

Add a Compressed or Modified Schedule ID to a Worker

Use this procedure to designate that an employee has a compressed or modified schedule. Once an employee has this designation in Workday, compensatory time calculations will be turned off for the employee when reporting their work hours

This task is completed using the **Edit Other IDs** task in Workday. An HR Coordinator completes this task by selecting the “Compressed Work Week” **Other ID Type** and then entering related details.

This is a 2-step process:

1. Enter the Other ID type with details (schedule, Employee W#, and date schedule should start)
2. Upload the Compressed Workweek Agreement, if applicable.

Procedure:

1. Search for the employee.



Tip: To find an employee....

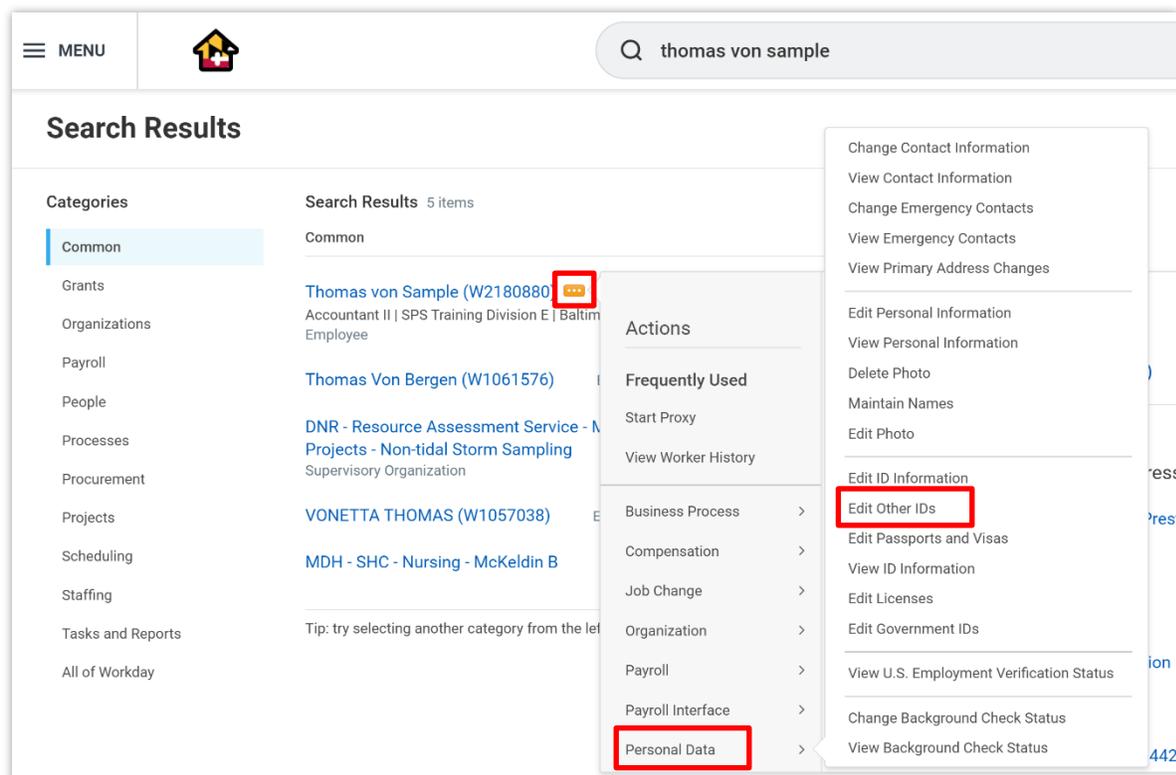
- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon or click the **Enter** key.

OR

- Find the employee in their assigned Supervisory Organization on **Members** tab.

2. Click the Related Actions and Preview  button next to the employee's name.

3. In the menu, hover over Personal Data, then click the Edit Other IDs hyperlink.



The screenshot shows the Workday interface with a search bar containing 'thomas von sample'. The search results are displayed under the 'Common' category. The first result is 'Thomas von Sample (W2180880)', an Accountant II in the SPS Training Division E in Baltimore. A red box highlights the 'More options' button next to this result. A dropdown menu is open, showing various actions. The 'Personal Data' option is highlighted in red, and its sub-menu is also visible, with 'Edit Other IDs' highlighted in red.



4. On the Edit Other IDs page, click the Plus sign to add a new row.

Edit Other IDs Thomas von Sample (W2180880) ⋮

Other IDs 0 items

| + | *Other ID Type | Organization | Description | Identification # |
|---------|----------------|--------------|-------------|------------------|
| No Data | | | | |

enter your comment

Submit Save for Later Cancel

5. Complete the following fields:

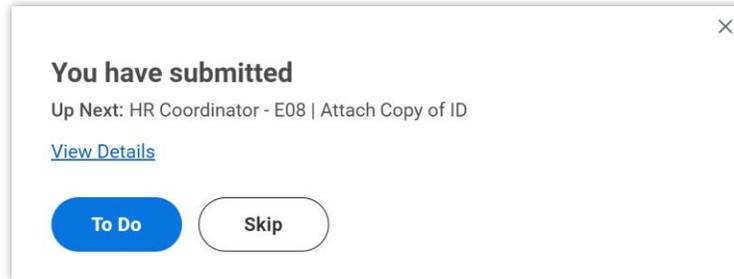
- **Other ID Type:** Select “Compressed Work Week” from the drop down menu.
- **Custom Description:** *Optional.* Enter the employee’s schedule for each. For example: 40/40; 36/44; Mon-Fri, 10 hours a day, etc.
- **Identification #:** Enter the employee’s W-number. Example: W1231231)
- **Issue Date:** Enter the date the schedule is to start for the employee. ***The effective date of the compressed schedule cannot be backdated. The schedule’s effective date is the date the compressed schedule is ENTERED into the system.***

NOTE: If you are updating the Other IDs for an employee with an existing Compressed or modified schedule for the Timekeeping go-live, enter the go-live date.

6. Click the **Submit**  button.

- The next step is to upload the employee's Compressed Workweek Agreement or other schedule agreement.

After clicking Submit, you will get a pop-up notification that the edits have been submitted.

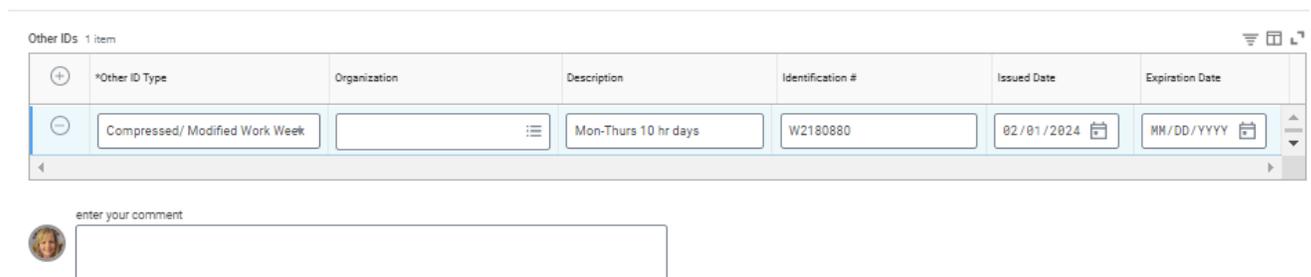


You will have the following options:

| To... | Do this.... |
|--------------------------------------------------------------------------------------|----------------------------------|
| To load the employee's Compressed Workweek Agreement ... | Click the To Do button. |
| To skip this step (because the employee's schedule does not require an agreement)... | Click the Skip hyperlink. |

End a Compressed or Modified Schedule ID for a Worker

- From the Worker, click the Related Actions and Preview  button next to the employee's name.
- In the menu, hover over Personal Data, then click the Edit Other IDs hyperlink.
- Delete the row entered for Compressed/ Modified Work Week



IMPORTANT – The expiration date will not end the Compressed/Modified schedule. You must **DELETE** the row. The effective date for stopping the Compressed/Modified schedule will be the date the row is removed. You cannot backdate removal of Compressed/Modified schedules.