

Exception Hourly Employees in HCM and Conversion to Hyperion

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This document explains how exception hourly employees and their positions are identified in HCM; and how FTE and salary rates are converted for Hyperion.

Employee

Employees coded as Employee Type E for Exception Hourly.

Position

Positions that are

1. Tied to an exception hourly employee, and
2. Position's FTE equals 0.00, and
3. Position's standard hours does not equal 1.0 (hourly position) or 5.0 (daily position)

Proposed FTE (EMPLFTEINFO and POSFTEINFO):

1. FTE calculation: $[(^1\text{Number of days worked}) \times (^2\text{Number of hours worked per day})] / 2080$
 - **¹Number of days worked**—[260 (constant)] less [the number of non-workdays derived from the Holiday Schedule assigned to the employee]
 - The Payroll tab of an employee's Job record by position contains the employee's assigned Holiday Schedule (Workforce Administration>Job Information>Job Data)
 - Holiday Schedules can be found: Set Up HCM>Foundation Tables>Organization>Holiday Schedule.
 - **²Number of hours worked per day**—the number of work hours per day is derived from the Schedule ID that is assigned to the employee/Department ID on the Assign Work Schedule screen (Manager Self Service>Time Management>Manage Schedules>Assign Work Schedule).
2. The Proposed FTE and FTE Start Date will be blank in EMPLFTEINFO and POSFTEINFO for the following circumstances:
 - a. For positions where FTE equals 0.00, and the position has multiple active employees where the employee type is exception hourly.
 - b. For positions where FTE equals 0.00, and the position has an active employee where the employee type is not coded as exception hourly.

Option Value/Override Option Value (EMPSALGRINFO and POSSALGRINFO):

1. Salary Rate calculation: Comp Rate multiplied by 2080
 - Comp Rate is found on the Compensation tab of the employee's Job record by position (Workforce Administration>Job Information>Job Data)