

## Alternate/Adjusted Work Week Schedules

The State pay period contains either 21 or 22 normal workdays, referred to as a calendar month (<http://www.csustan.edu/hr/>). Under this plan, normal workdays are Monday through Friday, including holidays. The Department of Finance prescribes beginning and ending pay period dates. Non-exempt CSU employees paid through the State payroll system on a monthly basis generate the same monthly salary based upon time base fraction and base salary even if the employee's regular work schedule has more or less hours than the prescribed 21 or 22 workdays (168 or 176 hours respectively) within a given State pay period.

Alternate work week schedules are compressed work weeks such as 4/10, 9/80, 3/12, and require days other than Saturday and Sunday off. An alternate schedule may require a one or two week work period.

Adjusted work week schedules pertain to employees who work a "non-traditional" Monday through Friday 8 hour day. For example, the employee may work more hours two days of the week and less hours later in the week (e.g. 9 hrs M-T, 8 hrs W-Th, 6 hrs F). Employees working less than full-time may or may not always work the same number of hours each work day. In these situations, the tracking of their scheduled work day hours is a requirement in PeopleSoft Absence Management module.

Campuses maintain an accounting of hours worked, which includes excess and deficit hours, for non-exempt employees on work schedules that differ from the standard State pay plan. All employees that work an alternate or adjusted work week schedule are required to have an up-to-date approved schedule on file with Payroll. Please work with your supervisor to complete the Alternate Work Week and/or Alternate Day Off Schedule Attendance Tracking Worksheet (<http://www.csustan.edu/hr/Payroll/FormsPublications.html>) and submit to Payroll a month prior to the beginning effective date.

**Excess Hours** – Non-exempt employees on alternate or adjusted work week schedules shall be paid for all hours worked, in the pay period, in excess of the standard state pay period. Employees will not be paid for excess hours worked in a pay period when an equal or greater deficit balance exists. Hours in excess of the standard pay period are reported by the employee's department at the close of the pay period. After the request for Excess Hours, Shift Differential or other Special Pay is received in the payroll office and keyed into the system, pay for the employee is issued from the State Controller's Office and will normally be available on the 15<sup>th</sup> of the month. (<http://www.csustan.edu/hr/>)

**Deficit Hours** – Non-exempt employees who have deficit hours in a given pay period may carry forward these deficit hours. Deficit hours for a standard pay period are reported by the employee's department at the close of a pay period. Deficit hours shall be offset by excess hours (credits) worked in a subsequent pay period. Employees may choose to offset deficit balances by using other available leave credits such as vacation or compensatory time (CTO). Sick leave hours are not eligible for supplementation of deficit hours.

**Reconciliation of Deficit Hours** – Reconciliation of deficit hours is done annually in December by Payroll. When reconciling an employee's deficit hours, a Payroll representative will contact the employee to choose which leave accruals (vacation and/or CTO) they want to use to offset any deficit balance of hours. In the event the employee doesn't have any accruals available to use, they can either reimburse the University with a personal check for the full amount or an accounts receivable will be established for the full amount to be deducted from the next available paycheck.