



Miami-Dade County

Switching 80/96 Work Schedule Job Aid

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DESCRIPTION

This job aid is for Central HR.

The purpose of this job aid is to help Central HR perform the steps necessary to change employee’s schedule from an 80-hour schedule to a 96-hour schedule and vice versa.

SWITCHING 80/96 WORK SCHEDULE

Position Data Update

Step	Action
1.	<ul style="list-style-type: none"> • Log into INFORMS. • Navigate: Main Menu > Reporting Tools > Query > Query Viewer. • Search by query name > MD_80_96_SCHEDULE. • Enter Pay Period in review > Run/View results. <ul style="list-style-type: none"> ○ This query identifies impacted employees switching between 80/96 hours needing a schedule adjustment. • Review Employee Timesheet entries to determine adjustments needed. • Navigate: Main Menu > Manager Self Service > Time Management > Report Time > Timesheet.

2.

- Navigate: **Main Menu > Workforce Administration > Job Information > Job Data.**
- Copy the employee **Position** number from the **Work Location** tab in **Job Data.**
- Navigate: **Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info.**
- On the **Search** page, enter the employee’s position number as found on **Job Data.**
- On the **Description** tab, add new **Effective Dated** row by clicking the ‘+’ in the top right corner.
- Ensure the **Effective Date** matches the start of the pay period.
- Change **Standard Hours.**
- **Job Data** row will be inserted if future dated row exists to apply position updates.
- **Note:** Assumption 1:1 association position and employee.
- **Note:** Week 2 entry determines what workgroup employee falls into. If employee entry on week 2 is as a 96-hour (24) employee and week 1 is as an 80-hour employee, then the employee workgroup would be C-48H and vice versa.

The screenshot shows the Oracle HR system interface for 'Position Data'. The 'Description' tab is selected. The form contains the following sections:

- Position Information:** Position Number 00005224, Headcount Status Filled, Current Head Count 1 out of 1, Effective Date 01/11/2021, Reason UPD, Position Status Approved, Status Date 12/01/2020, Action Date 08/19/2021.
- Job Information:** Business Unit FR (Fire Rescue), Job Code 004101 (Firefighter), Regular Shift Not Applicable, Full/Part Time Full-Time, Union Code C (SAFP Local 1403 - Firefighters), Short Title FIREFIGHTER.
- Work Location:** Reg Region USA (United States), Department FR03010100 (NORTH AREA COMMAND), Company MDC (Miami Dade County), Location FR00000009 (5500 NE 2ND AVE), Reports To 00006106 (FIRE DIVISION CHIEF), Supervisor Lvl 15 (Protective Services), Security Clearance.
- Salary Plan Information:** Salary Admin Plan C, Standard Hours 80.00, Grade 002, Step, Work Period B, Biweekly.

Red boxes highlight the 'Description' tab, the '+' button in the top right of the Position Information section, and the 'Standard Hours' field in the Salary Plan Information section.

3.

On the **Specific Information** tab, **Update Incumbents** flag is checked and will update associated employees **Job Data** when saved.

ORACLE

Position Number 0005224
Headcount Status Filled
Current Head Count 1 out of 1

Specific Information

Effective Date 01/11/2021 Status Active

Max Head Count 1

Mail Drop ID

Work Phone

Health Certificate High Stress Medical - D & A

Signature Authority

Incumbents

- Update Incumbents
- Include Salary Plan/Grade
- Force Update for Title Changes
- Budgeted Position
- Senior Management
- Job Sharing Permitted
- Non-Mayoral

Education and Government

Save Return to Search Notify Add Update/Display Include History Correct History

4.

On the **Budget and Incumbents** tab, validate that the correct employee is updated and click **Save**.

ORACLE

Position Number 0005224
Headcount Status Filled
Current Head Count 1 out of 1

Current Budget

Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents

Empl ID	Empl Record	Full/Part	Std Hrs/Wk	Name	Effective Date	Action	Action Reason	Override Position Data	Job Data
00322239	0	Full-Time	80.00	Lucas Galan	01/11/2021	Position Change	Position Data Update	N	Job Data

Save Return to Search Notify Add Update/Display Include History Correct History

Job Data

5.

- Navigate: **Main Menu > Workforce Administration > Job Information > Job Data.**
- Search for the employee: the position change will be reflected on the **Work Location** tab. Same effective date as in **Position Data.**

Oracle Work Location Details for Lucas Galan (Empl ID: 00322239). The 'Work Location' tab is active. The 'Effective Date' is 01/11/2021. The 'Action' is 'Position Change'. The position is 'FIREFIGHTER' with position number 00005224. The entry date is 10/22/2018. The location is 9500 NE 2ND AVE, Miami Dade County.

6.

On the **Job Information** tab, validate the **Standard Hours** update is reflected on the position number.

Oracle Job Information Details for Lucas Galan (Empl ID: 00322239). The 'Job Information' tab is active. The 'Effective Date' is 01/11/2021. The 'Action' is 'Position Change'. The job code is 004101 (Firefighter). The 'Standard Hours' is 80.00. The position is 'FIREFIGHTER' with job code 004101. The entry date is 10/22/2018. The supervisor is FIRE DIVISION CHIEF 00038343 Horacio Rodriguez.

7.

- On the **Payroll** tab, update **Eligibility Group**.
- Employees will switch between eligibility groups:
 - C-NJB - Bargaining Unit C - Non JB – 80 hours.
 - C-48H - Bargaining Unit C - 48 HR – 96 hours.

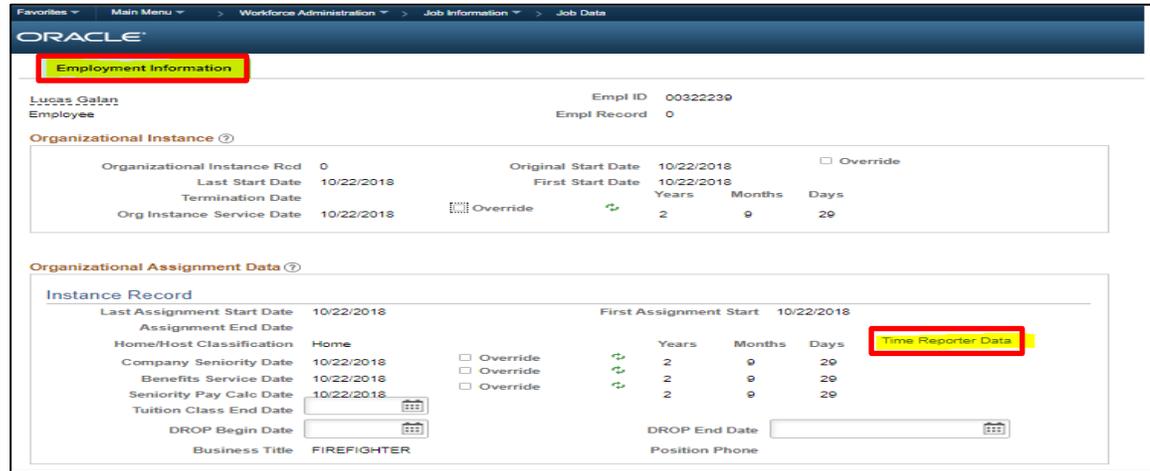
8.

On the **Compensation** tab, validate **Pay Components** and **Hourly Rate**.

Frequency	Rate	Unit
Hourly	36.220378	USD
Biweekly	2,417.630200	USD
Annual	62,858.385200	USD

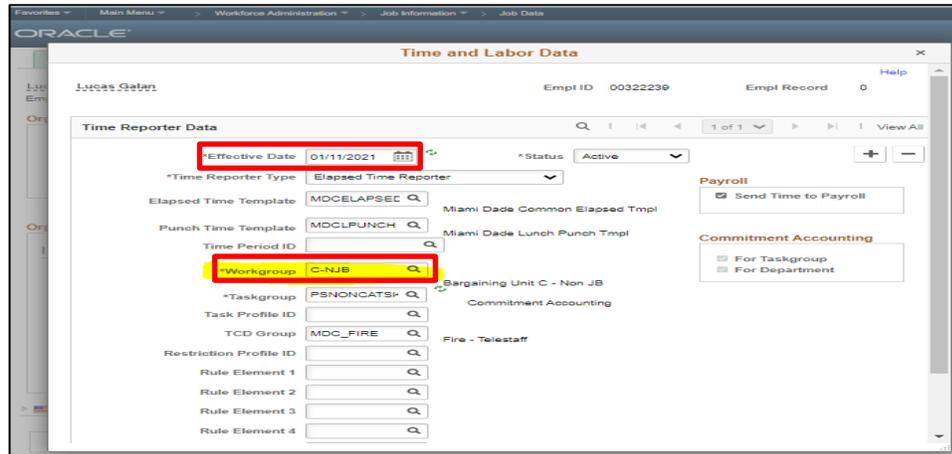
9.

Click at the bottom of the **Job Data** component on **Employee Information** and then click on **Time Reporter Data**.



10.

- Time reporter change **Effective Date** should match the Job effective date of the changes. Add a new row for new **Effective Date**.
- Choose **Workgroup**:
 - C-NJB - Bargaining Unit C - Non JB – 80 hours.
 - C-48H - Bargaining Unit C - 48 HR – 96 hours.



11.

Navigate: **Main Menu > Manager Self Service > Time Management > Manage Schedules > Manage Schedules.**

The screenshot shows the Oracle 'Weekly Schedules' interface. Under the 'Employee Selection' section, there is a table for 'Employee Selection Criteria' with two columns: 'Selection Criterion' and 'Selection Criterion Value'. The criteria listed are: Time Reporter Group, Employee ID (00322239), Last Name, First Name, Business Unit, Job Code, Department, and Taskgroup. Each criterion has a search icon. To the right of the table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'.

12.

Enter date range for period needing adjustment.

The screenshot shows the 'Date and Schedule Selection' section with a 'View By' dropdown set to 'Week' and a 'Date' field containing '04/26/2022'. Below this is a table titled 'Employees For' with columns for days of the week and 'Total Hours'. The 'Tuesday 04/26/22' column is highlighted with a red box. The table shows one employee, Ontiveros, with a total of 48.00 hours.

Select	Last Name	First Name	Employee ID	Job Title	Tuesday 04/26/22	Wednesday 04/27/22	Thursday 04/28/22	Friday 04/29/22	Saturday 04/30/22	Sunday 05/01/22	Monday 05/02/22	Total Hours
<input type="checkbox"/>	Ontiveros	Alisia	00322239	Firefighter	2.00hr	2.00hr OFF	2.00hr OFF	2.00hr	2.00hr OFF	2.00hr OFF	2.00hr OFF	48.00

- Select hyperlink to update hours in schedule.
- **Note:** System assumes schedule file at beginning of pay period. **Manage Schedules** will allow you to complete an override of the schedule.
- Update shift based on 2nd week entry. Hours adjustments needed for week 1:
 - From 80 to 96 multiply hours by 1.2.
 - From 96 to 80 multiply hours by 0.833.

13.

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Manage Schedules](#) > [Manage Schedules](#)

ORACLE All Search [Advanced Search](#)

Schedule Detail for 04/26/2022

[Lucas Galan](#) Employee ID 00322239
 Job Title Firefighter Employment Record Number 0

[Actions](#)

[Instructions](#)

Refresh Schedule

*Schedule Type Elapsed *Punch Pattern Default Default Taskgroup

(Existing schedule will be cleared and refreshed based on the selections made.)

Primary Schedule

[Schedule Detail](#)

Shift ID	Taskgroup	Off Shift	Sched Hrs
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	0.00 <input type="button" value="+"/> <input type="button" value="-"/>

Alternate Schedule
 No schedule data for today

Training Details
 No training data for today

Absence Details
 No absence data for today

Holiday Details
 No holiday data for today

[Return to Manage Schedules](#)

14.

- Navigate: **Main Menu > Global Payroll & Absence Mgmt > Absence & Payroll Processing > Review Absence/Payroll Info > Results by Calendar.**
- Review current balances for employees to determine the manual calculation for the proration adjustment.
- To review ending balance select prior period. **Payment Date/ Calendar ID** should be of prior period.
- Refer to **Accumulators** tab and view latest version.
- Adjust balance as follows:
 - From 80 to 96 multiply balance by 1.2.
 - From 96 to 80 multiply balance by 0.833.

The screenshot displays the 'Results by Calendar' interface. At the top, the 'Accumulators' tab is selected. Below this, the employee's details are shown: Brandon Corlie, Employee ID 00118632, Pay Group MDC, and General Employees. The 'Calendar Information' section shows Calendar Group ID 2021PP25, Segment Number 1, and Description 2021PP25 Biweekly. The 'Version' is highlighted as 2. The 'Accumulators' table below lists various elements, with the 'MD_ANNUAL_BAL' row highlighted in red, showing an amount of 427.750000.

Period	Element Name	Amount	Description	From	Through
Custom Period	MD_ANL_LONG_ENT	96.000000	Longevity Annual Accrual Acc	01/01/1901	
Custom Period	MD_ANNUAL_BAL	427.750000	Annual Leave Balance	01/01/1901	

Absence Balance Proration

15.

- Navigate: **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Adjust Balances > Absences.**
- After manually calculating proration, adjust balances as needed (should only enter the difference as this is an adjustment, positive or negative).
- Select the **Calendar ID** for appropriate pay period that requires adjustments, enter all the impacted elements and values to be adjusted, and **Save.**
- Adjust balance as follows:
 - From 80 to 96 multiply balance by 1.2.
 - From 96 to 80 multiply balance by 0.833.

The screenshot shows the Oracle Absences page for employee Lucas Galan. The 'Calendar ID' is MDC 2021B02. Below, a table titled 'Balance Adjustments' contains one row for 'MD_ANNUAL' with a description of 'Annual Leave', a balance adjustment of -1d, and dates from 01/11/2021 to 01/24/2021. The 'Save' button is also highlighted in red.

*Element Name	Description	Balance Adjustment	Begin Date	End Date
MD_ANNUAL	Annual Leave	-1d	01/11/2021	01/24/2021

Absence Event/Timesheet Update

16.

- Navigate: **Main Menu > Manager Self Service > Time Management > Report Time > Timesheet.**
- Validate the new schedule against time/absence entries for the pay period.
- Update **Timesheet** page as well as **Absences** tab to ensure time and absences reported match the schedule.
- Update shift based on 2nd week entry. Hours adjustments needed for week 1:
 - From 80 to 96 multiply hours by 1.2.
 - From 96 to 80 multiply hours by 0.833.

The screenshot shows the Oracle Timesheet interface for Employee ID 00022239. The 'Reported Time Summary' table is highlighted, showing a total of 32.00 hours for the week of Monday 01/18/2021 to Sunday 01/24/2021. The 'Total Reported Hours' is highlighted in red.

Category	Total	Mon 1/18	Tue 1/19	Wed 1/20	Thu 1/21	Fri 1/22	Sat 1/23	Sun 1/24
Total Reported Hours	32.00		8.00	8.00	8.00	8.00		
No category displayed	32.00		8.00	8.00	8.00	8.00		

17.

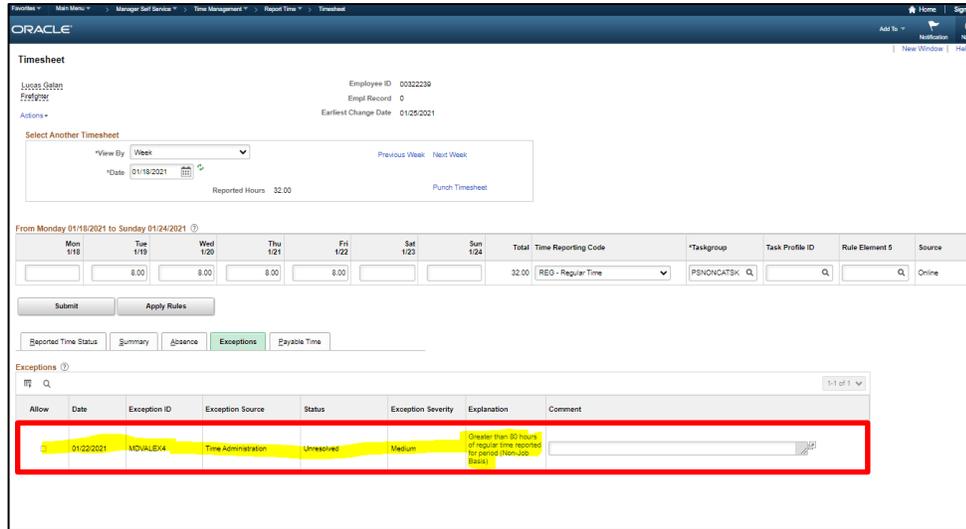
- On **Payable Time** tab: After time admin processing validate payable time for any additional **Time Reporting Codes (TRCs)** that may be generated.
- **Example:** System generated 8 hours of holiday (HOLDY).

The screenshot shows the Oracle Timesheet interface for Employee ID 00022239, specifically the 'Payable Time' tab. A red box highlights the 'Holiday' TRC entry in the 'Payable Time' table, which shows 8.00 hours for the date 01/18/2021.

Date	TRC	Description	TRC Type	Payable Status	Quantity
01/18/2021	HOLDY	Holiday observed	Holiday	Estimated	8.00
01/18/2021	REG	Regular Time	Hours	Estimated	8.00
01/19/2021	REG	Regular Time	Hours	Estimated	8.00
01/21/2021	REG	Regular Time	Hours	Estimated	8.00
01/22/2021	REG	Regular Time	Hours	Estimated	8.00

18.

- On **Exception** tab: Review any exception generated after Time Administration process is complete.
- **Example:** Employee has 80 hours reported on the timesheet and no adjustment is required for timesheet to be updated to match schedule.
- **Example:** System generated 8 hours of holiday (HOLDY) this in addition to time entered is over employee’s schedule and timesheet should be adjusted.



After batch processing, review the absence balances to ensure updates are appropriately reflected.

- Navigate: **Main Menu > Global Payroll & Absence Mgmt > Absence & Payroll Processing > Review Absence/Payroll Info > Results by Calendar Group.**
- Review adjusted balances for employees to confirm that the proration adjustment was processed.

19.

