



FRS – Daylight Savings Time (DST): SPRING

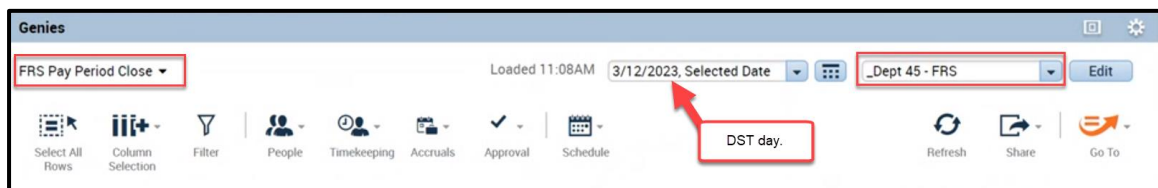
FRS TASKS:

1. Fire and Rescue Services (FRS) Closeout Team will add 1 hour of Admin Leave – Other with **Reason Code** – 'FRS063DS'.
2. FRS Closeout Team will use FRS *Genies* with *HyperFinds* to review the scenarios and adjust accordingly.

Identify the FRS Shift (A,B,C) working over DST.

- 1) Use the FRS Pay Period Close *Genie* with the optional *HyperFinds* and Time Period of specific date of DST:

All Home
Dept 45 – FRS (All employees)
FRS A/B/C Shifts
FRS ECC – All





FRS – Daylight Savings Time (DST): SPRING

- 2) Sort on column headings: **Total Reg Hours** and **Total OT Hours** to determine who is entitled to the one hour of DST.

Genies

FRS Pay Period Close ▾

Loaded 11:08AM 3/12/2023, Selected Date ▾ _Dept 45 - FRS Edit

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule

Add Pay Code Delete Pay Code

Employee Name	Pay Period	Hours	Division	Location	Total Reg Hours	Total OT Hours	Flex Hours Worked
WILL, CHRISTOPHER M		84.0	FRS 45 Oper...	FRS-Edison Park D...	12.0	0.5	
BAKER, PHILLIP M		84.0	FRS 45 Oper...	FRS-Edison Park D...	12.0		
WALTE, CHRISTOPHER E		96.0	FRS 45 Oper...	FRS-Station 12	10.0		
KENNEDY, LAMARCA ELIZABETH		96.0	FRS 45 Oper...	FRS-Station 23	8.25		
WATTS, DEBRA ANN		78.0	FRS 45 Fire ...	FRS-Edison Park D...	6.0		
BARRETT, ALAN R		96.0	FRS 45 Oper...	FRS-Station 16	4.5		
BUTTS, ALAN L		80.0	FRS 45 Supp...	FRS-Public Safety ...	3.0		3.0
STONER, STEPHEN M		96.0	FRS 45 Oper...	FRS-Station 1	3.0		
WILL, HEATHER M		80.0	-	FRS-Edison Park D...			
CARRASCO, VERONICA A		80.0	-	FRS-Edison Park D...			
WILLIAMS, ROBERT M		78.0	FRS 45 Oper...	FRS-Dover Road			

- 3) Highlight the employees.

- 4) Click on the **Timekeeping** button. From the drop-down menu select 'Add Pay Code' and the **Add Pay Code** window opens.





FRS – Daylight Savings Time (DST): SPRING

- 5) Select **Pay Code** value 'Admin Leave – Other'.

The screenshot shows the 'Add Pay Code' dialog box. It contains the following fields and controls:

- Pay Code:** A dropdown menu with 'Admin Leave - Other' selected. A red arrow points to this field with a red circle containing the number 5.
- Amount(HH.hh):*** A text input field with '1.0' entered. A red circle containing the number 6 points to this field.
- Effective Date:*** A date picker field showing '3/10/2024' and a 'Clear' button. A red circle containing the number 7 points to this field.
- Transfer:** A dropdown menu showing ';:///FRS063DS//'. A red circle containing the number 9 points to this dropdown.
- Stop pay from schedule:** An unchecked checkbox. A red circle containing the number 8 points to this checkbox.
- Comments (0) Add Comment**: A text area for comments.
- Buttons:** 'Cancel' and 'Apply' buttons at the bottom right.

- 6) Enter **Amount** value '1.0'.

- 7) Enter **Effective Date**.

For example: A DST date of 3/10/2023 occurring on a Saturday shift would apply to the time period Sat 3/09 at 7am through Sun 3/10 at 6:59am.

- 8) Uncheck box 'Stop pay from schedule'.

- 9) Select the **Transfer** drop-down menu arrow and click **Search**.





FRS – Daylight Savings Time (DST): SPRING

- 10) a. In the **Transfer** window, select the **Labor Account** tab.
- b. Click the **Reason Code** drop-down menu arrow and within the search window enter 'frs063ds'.
- c. Select entry 'FRS ADMIN LEAVE DAYLIGHT SAVINGS TIME'.
- d. Click **Apply**.

The screenshot shows the 'Transfer' window in the Genies software. The window has a 'Job Transfer' tab selected, and the 'Labor Account' sub-tab is active. A search for 'frs063ds' has been performed in the Reason Code field, and the result 'FRS063DS - ADMIN LEAV...' is selected. The 'Apply' button is highlighted at the bottom right.

- 11) From the **Manage My Department** tab, click on **Quick Links > Group Edit Results** to verify the change was successful. Additional information on the **Manage My Department** tab can be found in the [Manager Tasks Job Aid](#).
- 12) Look at the timecard (may need to click on the **Refresh** button located in the upper right-hand corner).





FRS – Daylight Savings Time (DST): SPRING

SCENARIOS

FRS Closeout Team will review the following scenarios and adjust accordingly:

- a) Employee is scheduled & takes a full day of Personal or Administrative Leave:
 - Use 24 hours of leave
 - Remove 1 hour Admin Leave
- b) Employee is scheduled & takes partial day of leave or split shift:
 - Pay for hours worked.
 - The amount of leave imported from Telestaff remains. Both should equal to the shift, either 24 or 10 hours (normal shift).

Note:

- Worked Day Side (10 hrs) & took leave Night Side (14 hrs) – Not entitled to Admin Leave for night side leave (hours worked plus leave hours should equal shift total hours).

Reminder: If admin leave was applied first, it reduces hours worked – an adjustment is required.

- Leave Day Side (10 hrs) and Worked Night Side (14 hrs) – Entitled to an hour of Admin Leave that occurred during the night side.
- c) Employee is not scheduled & works a full shift of OT:
 - Pay for Actual Hours Worked (23) – No Admin Leave
 - Approve the overtime for these employees
- d) Employee is not scheduled & works a partial shift of OT night side:
 - Pay for Actual Hours Worked – No Admin Leave
 - Approve the overtime for these employees





FRS – Daylight Savings Time (DST): SPRING

- e) Employee is on CSBO:
 - Leave 24 hours of CSBO
- f) Employee is working CSBW on their Saturday Kelly Day:
 - Record 24 hours worked – No Admin Leave
- g) Employee is CSBW with leave code:
 - Record 24 hours of CSBW leave – No Admin Leave
- h) Employee works on their Saturday Kelly Day:
 - Receives 23 hours of Overtime (Paid for Actual Hours Worked – No Admin Leave), or
 - Pay 13 hours for Night Side (Paid for Actual Hours Worked – No Admin Leave)
- i) Employee does not work on their Saturday Kelly Day:
 - If populated, need to delete the hour of Admin Leave Note: It is hard to ID ECC employees with Saturday Kelly
- j) Employee is using Stand By Pay (SBP pay code):
 - Pay SBP for actual hours in SBP status (23 for full shift or 12 for 12 hour FEI night shift.)
- k) Management (Battalion Chief & higher)
 - **NOTE:** Overtime is only a straight rate of 1.0

