County of San Bernardino
9/80 SCHEDULE eTIME SAMPLE

First Monday Flex

(Example pay period submitted – 01/29 through 02/11)

Time Worked from 01/29/22 through 02/11/22 (Prior Pay Period)

	Sat 1/29	Sun 1/30	Mon FLEX	Tue 2/1	Wed 2/2	Thu 2/3	Fri 2/4	Sat 2/5	Sun 2/6	Mon 2/7	Tue 2/8	Wed 2/9	Thu 2/10	Fri 2/11	Total	TRC
1		4.00													4.00	AWS
2				9.00	9.00	9.00	9.00			4.00	9.00	9.00	9.00	9.00	76.00	REG
3		4.00		9.00	9.00	9.00	9.00			4.00	9.00	9.00	9.00	9.00	80.00	**TOTAL**

<u>FIRST WEEK</u>   <u>SECOND WEEK</u>

- Half of the 8-hour shift on second Monday is being coded on **Sunday of the first week in the pay period**
- If this Monday is a regular workday, code the hours reflected on Sunday as AWS

(Example pay period **with holiday** submitted – 08/27 through 09/09 with Labor Day holiday observed 9/5)

Time Worked from 08/27/22 through 09/09/22 (Prior Pay Period)

	Sat 8/27	Sun 8/28	Mon FLEX	Tue 8/30	Wed 8/31	Thu 9/1	Fri 9/2	Sat 9/3	Sun 9/4	Mon 9/5	Tue 9/6	Wed 9/7	Thu 9/8	Fri 9/9	Total	TRC
1		4.00								4.00					8.00	HOL
2				9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	72.00	REG
3		4.00		9.00	9.00	9.00	9.00			4.00	9.00	9.00	9.00	9.00	80.00	**TOTAL**

<u>FIRST WEEK</u>   <u>SECOND WEEK</u>

- Half of the 8-hour shift on second Monday is being coded on **Sunday of the first week in the pay period**
- If this is a holiday, sick day, or vacation day etc. replace AWS with the appropriate TRC (ex. HOL)
- If you work overtime on your flex day, Saturday and/or Sunday, code REG on the actual day you worked

Second Monday Flex

The 8-hour Monday is split between two pay periods

(Example pay period submitted – 04/08 through 04/21)

Previous Pay Period

Time Worked from 03/25/23 through 04/07/23 (Prior Pay Period)

	Sat 3/25	Sun 3/26	Mon 3/27	Tue 3/28	Wed 3/29	Thu 3/30	Fri 3/31	Sat 4/1	Sun 4/2	Mon FLEX	Tue 4/4	Wed 4/5	Thu 4/6	Fri 4/7	Total	TRC
1			4.00	9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	76.00	REG
2									4.00						4.00	AWS
3			4.00	9.00	9.00	9.00	9.00		4.00		9.00	9.00	9.00	9.00	80.00	TOTAL

FIRST WEEK   SECOND WEEK

The hours are split between the first Monday of the current pay period and the second Sunday of the previous pay period.

Current Pay Period

Time Worked from 04/08/23 through 04/21/23 (Prior Pay Period)

	Sat 4/8	Sun 4/9	Mon 4/10	Tue 4/11	Wed 4/12	Thu 4/13	Fri 4/14	Sat 4/15	Sun 4/16	Mon FLEX	Tue 4/18	Wed 4/19	Thu 4/20	Fri 4/21	Total	TRC
1			4.00	9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	76.00	REG
2									4.00						4.00	AWS
3			4.00	9.00	9.00	9.00	9.00		4.00		9.00	9.00	9.00	9.00	80.00	TOTAL

FIRST WEEK   SECOND WEEK

These 4 AWS hours are coded and split with the next pay period's first Monday.

- Half of the 8-hour shift on first Monday is being coded on **Sunday of the second week** in the previous pay period
- If this Monday is a regular workday, code the hours reflected on Sunday as AWS

County of San Bernardino
9/80 SCHEDULE eTIME SAMPLE

(Example pay period **with holiday** submitted – 07/03 through 07/16 with 4th of July holiday observed 07/05)

Previous Pay Period

Time Worked from 06/19/21 through 07/02/21 (Prior Pay Period)

	Sat 6/19	Sun 6/20	Mon 6/21	Tue 6/22	Wed 6/23	Thu 6/24	Fri 6/25	Sat 6/26	Sun 6/27	Mon FLEX	Tue 6/29	Wed 6/30	Thu 7/1	Fri 7/2	Total	TRC
1			4.00	9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	76.00	REG
2									4.00						4.00	HOL
3			4.00	9.00	9.00	9.00	9.00		4.00		9.00	9.00	9.00	9.00	80.00	**TOTAL**

<u>FIRST WEEK</u>   <u>SECOND WEEK</u>

Code HOL on Week 2 Sunday in the pay period before the holiday

Code HOL on the observed day of the holiday in the current pay period (ex. 7/5)

Current Pay Period

Time Worked from 07/03/21 through 07/16/21 (Prior Pay Period)

	Sat 7/3	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Sun 7/11	Mon FLEX	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Total	TRC
1			4.00												4.00	HOL
2				9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	72.00	REG
3									4.00						4.00	AWS
4			4.00	9.00	9.00	9.00	9.00		4.00		9.00	9.00	9.00	9.00	80.00	**TOTAL**

<u>FIRST WEEK</u>   <u>SECOND WEEK</u>

These 4 AWS hours are coded and split with the next pay period's first Monday.

- Half of the 8-hour shift on first Monday is being coded on **Sunday of the second week <u>in the previous pay period</u>**

- If this is a holiday, sick day, or vacation day etc. replace AWS with appropriate TRC (ex. HOL)

- If you work overtime on your flex day, Saturday and/or Sunday, code REG on the actual day you worked

- You will need to look at the next pay period ahead to see if you need to code HOL or another TRC instead of AWS when coding hours for the current pay period

First Friday Flex

The 8-hour Friday is split between two pay periods

(Example pay period submitted – 04/22 through 05/05)

Current Pay Period

Time Worked from 04/22/23 through 05/05/23 (Prior Pay Period)

	Sat 4/22	Sun 4/23	Mon 4/24	Tue 4/25	Wed 4/26	Thu 4/27	Fri FLEX	Sat 4/29	Sun 4/30	Mon 5/1	Tue 5/2	Wed 5/3	Thu 5/4	Fri 5/5	Total	TRC
1	4.00														4.00	AWS
2			9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	4.00	76.00	REG
3	4.00		9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	4.00	80.00	**TOTAL**

These 4 AWS hours are coded and split with the previous pay period's second Friday.

FIRST WEEK   SECOND WEEK

The hours are split between the second Friday of the current pay period and the first Saturday of the next pay period.

Future Pay Period

Time Worked from 05/06/23 through 05/19/23 (Prior Pay Period)

	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10	Thu 5/11	Fri FLEX	Sat 5/13	Sun 5/14	Mon 5/15	Tue 5/16	Wed 5/17	Thu 5/18	Fri 5/19	Total	TRC
1	4.00														4.00	AWS
2			9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	4.00	76.00	REG
3	4.00		9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	4.00	80.00	**TOTAL**

FIRST WEEK   SECOND WEEK

- Half of the 8-hour shift on second Friday is being coded on **Saturday of the first week in the next pay period**

- If this Friday is a regular workday, code the hours reflected on Saturday as AWS

County of San Bernardino
9/80 SCHEDULE eTIME SAMPLE

(Example pay period **with holiday** submitted – 06/20 through 07/03 with 4th of July holiday observed 07/03)

Current Pay Period

Time Worked from 06/20/20 through 07/03/20 (Prior Pay Period)

	Sat 6/20	Sun 6/21	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri FLEX	Sat 6/27	Sun 6/28	Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Total	TRC
1	4.00														4.00	AWS
2			9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00		72.00	REG
3														4.00	4.00	HOL
4	4.00		9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	4.00	80.00	TOTAL

FIRST WEEK   SECOND WEEK

These 4 AWS hours are coded and split with the previous pay period's second Friday.

Code HOL on the observed day of the holiday in the current pay period (ex. 7/3)

Next Pay Period

Code HOL on Week 1 Saturday in the next pay period

Time Worked from 07/04/20 through 07/17/20 (Prior Pay Period)

	Sat 7/4	Sun 7/5	Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri FLEX	Sat 7/11	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Total	TRC
1	4.00														4.00	HOL
2			9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	4.00	76.00	REG
3	4.00		9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00	4.00	80.00	TOTAL

FIRST WEEK   SECOND WEEK

- Half of the 8-hour shift on second Friday is being coded on **Saturday of the first week <u>in the next pay period</u>**
- If this is a holiday, sick day, or vacation day etc. replace AWS with appropriate TRC (ex. HOL)
- If you work overtime on your flex day, Saturday and/or Sunday, code REG on the actual day you worked
- You will need to remember to code HOL or the appropriate TRC in the next pay period when needed

County of San Bernardino
9/80 SCHEDULE eTIME SAMPLE

Second Friday Flex

(Example pay period submitted – 05/06 through 05/19)

Time Worked from 05/06/23 through 05/19/23

	Sat 5/6	Sun 5/7	Mon 5/8	Tue 5/9	Wed 5/10	Thu 5/11	Fri 5/12	Sat 5/13	Sun 5/14	Mon 5/15	Tue 5/16	Wed 5/17	Thu 5/18	Fri FLEX	Total	TRC
1			9.00	9.00	9.00	9.00	4.00			9.00	9.00	9.00	9.00		76.00	REG
2								4.00							4.00	AWS
3			9.00	9.00	9.00	9.00	4.00	4.00		9.00	9.00	9.00	9.00		80.00	TOTAL

FIRST WEEK   SECOND WEEK

- Half of the 8-hour shift on first Friday is being coded on **Saturday of the second week in the pay period**
- If this Friday is a regular workday, code the hours reflected on Saturday as AWS

(Example pay period **with holiday** submitted – 11/05 through 11/18 with Veteran's Day holiday observed 11/11)

Time Worked from 11/05/22 through 11/18/22 (Prior Pay Period)

	Sat 11/5	Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Sun 11/13	Mon 11/14	Tue 11/15	Wed 11/16	Thu 11/17	Fri FLEX	Total	TRC
1			9.00	9.00	9.00	9.00				9.00	9.00	9.00	9.00		72.00	REG
2							4.00	4.00							8.00	HOL
3			9.00	9.00	9.00	9.00	4.00	4.00		9.00	9.00	9.00	9.00		80.00	TOTAL

FIRST WEEK   SECOND WEEK

- Half of the 8-hour shift on first Friday is being coded on **Saturday of the second week in the pay period**
- If this is a holiday, sick day, or vacation day etc. replace AWS with appropriate TRC (ex. HOL)
- If you work overtime on your flex day, Saturday and/or Sunday, code REG on the actual day you worked