

## How to change an employee from Classified Hourly to Classified Non-Hourly

If the employee is changing from and hourly to a non-hourly position, please be sure to have the last hourly time record completed and approved for the pp.

Then the facilitator needs to enter a new employee information row using the effective date of the first day of the non-hourly Pay-period.

For example, the employee below changed from hourly to non-hourly effective 7/20/2020. However, we cannot switch the employee to non-hourly until the beginning of the next pp which begins on 7/30/2020. Their hourly position end date is 07/29 (last day of hourly pay period) & Begin Date of the non-hourly tas employee information is 07/30/2020.

TAS Employee Information Summary											<a href="#">Include History</a>
Select	Effective Date	End Date	Accrual Type	Accrual Begin	Personal Leave Date	Non Accrual Begin Date	Non Accrual End Date	Sick Leave Watch	Work Reduction	Holiday Pay	Est Only
<input type="radio"/>	07/30/2020		NU02HR375	10/21/2016	07/20/2017			No	No	No	No
<input checked="" type="radio"/>	09/19/2019	07/29/2020	NU02HR375	10/21/2016	07/20/2017			No	No	No	No

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Last Approved Balances (in Hours) as of 07/29/2020										
Vacation	Sick*	Family Sick Used	Lost Time	Personal	Comp Time	Over 40	40+ (2)	Holiday		Regular
202.25	278.50	0.00	0.00	52.50	39.00	0.00	0.00	15.00		7.50
<b>Hourly Employee:</b>			Yes							
<b>Hourly Accrue:</b>			Yes							
<b>Accrual Type:</b>			NU02HR375							
<b>Record Effective Date:</b>			09/19/2019							
<b>Next Time Record Begin Date:</b>			08/02/2020							
<b>TAS Anniversary Date:</b>			10/21/2016							
<b>Personal Leave Date:</b>			07/20/2017							
<b>Non-Accrual Begin Date:</b>										
<b>Non-Accrual End Date:</b>										

General Employee Information	
<b>Allow Negative Balances:</b>	No
<b>Sick Leave Watch:</b>	No
<b>Holiday Pay in Lieu of Leave:</b>	No
<b>Voluntary Work Reduction:</b>	No
<b>Military Leave:</b>	No
<b>Alternative Work Schedule override:</b>	No



The system will create their timesheets as follows:

Last Hourly timesheet (07/16-07/29) will be a complete timesheet. Their first non-hourly timesheet (07/23-08/05) will have 1 week overlap with the hourly timesheet & that week will be greyed out. The facilitator will need to add the work schedule starting 07/23.

12-Month Employee History															
Time Record Year															
2020															
<a href="#">Load History</a>															
Accrual History															
	Accrual Period	Accrual Rate	VAC Start	VAC Used	SICK Start	SICK Used	FSL Used	Roster Start	Roster Used	Holiday Start	Holiday Used	Submitted	Approved	Denied	Status
<input type="radio"/>	07/23/2020 - 08/05/2020	0	202.25	0.00	278.50	0.00	0.00	15.00	0.00	7.50	0.00	08/06/2020	08/07/2020		Pending
<input type="radio"/>	07/16/2020 - 07/29/2020	3.75	198.50	0.00	274.75	0.00	0.00	15.00	0.00	7.50	0.00	07/29/2020	07/29/2020		Approve
<input type="radio"/>	07/02/2020 - 07/15/2020	3.75	194.75	0.00	271.00	0.00	0.00	15.00	0.00	0.00	0.00	07/15/2020	07/17/2020		Approve
<input type="radio"/>	06/18/2020 - 07/01/2020	3.75	191.00	0.00	267.25	0.00	0.00	15.00	0.00	0.00	7.50	07/03/2020	07/03/2020		Approve
<input type="radio"/>	06/04/2020 - 06/17/2020	3.75	187.25	0.00	263.50	0.00	0.00	15.00	0.00	0.00	0.00	06/18/2020	06/22/2020		Approve
<input type="radio"/>	05/21/2020 - 06/03/2020	3.75	183.50	0.00	259.75	0.00	0.00	15.00	0.00	0.00	7.50	06/03/2020	06/04/2020		Approve
<input type="radio"/>	05/07/2020 - 05/20/2020	3.75	179.75	0.00	256.00	0.00	0.00	15.00	0.00	0.00	0.00	05/20/2020	05/21/2020		Approve
<input type="radio"/>	04/23/2020 - 05/06/2020	3.75	176.00	0.00	252.25	0.00	0.00	15.00	0.00	0.00	0.00	05/06/2020	05/08/2020		Approve
<input type="radio"/>	04/09/2020 - 04/22/2020	3.75	172.25	0.00	248.50	0.00	0.00	15.00	0.00	0.00	0.00	04/22/2020	04/23/2020		Approve
<input type="radio"/>	03/26/2020 - 04/08/2020	3.75	168.50	0.00	244.75	0.00	0.00	15.00	0.00	0.00	0.00	04/09/2020	04/09/2020		Approve
<input type="radio"/>	03/12/2020 - 03/25/2020	3.75	166.25	1.50	241.00	0.00	0.00	15.00	0.00	0.00	0.00	03/26/2020	03/26/2020		Approve
<input type="radio"/>	02/27/2020 - 03/11/2020	3.75	163.00	0.50	237.25	0.00	0.00	15.00	0.00	0.00	0.00	03/12/2020	03/12/2020		Approve

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## Employee is changing from Non-Hourly to Hourly

When an employee is moving from a Non-Hourly to Hourly position, the employee should complete their Non-hourly timesheet for the last Pay Period. The facilitator should add an employee information row using the effective date as of the first day of the pp of the non- hourly Pay-period:

Example: The employee moved from non-hourly to hourly effective 7/6. If they are moving from Non-Hourly to Hourly, they need to finish their non-hourly timesheet for the last Pay Period. So, the next employee information for hourly should start on the first day of the non- hourly Pay-period.

Example: They moved from non-hourly to hourly on 07/06. Their non-hourly end date is 07/08 (last day of non-hourly pay period) & Begin Date of the hourly tas employee information is 07/09/2020.

TAS Employee Information Summary											<a href="#">Include History</a>
Select	Effective Date	End Date	Accrual Type	Accrual Begin	Personal Leave Date	Non Accrual Begin Date	Non Accrual End Date	Sick Leave Watch	Work Reduction	Holiday Pay Leave	Est. Only
<input type="radio"/>	07/09/2020		NU02HR375	06/17/1985	06/17/1985			No	No	No	No
<input checked="" type="radio"/>	01/24/2019	07/08/2020	NU02HR375	06/17/1985	06/17/1985			No	No	No	No

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Last Approved Balances (in Hours) as of 07/15/2020										
Vacation	Sick*	Fam II; Sick Used	Lost Time*	Personal	Comp Time*	Over 40	40+ (2)	Holiday		Regular
256.14	1500.00	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	7.50
<b>Hourly Employee:</b>			No							
<b>Hourly Accrue:</b>			No							
<b>Accrual Type:</b>			NU02HR375							
<b>Record Effective Date:</b>			01/24/2019							
<b>Next Time Record Begin Date:</b>			06/25/2020							
<b>TAS Anniversary Date:</b>			06/17/1985							
<b>Personal Leave Date:</b>			06/17/1985							
<b>Non-Accrual Begin Date:</b>										
<b>Non-Accrual End Date:</b>										

General Employee Information	
<b>Allow Negative Balances:</b>	No
<b>Sick Leave Watch:</b>	No
<b>Holiday Pay in Lieu of Leave:</b>	No
<b>Voluntary Work Reduction:</b>	No
<b>Military Leave:</b>	No

The system will create their switch over timesheets as below: Last non Hourly timesheet (06/25-07/08) will be a complete timesheet. The employees first hourly timesheet (07/02-07/15) will have 1 week overlap with the non-hourly timesheet & that week will be greyed out. The facilitator will need to add the work schedule with a begin date of 07/02.

12-Month Employee History															
Time Record Year															
2020															
<a href="#">Load History</a>															
Accrual History															
	Accrual Period	Accrual Rate	VAC Start	VAC Used	SICK Start	SICK Used	FSL Used	Foster Start	Foster Used	Holiday Start	Holiday Used	Submitted	Approved	Denied	Status
<input type="radio"/>	07/02/2020 - 07/15/2020	0	256.14	0.00	1500.00	0.00	0.00	0.00	0.00	7.50	0.00		08/19/2020		Approved
<input type="radio"/>	06/25/2020 - 07/08/2020	3.75	250.39	0.00	1500.00	0.00	0.00	0.00	0.00	0.00	0.00		08/19/2020		Approved
<input type="radio"/>	06/11/2020 - 06/24/2020	3.75	206.89	0.00	1500.00	3.50	0.00	15.00	15.00	0.00	7.50	06/28/2020	06/30/2020		Approved
<input type="radio"/>	05/28/2020 - 06/10/2020	3.75	208.64	7.50	1500.00	0.00	0.00	15.00	0.00	15.00	15.00	06/15/2020	06/15/2020		Approved
<input type="radio"/>	05/14/2020 - 05/27/2020	3.75	210.39	7.50	1500.00	0.00	0.00	15.00	0.00	15.00	7.50	05/29/2020	06/01/2020		Approved
<input type="radio"/>	04/30/2020 - 05/13/2020	3.75	219.64	15.00	1496.25	0.00	0.00	15.00	0.00	15.00	0.00	05/18/2020	05/18/2020		Approved
<input type="radio"/>	04/16/2020 - 04/29/2020	3.75	228.89	15.00	1500.00	7.50	0.00	15.00	0.00	15.00	0.00	04/30/2020	05/03/2020		Approved
<input type="radio"/>	04/02/2020 - 04/15/2020	3.75	238.14	15.00	1500.00	0.00	0.00	15.00	0.00	15.00	0.00	04/17/2020	04/18/2020		Approved
<input type="radio"/>	03/19/2020 - 04/01/2020	3.75	232.39	0.00	1500.00	0.00	0.00	15.00	0.00	15.00	0.00	04/02/2020	04/03/2020		Approved
<input type="radio"/>	03/05/2020 - 03/18/2020	3.75	230.14	3.50	1496.25	0.00	0.00	15.00	0.00	15.00	0.00	03/19/2020	03/23/2020		Approved
<input type="radio"/>	02/20/2020 - 03/04/2020	3.75	239.39	15.00	1500.00	7.50	0.00	15.00	0.00	15.00	0.00	03/05/2020	03/08/2020		Approved
<input type="radio"/>	02/06/2020 - 02/19/2020	3.75	256.14	22.50	1496.25	0.00	0.00	7.50	0.00	15.00	7.50	02/24/2020	02/25/2020		Approved

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