

# 9/80 Schedule Timesheet Guidance

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## 9/80 Timesheet Guidance

Employees that work a 9/80 schedule follow the same timesheet entry steps that the non-9/80 work schedule employees do. The time entry guides can be found on the AIS Sandia Training portal (<https://portal.ais-slp.com/training/default.aspx>) and are broken down by organization and shift.

The main difference between the 9/80 employees and the non 9/80 employees is the work schedule, which is reflected in the summary panel of the “Time Entry” screen. These employees will either be working the first Friday of the pay period or the second Friday of the pay period. For those Fridays in which they are not working, they will have 0 scheduled hours. On these days, the employees do not need to enter time in the system. For all Fridays worked, 9/80 employees will be scheduled for 8 hours instead of 9.

When leave time (Bereavement, Jury Duty, Sick, Holiday, Vacation, Military, and Leave Without Pay) is entered, the system will calculate 9 hours of leave instead of 8, unless the leave time entered is on a Friday.

Employees who are set up with the wrong 9/80 shift (ie: are scheduled to work the first Friday but should be working the second Friday), should send an e-mail to [timehelp@ais-slp.com](mailto:timehelp@ais-slp.com).

## Timesheet Summary Examples

*9/80 Schedule where the employee works the first Friday of the Pay Period*

Summary										
WorkDate	Day	Hours	Regular	Overtime	Leave	Sched Hours	Approved	Pending	Reject	Holiday?
9/11/2015	Fri	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	
9/12/2015	Sat	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9/13/2015	Sun	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9/14/2015	Mon	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/15/2015	Tue	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/16/2015	Wed	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/17/2015	Thu	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/18/2015	Fri	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9/19/2015	Sat	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9/20/2015	Sun	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9/21/2015	Mon	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/22/2015	Tue	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/23/2015	Wed	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/24/2015	Thu	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/25/2015	Fri	0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	
		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

*9/80 Schedule where the employee works the second Friday of the Pay Period*

Summary										
WorkDate	Day	Hours	Regular	Overtime	Leave	Sched Hours	Approved	Pending	Reject	Holiday?
9/11/2015	Fri	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9/12/2015	Sat	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9/13/2015	Sun	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9/14/2015	Mon	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/15/2015	Tue	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/16/2015	Wed	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/17/2015	Thu	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/18/2015	Fri	0.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	
9/19/2015	Sat	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9/20/2015	Sun	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
9/21/2015	Mon	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/22/2015	Tue	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/23/2015	Wed	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/24/2015	Thu	0.00	0.00	0.00	0.00	9.00	0.00	0.00	0.00	
9/25/2015	Fri	0.00	0.00	0.00	0.00		0.00	0.00	0.00	
		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	