

## Hourly (non-exempt) Employee Weekly Work Schedule Naming Convention

Example: F 00 1 063 A  
(1) (2) (3) (4) (5)

### (1) Type of schedule:

F = Full Time - that does not vary.  
P = Part Time - that does not vary.  
R = Rotating - Public Safety only.  
V = Varies - Full or Part-time that varies in days worked, hours worked or meal break.

### (2) Meal Break:

00 = No meal break  
30 = 30 minute meal break  
45 = 45 minute meal break  
60 = 60 minute meal break

### (3) First workday of workweek:

1 = Sunday	5 = Thursday
2 = Monday	6 = Friday
3 = Tuesday	7 = Saturday
4 = Wednesday	

### (4) Start time of first workday:

Examples:

06 3

(A)(B)

(A) = 06 is 6 AM - hour in military time.

(B) = 3 is :30 - half past the hour.

"063 = 6:30 AM "064 = 6:45 AM

"061 = 6:15 AM "213 = 9:30 PM

### (5) Sequence to make like schedules unique.

## Hourly (non-exempt) Employee Daily Work Schedule Naming Convention

To be used for Work Schedule Substitutions.

Example: 0 07 A  
(6) (7) (8)

### (6) Meal Break:

0 = No meal break  
3 = 30 minute meal break  
4 = 45 minute meal break  
6 = 60 minute meal break

### (7) Start time - hour only:

Example:

07

(A)

(A) = 07 is 7 AM - hour in military time.

### (8) Sequence to make like schedules unique.