

Automated Time Attendance and Production System ATAAPS



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Alternate Work Schedule (AWS) Codes

AWS Codes - Expanded Definitions

0 Not on AWS - Employee has a standard workweek schedule, which consists of five 8-hour days, 40 hours each week, 80 hours biweekly, and all fire protection personnel with biweekly schedules of 112, 120, or 144. Employees with this code are not considered to be on an alternate work schedule.

1 Flexitour - A flexible schedule, which consists of five 8-hour days, 40 hours each week, and 80 hours biweekly. A fixed arrival time is established for each employee. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 hours in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.

2 Gliding Schedule - The employee has a basic workweek requirement of five 8-hour days, 40 hours each week, and 80 hours biweekly. The employee may vary arrival and departure times without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 hours in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.

3 Variable Schedule - The employee has a basic workweek requirement of 40 hours each week and 80 hours biweekly. The employee may vary arrival and departure times and length of the workday without notification. Credit hours may be authorized for this schedule. Overtime is payable for work in excess of 8 hours in a day or 40 in a week. FLSA calculations will be performed on 40 hours in a week when the FLSA exemption category is in nonexempt.

4 Variable Week Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times, and length of workday and workweek without notification. Credit hours are authorized for this schedule. Hours in a week will be assumed by the system to have been at the employee's request and should be reported as credit hours. FLSA will be computed on a biweekly basis.

5 Maxiflex Work Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period and can vary arrival/departure times. Core time is only required 3 days a week. Credit hours are authorized for this schedule. Hours worked in excess of 40 hours in a week will be assumed to have been at the employee's request and should be reported as credit hours. FLSA will be computed on a biweekly basis.

6 Compressed Schedule - The employee has a basic work requirement of 80 hours biweekly. The hours in a week can vary, but the number of regular hours each workday must be scheduled. This is also known as the 5 -4/9 plan. The employee may work 9-hour days during 8 days of the biweekly pay period and an 8-hour day on the ninth day to complete 80 hours for the pay period. The tenth day is an off-day. FLSA will be computed on a biweekly basis. For example: Week # 1 - four 9-hour days and one 8-hour day = 44 hours for the week. Week # 2 - four 9-hour days = 36 hours for the week. This gives a total of 80 hours for the biweekly period.

7 First Forty - The employee has a basic work requirement of 40 hours each week and 80 hours biweekly. The number of hours a day can vary (0 to 24).

8 Compressed Work Schedule - The employee has a basic work requirement of 40 hours each week and 80 hours biweekly. The number of regular hours each workday must be scheduled. Four-day workweek - the agency/employee establishes a fixed schedule limited to four 10-hour days. Three-day workweek - a fixed schedule limited to three 13-hour, 20-minute days. For example: Four 10-hour days = 40 hours per week.

Three 11-hour days and one 7-hour day = 40 hours per week. Three 13-hour and 20-minute days = 40 hours per week.

D Variable Work Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may vary arrival and departure times and length of workday and workweek without notification. Credit hours are authorized for the schedule. All regular hours worked in excess of 40 hours in a week will be used in calculating the FLSA entitlement. It will be assumed by the system that the activity requested the employee to work greater than 40 hours in a week and the excess hours should never be reported as credit hours. FLSA will be computed on a weekly basis.

E Maxiflex Work Schedule - The employee has a basic work requirement of 80 hours biweekly. The employee may work less than 5 days per week and/or less than 10 days during the biweekly pay period and can vary arrival and departure times. Core time is only required 3 days a week. Credit hours are authorized for this schedule. All hours in excess of 40 hours in a week will be used in calculating the FLSA entitlements. It will be assumed by the system that the activity requested the employee to work greater than 40 hours in a week. Hours worked over 40 in a week should never be reported as credit hours. FLSA will be computed on a weekly basis.

I Intermittent Work Schedule - This AWS code applies only to employees with an Intermittent or Intermittent Seasonal work schedule. The AWS code for employees with Intermittent or Intermittent Seasonal work schedules may not be modified. Employees with AWS code of I may report a maximum of 24 non-premium hours worked in one day, and a maximum of 40 non-premium hours worked in one week. Employees with AWS code of I may not report Night Diff or Sunday Premium. Whenever tour information is displayed for employees with AWS code of I, labor duration and scheduled hours will be displayed as zero. A shift code of 1 will be displayed for ungraded intermittent employees; the use of shift override code will be required when entering RS or RT type hours.

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Last Modified for Release 18.1 March 2019