



JANICE K. BREWER
GOVERNOR

DAVID RABER
INTERIM DIRECTOR

ARIZONA DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING OFFICE
100 NORTH 15th AVENUE • SUITE 302
PHOENIX, ARIZONA 85007
Phone: (602) 542-5601 • Fax: (602) 542-5749

MEMORANDUM

TO: All State Agencies
Attention: Agency CFOs and Payroll Managers

FROM: D. Clark Partridge, State Comptroller *D.C.P.*

DATE: June 29, 2010

SUBJECT: Transitioning Employees off 9/80 Alternate Work Weeks

This memorandum provides additional guidance referred to in the 9/80 communication sent from David Raber, Interim Director, on June 25, 2010 instructing all agencies to eliminate 9/80 alternate work weeks on or before July 10, 2010. The following should be used as a guide to transition employees from a 9/80 alternate work week back to the standard State work week.

Start the transition plan by confirming that when the employee began the 9/80 alternate work week, they had the proper adjustment to their schedule for hours held over (for Friday 9/80's) or forecast forward (for Saturday and Monday 9/80's). Then, develop a custom schedule for the employee's final 9/80 pay period which will end Friday, July 9, 2010.

<u>9/80 Type</u>	<u>Transition:</u>
1st Monday off	Employee's pay period to end Friday <u>at Midnight</u> on July 9th. No adjustment to the work schedule, besides the holiday, is necessary since Monday, July 12th is the employee's scheduled flex day.
2nd Monday off	Employee's pay period to end Friday <u>at Midnight</u> on July 9th. The 4 hours before noon that the employee is scheduled to work on Monday, July 12th would normally be forecast and paid in the current pay period. Therefore, the employee needs to get in an additional 4 hours by Friday, July 9th at Midnight. See page 3 for schedule option details.
1st Friday off	Employee's pay period to end Friday <u>at Noon</u> on July 9th. The 4 hours after noon on Friday July 9th would normally be held and paid in the subsequent pay period. Since the employee is ending the 9/80, they cannot work after noon as usual. See page 3 for schedule option details.
2nd Friday off	Employee's pay period to end Friday <u>at Noon</u> on July 9th. No adjustment to the work schedule, besides the holiday, is necessary since Friday, July 9th is the employee's scheduled flex day.

Memorandum: Transitioning Employees off 9/80 Alternate Work Weeks

June 29, 2010

Page 2

1st Saturday off Employee's pay period to end Friday at Midnight on July 9th. No adjustment to the work schedule, besides the holiday, is necessary since Saturday, July 10th is the employee's scheduled flex day.

2nd Saturday off Employee's pay period to end Friday at Midnight on July 9th. The 4 hours before noon that the employee is scheduled to work on Saturday, July 10th would normally be forecast and paid in the current pay period. Therefore, the employee needs to get in an additional 4 hours by Friday, July 9th at Midnight. See page 4 for schedule option details.

HRIS does not currently contain any individuals on a Sunday 9/80 schedule. However, if any individuals are working a Sunday 9/80 alternate work week, a similar methodology to the Saturday approach should be utilized.

Some of the transition schedule options involve working a partial day or a longer day than normal. These schedules can be adjusted if the employee requests and management approves the use of leave. Also, consideration must be made for the July 4th holiday observed on Monday, July 5th. All hours (whether worked, holiday, or approved leave) must be accounted for before the end of the pay period.

The suggested schedule options shown do not have any impact to the employee until the week of July 5th to provide the employee and employer the maximum amount of time to plan the change and still be compliant with the transition deadline.

All 9/80 Work Schedule options will be removed from the HRIS. Please ensure that as of July 10, 2010, employees work schedules in HRIS reflect their new schedule.

If you have any questions, contact Stu Wilbur, Statewide Payroll Manager, at (602) 542-1674.

Suggested Scheduling Options for Transitioning Employees off 9/80 Alternate Work Week

		1ST MONDAY OFF							TOTAL	
		SAT	SUN	MON	TUE	WED	THU	FRI		
		12am Noon								
CURRENT WORK SCHEDULE	WEEK 1			FLEX	9	9	9	9	36	
	WEEK 2			4 4	9	9	9	9	44	
FINAL 9/80 SCHEDULE (6/26/10 - 7/9/10)	WEEK 1			FLEX	9	9	9	9	36	
	WEEK 2			8	9	9	9	9	44	

8 HOURS HOLIDAY PAY - JULY 5TH, 2010

NO ADJUSTMENT BESIDES THE HOLIDAY IS NECESSARY. EMPLOYEE'S PAY PERIOD TO END FRIDAY AT MIDNIGHT.

		2ND MONDAY OFF							TOTAL	
		SAT	SUN	MON	TUE	WED	THU	FRI		
		12am Noon								
CURRENT WORK SCHEDULE	WEEK 1			4 4	9	9	9	9	44	
	WEEK 2			FLEX	9	9	9	9	36	
FINAL 9/80 SCHEDULE (6/26/10 - 7/9/10) - OPTION 1	WEEK 1			4 4	9	9	9	9	44	
	WEEK 2			8	8	8	8	8	40	
FINAL 9/80 SCHEDULE (6/26/10 - 7/9/10) - OPTION 2	WEEK 1			4 4	9	9	9	9	44	
	WEEK 2			8	9	9	9	5	40	

8 HOURS HOLIDAY PAY - JULY 5TH, 2010

4 HOURS HAVE ALREADY BEEN PAID IN PRIOR PAY PERIOD. DO NOT INCLUDE IN HRIS THESE 4 HOURS BEFORE NOON FOR THE FINAL 9/80 PAY PERIOD.

EMPLOYEE'S PAY PERIOD TO END FRIDAY AT MIDNIGHT.
EMPLOYEE'S PAY PERIOD TO END FRIDAY AT MIDNIGHT.

		1ST FRIDAY OFF							TOTAL
		SAT	SUN	MON	TUE	WED	THU	FRI	
		12am Noon							
CURRENT WORK SCHEDULE	WEEK 1			9	9	9	9	FLEX	36
	WEEK 2			9	9	9	9	4 4	44
FINAL 9/80 SCHEDULE (6/26/10 - 7/9/10) - OPTION 1	WEEK 1			9	9	9	9	FLEX	36
	WEEK 2			8	9	9	9	5	40
FINAL 9/80 SCHEDULE (6/26/10 - 7/9/10) - OPTION 2	WEEK 1			9	9	9	9	FLEX	36
	WEEK 2			8 / 2	10	10	10	OFF	40

8 HOURS HOLIDAY PAY - JULY 5TH, 2010

2 HOURS ANNUAL LEAVE

THE EMPLOYEE CANNOT WORK AFTER NOON ON FINAL FRIDAY OF FINAL 9/80 PAY PERIOD.

4 HOURS AFTER NOON ON THIS FRIDAY CARRY FORWARD TO THE NEXT PAY PERIOD.
EMPLOYEE'S PAY PERIOD TO END FRIDAY AT NOON.
EMPLOYEE'S PAY PERIOD TO END FRIDAY AT NOON.

		2ND FRIDAY OFF							TOTAL
		SAT	SUN	MON	TUE	WED	THU	FRI	
		12am Noon							
CURRENT WORK SCHEDULE	WEEK 1			9	9	9	9	4 4	44
	WEEK 2			9	9	9	9	FLEX	36
FINAL 9/80 SCHEDULE (6/26/10 - 7/9/10)	WEEK 1			9	9	9	9	4 4	44
	WEEK 2			8 / 1	9	9	9	FLEX	36

8 HOURS HOLIDAY PAY - JULY 5TH, 2010

1 HOUR ANNUAL LEAVE

NO ADJUSTMENT BESIDES THE HOLIDAY IS NECESSARY. EMPLOYEE'S PAY PERIOD TO END FRIDAY AT NOON.

Suggested Scheduling Options for Transitioning Employees off 9/80 Alternate Work Week (Continued)

		1ST SATURDAY OFF							
		SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
		12am Noon							
CURRENT WORK SCHEDULE	WEEK 1	FLEX			9	9	9	9	36
	WEEK 2	4	4		9	9	9	9	44
FINAL 9/80 SCHEDULE (6/26/10 - 7/9/10)	WEEK 1	FLEX			9	9	9	9	36
	WEEK 2	OFF		8	9	9	9	9	44

8 HOURS HOLIDAY PAY - JULY 5TH, 2010

NO ADJUSTMENT BESIDES THE HOLIDAY IS NECESSARY. EMPLOYEE'S PAY PERIOD TO END FRIDAY AT MIDNIGHT.

		2ND SATURDAY OFF							
		SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
		12am Noon							
CURRENT WORK SCHEDULE	WEEK 1	4	4		9	9	9	9	44
	WEEK 2	FLEX			9	9	9	9	36
FINAL 9/80 SCHEDULE (6/26/10 - 7/9/10)	WEEK 1	4	4		9	9	9	9	44
	WEEK 2	FLEX		8	8	8	8	8	40

8 HOURS HOLIDAY PAY - JULY 5TH, 2010

EMPLOYEE'S PAY PERIOD TO END FRIDAY AT MIDNIGHT.

4 HOURS HAVE ALREADY BEEN PAID IN PRIOR PAY PERIOD. DO NOT INCLUDE IN HRIS THESE 4 HOURS BEFORE NOON FOR THE FINAL 9/80 PAY PERIOD.