

## 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.



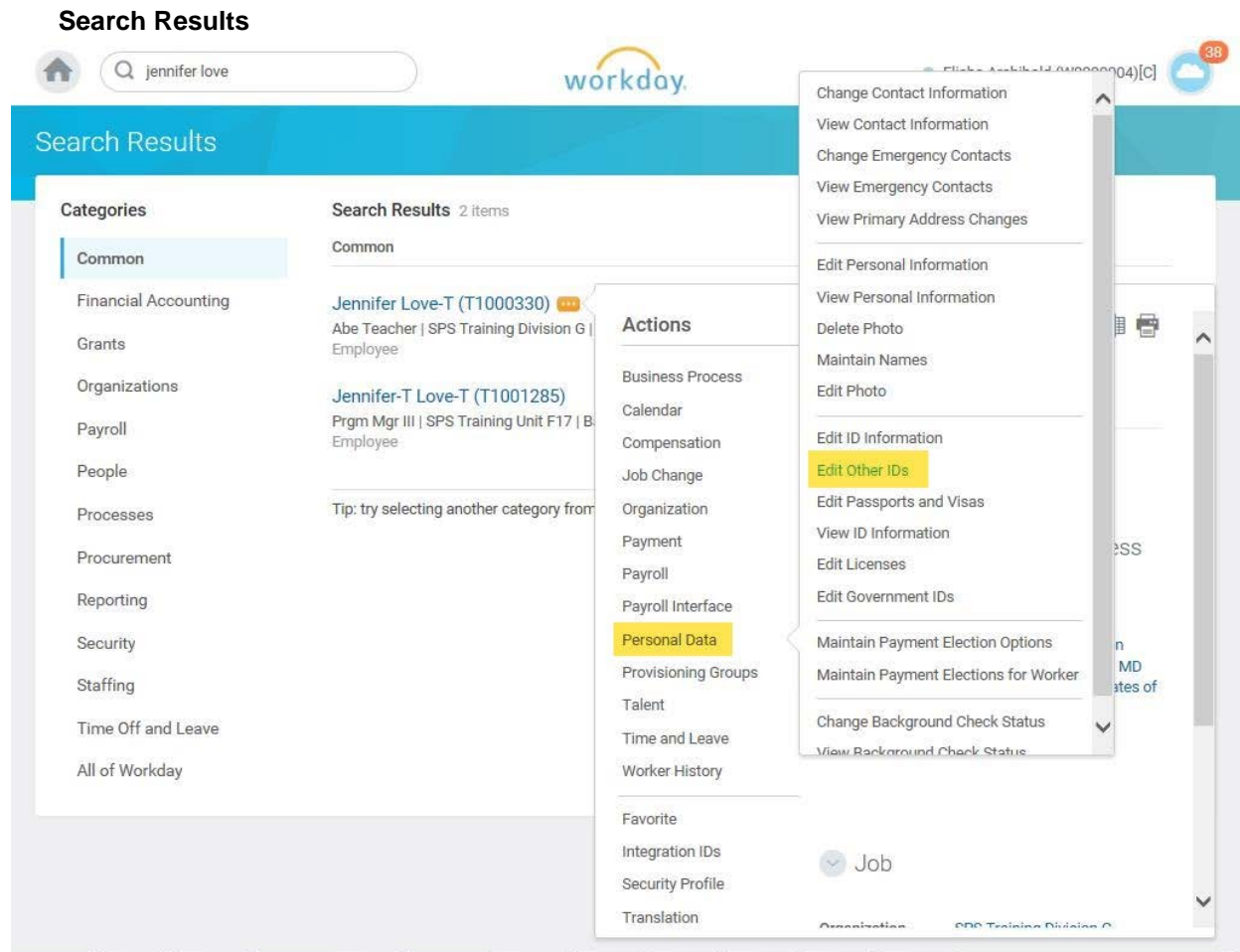
**Tip:** To find an employee....

- 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.



The screenshot shows the Workday interface. At the top, there is a search bar with the text 'jennifer love' and the Workday logo. Below the search bar, the page is titled 'Search Results'. On the left, there is a sidebar with 'Categories' including Common, Financial Accounting, Grants, Organizations, Payroll, People, Processes, Procurement, Reporting, Security, Staffing, Time Off and Leave, and All of Workday. The 'Common' category is selected. The main content area shows 'Search Results 2 items' under the 'Common' category. The first item is 'Jennifer Love-T (T1000330)' with the role 'Abe Teacher | SPS Training Division G | Employee'. The second item is 'Jennifer-T Love-T (T1001285)' with the role 'Prgrm Mgr III | SPS Training Unit F17 | B | Employee'. A tip below the items says 'Tip: try selecting another category from...'. An actions menu is open over the first item, listing various actions such as 'Change Contact Information', 'View Contact Information', 'Edit Personal Information', 'Delete Photo', 'Maintain Names', 'Edit Photo', 'Edit ID Information', 'Edit Other IDs' (highlighted in yellow), 'Edit Passports and Visas', 'View ID Information', 'Edit Licenses', 'Edit Government IDs', 'Maintain Payment Election Options', 'Maintain Payment Elections for Worker', 'Change Background Check Status', and 'View Background Check Status'. The 'Personal Data' category in the actions menu is also highlighted in yellow.

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

**Edit Other IDs For Worker**

Home | Search: jennifer love | workday | Elisha Archibold (W0999904)[C] | 38


Edit Other IDs For Worker Jennifer Love-T (T1000330) [More]

Other IDs 0 items

+	*Other ID Type	Organization	Custom Description
No Data			

enter your comment

Submit Save for Later Cancel

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

5. Complete the following fields:

- **Other ID Type:** Select “Compressed Work Week” from the drop down menu.
- **Organization:** Leave Bank
- **Custom Description:** *Optional.* Enter the employee’s scehdule for each. For example: 40/40; 36/44; Mon-Fri, 10 hours a day, etc.
- **Identification #:** Enter the employee’s W #. Example: W1231231
- **Issue Date:** Enter the date the schedule is to start for the employee.

**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.

- **Expiration Date:** Leave blank

**NOTE:** The expiration date will not end the compressed or modified work schedule this will always be blank. If you need to end and employees compressed or modified work schedule you will have to delete the Other ID.

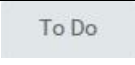
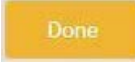
6. Click the **Submit**  button.

### Edit Other IDs For Worker



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

On the Next page, select one of the following options:

To...	Do this....
To load the employee's Compressed Workweek Agreement ...	Click the  button.
To stop here and load the agreement later...	Click the  buton. <b>Note:</b> You'll need to find the "Attach Copy of ID: Edit Other IDs" action in your Inbox to continue this task.
To skip this step (beacuse the employee's schedule does not require an agreement)...	Click the <b>Skip</b> hyperlink.

8. The System Task is complete.