

## Change in Work Schedule Guidance

### Setting the effective date when workhours change in the middle of a pay period.

Per the GPPA, Chapter 24, a Change in Work Schedule (781) should not be processed if the change in the work schedule is not for more than one pay period. A Change in Hours (782) should not be processed if the change in hours is not more than two pay periods. Any student that returns to full-time from part-time for the holiday break in December/January should NOT have an RPA processed to change their work schedule unless they will be full-time for more than one pay period. The manager can change the number of hours that a part-time employee is scheduled to work for up to two pay periods without an RPA.

If the work schedule changes in the middle of the pay period, the following rules applies:

**From Part-time to Full-time** (set the effective date to the first day of the NEXT pay period): The employee will continue to be part-time until the end of the pay period. Then if the employee will be full-time for more than one full pay period, a 781 Change in Work Schedule will be processed effective the Sunday AFTER the pay period in which the employee started working full-time. The timekeeper will record the appropriate number of hours for the entire pay period.

**EXAMPLE:** the employee is working 20 hours a week for the first week of the pay period (16-22 November) and changes to 40 hours the second week (23-29 November). The timekeeper will record 20 and 40 respectively as a part-time work schedule for the pay period 16-29 November and the 781 Change in Work Schedule (if needed) will be effective on 30 November.

**From Full-time to Part-time** (set the effective date to the first day of the CURRENT pay period): The employee will be changed to Part-time at the beginning of the pay period in which the work schedule changes (the change must be effective for more than one full pay period).

**EXAMPLE:**the employee is working 40 hours a week for the first week of the pay period (16-22 November) and changes to 20 hours a week for the second week of the pay period (23-29 November). The timekeeper will code the employee as part-time with 40 and 20 hours respectively as a part-time work schedule for the pay period 16-29 November and the 781 Change in Work Schedule will be effective on 16 November

Setting the effective dates using the above rules will impact when a Request for Personnel Action (RPA) is required.

**EXAMPLE:** A part-time student employee starts working full-time on 17 December (the first week of the pay period 14 to 27 December). The Change in Work Schedule (if needed) would be effective on 28 December. The employee would be full-time from 28 December through 10 January and then returns to school and a part-time work schedule. Since the employee is only full-time for one pay period, NO RPA for a Change in Work Schedule should be processed. Since there are only two pay periods involved where the work hours changed, NO RPA for a Change in Hours should be processed.