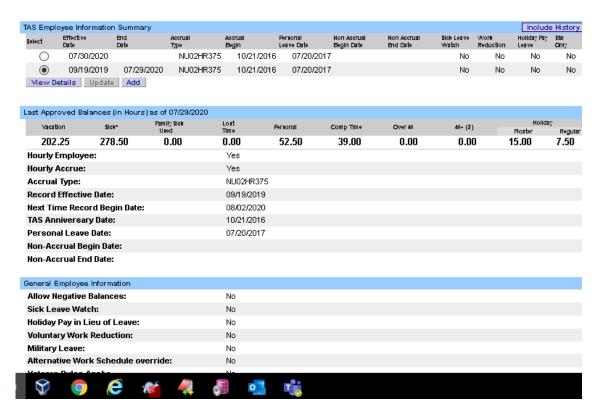
## How to change an employee from Classified Hourly to Classified Non-Hourly

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.

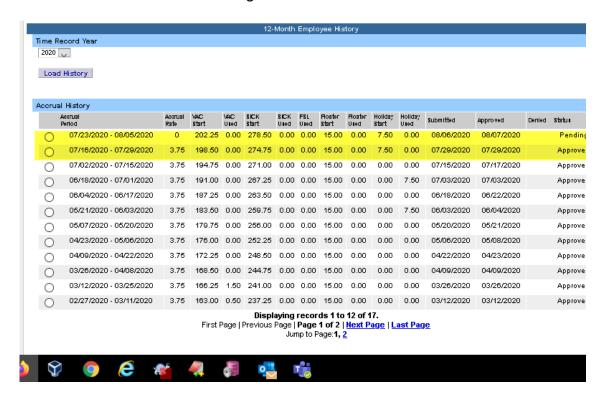
Then the facilitator needs to enter a new employee information row using the effective date of the first day of the non-hourly Pay-period.

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.



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.

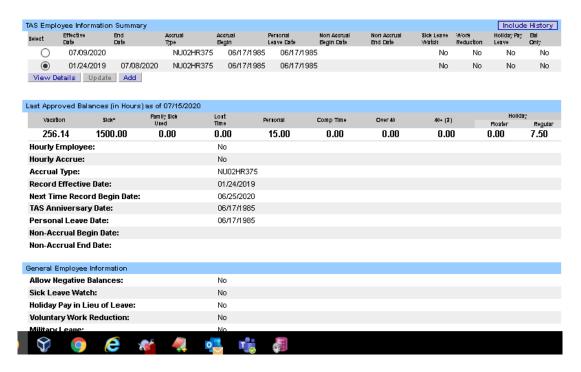


## **Employee is changing from Non-Hourly to Hourly**

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 Payperiod.

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.



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.

