

## 4/10 SCHEDULE

The summer 4/10 schedule will begin the week of commencement and end two weeks before the start of the fall semester. Districtwide service hours for the summer will be Monday – Thursday, 8am – 6pm. Some departments may have employees scheduled outside of that time period.

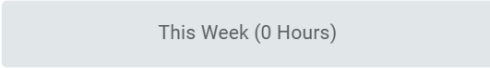

Within Workday, all employees will be provided the SAME set schedule 7:30am – 6:00pm. This includes a thirty (30) minute lunch break. **If you have an alternative work schedule during the 4/10 schedule, please be sure to update your schedule for your first week of entry and use Auto-fill from Prior Week for the remaining 4/10 work weeks.**

## ENTER YOUR FIRST WEEK OF TIME FOR 4/10 SCHEDULE – AUTO-FILL FROM SCHEDULE

**NOTE:** All employees have the same Pre-Loaded Schedule for the 4/10 calendar. If you have hours that differ from 7:30am – 6:00pm, you must correct your set schedule the first week of the 4/10 schedule. To complete this please see the instructions below:

From the **Home** page:



1. Click the **Time** application.
2. Select the  button in the Enter Time section.
3. The Enter My Time page will display.
4. Click  at the bottom left of the screen and select **Auto-fill from Schedule**.
5. Your schedule time will populate in the grid. [Notice that Friday is no longer an option and that the in and out times are set to those listed above]. **Review** the dates and uncheck any days in which you had a time off request or the day is a GCCCD designated holiday. (e.g. I have vacation scheduled to start this Thursday, so I will uncheck the checkbox next to Thursday.)

Start Date 06/26/2017  
 End Date 07/02/2017  
 Time Entry Code Regular Time - In/Out

Scheduled Hours 4 Items

			Quantity	Unit Type	In	Out
<input checked="" type="checkbox"/>	Monday	06/26/2017	10	Hours	07:30 AM	12:30 PM
					01:00 PM	06:00 PM
<input checked="" type="checkbox"/>	Tuesday	06/27/2017	10	Hours	07:30 AM	12:30 PM
					01:00 PM	06:00 PM
<input checked="" type="checkbox"/>	Wednesday	06/28/2017	10	Hours	07:30 AM	12:30 PM
					01:00 PM	06:00 PM
<input checked="" type="checkbox"/>	Thursday	06/29/2017	10	Hours	07:30 AM	12:30 PM
					01:00 PM	06:00 PM

OK

- Click .
- The time blocks of all the checked days will auto-populate your Enter My Time Weekly template/grid. Adjust the time on the populated time blocks to fit your 4/10 schedule.

**NOTE:** If you were approved to work on a Friday or weekend, simply enter that time as Individual Time Blocks!

- Weekly Totals of time worked and time off display at the top right corner of the page.
- If you unchecked any days, then a Leave Without Pay entry will be added, until those days are filled with either time worked or time off.

Regular	Addl. Straight Time	Time Off	OT	Comp Time Worked	Grand Total
24	0	0	0	0	24

Today < > Jun 19 – 25, 2017 View Week

Mon 6/19 Hours: 8	Tue 6/20 Hours: 8	Wed 6/21 Hours: 8	Thu 6/22 Hours: 0	Fri 6/23 Hours: 0	Sat 6/24 Hours: 0	Sun 6/25 Hours: 0
						Leave Without Pay 16

ENTER ALL FOLLOWING WEEKS OF TIME FOR 4/10 SCHEDULE –  
 AUTO-FILL FROM PRIOR WEEK

NOTE: All employees have the same Pre-Loaded Schedule for the 4/10 calendar. If you have hours that differ from 7:30am – 6:00pm you must correct your set schedule the first week of the 4/10 schedule and then copy that schedule using the instructions below:

From the **Home** page:



- Click the **Time** application.

2. Select the This Week (0 Hours) button in the Enter Time section.
3. The Enter My Time page will display.
4. Click Enter Time at the bottom left of the screen and select **Auto-fill from Prior Week.**
5. Your schedule time will populate in the grid from your previous week's time. **Review** the dates and uncheck any days in which you had a time off request or the day is a GCCCD designated holiday. (e.g. I have vacation scheduled to start this Thursday, so I will uncheck the checkbox next to Thursday.)

Start Date 06/26/2017  
End Date 07/02/2017  
Time Entry Code Regular Time - In/Out  
Scheduled Hours 4 Items

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					01:00 PM	06:00 PM
<input checked="" type="checkbox"/>	Thursday	06/29/2017	10	Hours	07:30 AM	12:30 PM
					01:00 PM	06:00 PM

6. Click OK.
  7. The time blocks of all the checked days will auto-populate your Enter My Time Weekly template/grid. Adjust the time on the populated time blocks to fit your 4/10 schedule.
- NOTE:** If anything has change from the previous week, be sure to correct this time prior to submittal.
8. Weekly Totals of time worked and time off display at the top right corner of the page.
  9. If you unchecked any days, then a Leave Without Pay entry will be added, until those days are filled with either time worked or time off.

Regular	24	Addl. Straight Time	0	Time Off	0	OT	0	Comp Time Worked	0	Grand Total	24
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Today < > Jun 19 – 25, 2017 View Week

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						Leave Without Pay 16