:30pm - 5:00pm.
 11/14 - 8:00am - 12:00pm, 1:00pm - 5:00pm.
 11/17 - 7:30am - 12:00pm, 12:30pm - 5:00pm.
 11/18 - 7:30am - 12:00pm, 12:30pm - 5:00pm.
 11/19 - 7:30am - 12:00pm, 12:30pm - 5:00pm.
 11/20 - 7:30am - 12:00pm, 12:30pm - 5:00pm.

Example of a Monthly timesheet with a 9/80 AWS

Timesheet for IMA BOBCAT (456789101) Status: **SAVED**
 Pay Period 11/01/YY-11/30/YY (160 Hrs)
 PAYROLL SERVICES / PAYROLL MGR 1 View PDF

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27 Add...	28 Add...	29 Add...	30 Add...	31 Add...	1 Add...	2 Add...
3 Add...	4 Add...	5 Add...	6 Add...	7 Add...	8 Add...	9 Add...
10 Add...	11 Add...	12 Add...	13 Add...	14 Add...	15 Add...	16 Add...
	Vacation 1.0 Veterans Day					
17 Add...	18 Add...	19 Add...	20 Add...	21 Add...	22 Add...	23 Add...
24 Add...	25 Add...	26 Add...	27 Add...	28 Add...	29 Add...	30 Add...
			Vacation 1.0 Thanksgiving Holiday	Thanksgiving Holiday		

? 1st week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9), Fri (8)
 ? 2nd week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9)