Salary (exempt) Work Schedule Naming Convention

Example: P 0400 2 A

(1) Type of schedule:
   P = Part Time - that does not vary.
   S = Rotating - weekly schedule that does not vary.
   V = Varies - Full or Part-time that varies in work days, daily hours or weekly hours.

(2) Daily hours:
   0400 = 1st work day hours of 4.
   0630 = 1st work day hours of 6.5.
   0800 = 1st work day hours of 8.
   1000 = 1st work day hours of 10.

(3) First workday of workweek:
   1 = Sunday
   2 = Monday
   3 = Tuesday
   4 = Wednesday
   5 = Thursday
   6 = Friday
   7 = Saturday

(4) Sequence to make like schedules unique.

Salary (exempt) Daily Work Schedule Naming Convention

To be used for Work Schedule Substitutions.

Example: 0450

(1) Working hours
   0450 = 4.5 hours
   0800 = 8 hours
   OFF = Off day