



FRS ECC Work Switch

TeleStaff uses CSBO and CSBW codes to signify an approved work switch of shifts within the same week, as permitted by MOU. The CSBO and CSBW codes are IAFF codes, and must not be used on MCGEO employee timecards. For MCGEO employees, schedule changes are permitted, however the employee is paid for the shift worked and not paid for the shift that is not worked. There must be two employees in the swap and for FLSA non-exempt employees, the changes must occur in the same week.

Our example will follow two employees in the week the swap occurs, however edits are not typically made until the end of the pay period. Employee A is scheduled to work on Tuesday 8/26, but wants the day off. Employee A has agreed to a work switch with Employee B on Thursday 8/28. Managers approved the work switch.

TUESDAY 8/26/14
(NO CHANGE TO SCHEDULES – BEFORE SWITCH & BEFORE TELESTAFF IMPORT)
EMPLOYEE A:

Week starting: Sun 8/24										
	Pay Code	Transfer	Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29	Sat 8/30	Total
X	Hours Worked			4.0						4.0
X	Hours Worked	:FRS ECCMCGEO 44 Hr O			12.0			12.0	12.0	36.0
	Comp Leave Used			4.0						4.0
X	SD3 - ECC Shift Diff 4p-...				3.0			3.0	3.0	9.0
X	T-Comp Leave Used			4.0						8.0
				8.0	15.0			15.0	15.0	53.0

EMPLOYEE B:

Week starting: Sun 8/24										
	Pay Code	Transfer	Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29	Sat 8/30	Total
X	Hours Worked	:FRS ECCMCGEO 36 Hr O	12.0			12.0	12.0			36.0
X	SD3 - ECC Shift Diff 4p-...		3.0			3.0	3.0			9.0
			15.0			15.0	15.0			45.0

WEDNESDAY 8/27/14
(TELESTAFF HAS IMPORTED USING THE INCORRECT CODES CSBO & CSBW)
EMPLOYEE A:

Week starting: Sun 8/24										
	Pay Code	Transfer	Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29	Sat 8/30	Total
X	Hours Worked			4.0						4.0
X	Hours Worked	:FRS ECCMCGEO 44 Hr O						12.0	12.0	24.0
X	CSBO				12.0					12.0
	Comp Leave Used			4.0						4.0
X	SD3 - ECC Shift Diff 4p-1059p							3.0	3.0	6.0
X	T-Comp Leave Used			4.0						8.0
				8.0	12.0			15.0	15.0	50.0

EMPLOYEE B:

Week starting: Sun 8/24										
	Pay Code	Transfer	Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29	Sat 8/30	Total
X	Hours Worked	:FRS ECCMCGEO 36 Hr O	12.0			12.0	12.0			36.0
X	CSBW				12.0					12.0
X	SD3 - ECC Shift Diff 4p-...		3.0			3.0	3.0			9.0
			15.0		12.0	15.0	15.0			57.0





FRS ECC Work Switch

**THURSDAY 8/28/14
(NO CHANGE, SAME AS WEDNESDAY)**

**FRIDAY 8/29/14
(TELESTAFF HAS IMPORTED THE OTHER HALF OF THE SWITCH, USING THE INCORRECT CODES CSBO & CSBW)**

EMPLOYEE A:

Week starting: Sun 8/24			Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29	Sat 8/30	Total
X	Hours Worked			4.0						4.0
X	Hours Worked	;FRS ECCMCGEO 44 Hr O						12.0	12.0	24.0
X	Hours Worked	//CC 45520-100//FRS059UO//					0.75			0.75
X	CSBO				12.0					12.0
X	CSBW						12.0			12.0
	Comp Leave Used			4.0						4.0
X	SD3 - ECC Shift Diff 4p-1059p							3.0	3.0	6.0
X	SO3 - ECC Shift Diff OT 4p-1059p	//CC 45520-100//FRS059UO//					0.75			0.75
X	T-Comp Leave Used			4.0						4.0
				8.0	12.0		13.5	15.0	15.0	63.5

ADJUSTMENTS NEEDED TO EMPLOYEE A TIMECARD:

- 1) Change Pay Code CSBW to Hours Worked
 - a) In the Transfer Line, add ECC Cost Center: CC_455200-100 and Reason Code: FRS059WS
 - b) Add Work Rule (either FRS ECCMCGEO 44 Hr for "long week" or FRS ECCMCGEO 36 Hr for "short week". In this example, it is the long week.
- 2) On that same "Hours Worked" Line record zero to the normally scheduled CSBO day.
- 3) Delete CSBO Line.
- 4) Adjust Shift Differentials, as needed, applying Shift Differential with Hours Worked and deleting Shift Differential where the day off falls.
- 5) Adjusted Employee A timecard looks like this :

Week starting: Sun 8/24			Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29	Sat 8/30	Total
X	Hours Worked	//CC 45520-100//FRS059UO//;FRS ECCMCGEO 44 Hr US O					0.75			0.75
X	Hours Worked	//CC 45520-100//FRS059WS//;FRS ECCMCGEO 44 Hr O			0.0		12.0			12.0
X	Hours Worked	;FRS ECCMCGEO 44 Hr O						12.0		12.0
	Comp Leave Used			4.0					12.0	16.0
X	SD3 - ECC Shift Diff 4p-...						3.0	3.0		6.0
X	SO3 - ECC Shift Diff OT ...	//CC 45520-100//FRS059UO//					0.75			0.75
X	T-Comp Leave Used			4.0						4.0
				8.0	0.0		16.5	15.0	12.0	51.5





FRS ECC Work Switch

FRIDAY 8/29/14 (CONTINUED)

EMPLOYEE B:

Week starting: Sun 8/24		Pay Code	Transfer	Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29	Sat 8/30	Total
X	Hours Worked		;FRS ECCMCGEO 36 Hr O	12.0			12.0				24.0
X	Hours Worked		//CC 45520-100//FRS059UO//					0.75			0.75
X	Hours Worked		;FRS ECCMCGEO 36 Hr O					12.0			12.0
X	CSBO							12.0			12.0
X	CSBW					12.0					12.0
X	SD3 - ECC Shift Diff 4p-1059p							3.0			3.0
X	SD3 - ECC Shift Diff 4p-1059p			3.0			3.0				6.0
				15.0		12.0	15.0	27.75			69.75

ADJUSTMENTS NEEDED TO EMPLOYEE B TIMECARD:

- 1) Change Pay Code CSBW to Hours Worked
 - a) In the Transfer Line, add ECC Cost Center: CC_455200-100 and Reason Code: FRS059WS
 - b) Add Work Rule (either FRS ECCMCGEO 44 Hr for “long week” or FRS ECCMCGEO 36 Hr for “short week”. In this example, it is the long week.
- 2) On that same “Hours Worked” Line record zero to the normally scheduled CSBO day.
- 3) Delete CSBO Line.
- 4) Adjust Shift Differentials, as needed, applying Shift Differential with Hours Worked and deleting Shift Differential where the day off falls.

Week starting: Sun 8/24		Pay Code	Transfer	Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29	Sat 8/30	Total
X	Hours Worked		//CC 45520-100//FRS059UO//;FRS ECCMCGEO 36 Hr US O					0.75			0.75
X	Hours Worked		//CC 45520-100//FRS059WS//;FRS ECCMCGEO 36 Hr O			12.0		0.0			12.0
X	Hours Worked		;FRS ECCMCGEO 36 Hr O	12.0			12.0	0.0			24.0
X	SD3 - ECC Shift Diff 4p-1059p				3.0		3.0	3.0	0.0		9.0
				15.0		15.0	15.0	0.75			45.75

SPECIAL WORK SWAP CONSIDERATIONS:

Note 1: Sometimes the Hours Worked will still import on the CSBW day. It did in this example for Employee B. In this case it was necessary to remove the 12 Hours Worked and replace it with a zero.

Note 2: If the employee fails to report on the new swapped day to work, the employee must use the appropriate personal leave code to be paid.

Note 3: If a Holiday, follow Holiday Guidance for the 12 hour day, unless the holiday was the 8 hour “special day” then Holiday credit is 8 hours. In case of Holiday, use Holiday Leave for the CSBO day. The CSBW day is treated like a scheduled day, and the employee is eligible for HP1, not HP2.

