

Attachment A.1: 11 Month Employees on SWB (REVISED 6/14/17)

Timesheet Steps for 11 Month Employees Working In M Paygroup During SWB

	Payroll Month/ Job Status	Situation	Action	Result/Notes
JUNE	June Payroll: Employee's monthly position is on SWB in June	Employee has time worked in May and must be paid in June in against monthly position.	Must create a Paysheet. May time can be added through the timesheet.	Time will load to the Paysheet.
	June Payroll: Employee's monthly position is on SWB in June	Employee has time worked in June and must be paid in June against monthly position.	Must create a Paysheet. June time MUST be put directly on the Paysheet .	Because the SWB row has a date last worked of 5/31/17, any time worked after 5/31/17 must be put on the Paysheet.
JULY	July Payroll: Employee's monthly position is on SWB in July	Employee has time worked in June and must be paid in July against the monthly position.	Must create a Paysheet. June time can be add through the timesheet.	Time will load to the Paysheet.
	July Payroll: Employee's monthly position is on SWB in July	Employee has time worked in July and must be paid in July against the monthly position.	Must create a Paysheet. July time MUST be put directly on the Paysheet .	Because the SWB row has a date last worked of 6/30/17, any time worked after 6/30/17 must be put on the Paysheet.
AUGUST	August Payroll: Employee's monthly position is on SWB in August	Employee has time worked in July and must be paid in July in against monthly position.	Must create a Paysheet. July time can be added through the timesheet.	Time will load to the Paysheet.
	August Payroll: Employee's monthly position is on SWB in August	Employee has time worked in August and must be paid in August against the monthly position.	Must create a Paysheet. August time MUST be put directly on the Paysheet.	Because the SWB row has a date last worked of 7/31/17, any time worked after 7/31/17 must be put on the Paysheet.

SWB = Short Work Break