

Subject: Development of New WSRs Policy

Audience: HR Directors, Time and Leave Administrators

Overview

Work schedule rules are designed to allow an agency to appropriately capture and record the time an employee works. Currently, approximately four thousand work schedule rules (WSR) exist to govern the possible work schedules for agency employees.

Often, agencies request a new WSR in situations similar to the following:

- To accommodate a temporary change in an employee's work week
- To provide temporary flexibility in an employee's working hours
- To allow a single employee to deviate from the normal work schedule

As a result, significant time and effort is required to ensure the requested WSR does not already exist and, if it does not, to create, test, and then put the WSR into production. Often, once this sequence of required steps is completed, the agency no longer needs the WSR.

Purpose

The purpose of this policy is to describe guidelines under which new work schedule rules will be created as of March 1, 2016. Adding an existing WSR to an agency's dropdown selection list is still permissible. There is no restriction governing when an existing WSR can be added to an agency's selection list.

Guidelines

To streamline the process, new work schedule rules will be created twice a year: once in February and once in August. In the interim, agencies should incorporate the following into their decisions regarding new work schedule rules:

- Evaluate whether the request is need or convenience based
- Determine whether or not the WSR already exists by reviewing the list of existing work schedule rules online <http://www.sceis.sc.gov/page.aspx?id=121>

Tools and Supporting Documentation

In lieu of requesting that a new WSR be created, agencies should consider the following as viable alternatives, if possible:

- Substitutions
- Alternate attendance codes
- Pay corrections

For more information on these tools please access the uPerform Link for user guides at <https://upperform.sc.gov/gm/cabinet-1.25.501>.