

Attachment A.2: 10 Month Employees on SWB (PUBLISHED 6/14/17)

Timesheet Steps for 10 Month Employees Working In M Paygroup During SWB

10 Month	Payroll Month	Situation	Action	Result/Notes	
JUNE/ JULY 10 Month Employee: June and July are SWB Months	June Payroll: Employee's monthly position is on SWB in June (1 st month of SWB)	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.	
		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 Payroll: Employee's monthly position is on SWB in July (2 nd Month of SWB)	Employee has time worked in June and must be paid in July against the 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.	
		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 5/31/17, any time worked after 5/31/17 must be put on the Paysheet.	
	JULY/ AUGUST 10 Month Employee: July and August are SWB Months	July Payroll: Employee's monthly position is on SWB in July (1 st Month of SWB)	Employee has time worked in June and must be paid in July in against monthly position	Must create a Paysheet. June time can be added through the timesheet.	Time will load to the Paysheet.
			Employee has time worked in July and must be paid in July in against 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 Payroll: Employee's monthly position is on SWB in Aug (2 nd Month of SWB)		Employee has time worked in July and must be paid in August against 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.	
		Employee has time worked in August and must be paid in August against 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 6/30/17, any time worked after 6/30/17 must be put on the Paysheet.	

SWB = Short Work Break