

# Kronos Workforce AutoTime

## Easily handle 9/80 alternative work schedules

### What is a 9/80 work schedule?

A 9/80 work schedule, or alternative work schedule, is a compressed work schedule that consists of eight 9-hour days, one 8-hour day, and one day off during a two-week period.

- In Kronos Workforce AutoTime™, schedules define the workweek to ensure a 40-hour workweek for managing overtime and complying with the Department of Labor (DOL) Fair Labor Standards Act.
- **9/80 workweeks** are typically defined as mid-Friday through mid-Friday. For example, under a 9/80 schedule arrangement, Judy works the following schedule in a two-week period:
  - **Week 1:**
    - » Four 9-hour days
    - » An 8-hour day that is split into two 4-hour periods, where the first four hours are counted toward Week 1
  - **Week 2:**
    - » The remaining four hours of the split 8-hour day are counted toward Week 2
    - » Four 9-hour days
  - **Day off:** Judy’s day off can occur in either week of the two-week period



### Benefits of a 9/80 work schedule

#### FOR EMPLOYERS

- » Recruitment and staff retention tool
- » Compliance with the DOL cap of 40 hours of regular time per workweek

#### FOR EMPLOYEES

- » Excitement and increased satisfaction, reduction in personal burnout
- » Benefit of a three-day weekend
- » More flexibility in being able to schedule personal appointments during a day off
- » Less time spent commuting

Week 1								Week 2							
Fri 2nd	Sat	Sun	Mon	Tue	Wed	Thu	Fri 1st	Fri 2nd	Sat	Sun	Mon	Tue	Wed	Thu	Fri 1st
Off	Off	Off	9	9	9	9	4	4	Off	Off	9	9	9	9	Off

*Kronos Workforce AutoTime manages the 8-hour day on Friday split into two 4-hour periods using schedules to prevent overtime from accumulating in Week 1 while remaining compliant with the DOL Fair Labor Standards Act.*

### How can Kronos Workforce AutoTime help with 9/80 work schedules?

- **Configured by schedules:** The 9/80 feature is driven by schedules in Kronos Workforce AutoTime, not by pay rules.
- **Accurately classifies time to ensure Defense Contract Audit Agency (DCAA) audits are passed:** Kronos Workforce AutoTime knows where to split hours and how to track and pay employees properly. It supports day rules and week rules in conjunction with 9/80 rules and accounts for authorized time off, extra work time, and comp time.
  - Kronos Workforce AutoTime knows where to account for extra work time based on the schedule. For example, if exempt employee Judy works nine hours on the scheduled 8-hour split day and she logs the extra hour to the first half of the split day, the extra hour counts toward Week 1.
  - Kronos Workforce AutoTime knows how to allocate time for vacations and holidays that fall on the split day. For example, if a holiday or vacation day occurs on the 8-hour split day, the first four hours are allocated to Week 1 and the last four hours are allocated to Week 2.



- **Timecard views for split day with 8-day or 16-day workweek display:**
  - Employees can see the split day of a 9/80 schedule on the timecard view.
  - Weekly timecard displays as “8 days” beginning with the second half of a Friday and ending with the first half of a Friday.
  - Biweekly pay period displays as “16 days,” where each week shows as 8 days (mid-Friday to mid-Friday).
- **Payroll sign and lock for split day:** Kronos Workforce AutoTime allows one-half of a split day to be signed and locked, while leaving the other half of the split day unsigned and unlocked.

**Split day independently signed and locked**

**Timecard view shows split Fridays**

**Extra hours accounted for on split Friday to Week 1**

**Biweekly pay period view displays “16 days” (mid-Friday to mid-Friday)**

Event	Order/Project	Operation/Task	Order/Project Desc	Split Day	Total	Fri 6/08 2nd	Sat 6/09	Sun 6/10	Mon 6/11	Tue 6/12	Wed 6/13	Thu 6/14	Fri 6/15 1st	Fri 6/15 2nd	Sat 6/16	Sun 6/17	Mon 6/18	Tue 6/19	Wed 6/20	Thu 6/21	Fri 6/22 1st
Project	2000	Analysis	Advanced Thrust Vector...	None	8.5				4.5 R								4.0 R				
Project	2000	Testing	Advanced Thrust Vector...	Second	0.5									0.5 R							
Project	2000	Testing	Advanced Thrust Vector...	None	15.0				3.0 R									5.0 R	3.5 R	3.5 R	
Project	2001	Analysis	Lift Fan System	None	5.0					5.0 R											
Project	2001	Coding	Lift Fan System	None	4.0								4.0 R								
Project	2001	Testing	Lift Fan System	None	11.5								5.0 R				1.0 R		5.5 R		
Project	2002	Documentation	Diverterless Inlet	None	2.5					2.5 R											
Project	2002	Testing	Diverterless Inlet	None	9.5						5.5 R										
Project	2002	Analysis	Diverterless Inlet	None	15.0					7.0 R											
Project	2003	Coding	Synthetic Aperture Radar	None	2.5				2.5 R												
Project	2003	Analysis	Synthetic Aperture Radar	First	4.0								1.0 R								
Project	2003	Analysis	Synthetic Aperture Radar	Second	4.0								3.0 S								
					5.0									5.0 R							
Classified Totals					80.0 R				10.0 R	9.5 R	10.5 R	9.0 R	1.0 R				9.0 R	9.0 R	9.0 R	7.5 R	
Totals					83.0	0.0	0.0	0.0	10.0	9.5	10.5	9.0	4.0	5.5	0.0	0.0	9.0	9.0	9.0	7.5	0.0

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