

Schedules With Rotation in HIP

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OVERVIEW

HIP allows for the scheduling of employees who participate in a rotating schedule arrangement (which can consist of either rotational on and off days, or alternating work weeks), dependent on the bargaining unit and departmental guidelines. This job aid will walk through how a rotating schedule works in HIP.

HOW A 14-DAY WORK SCHEDULE WORKS IN HIP

14-Day rotating schedules are configured using a two-week timespan. This means that 14-Day rotating schedule is configured in 14-day blocks, which will repeat itself until another schedule change is made. These schedules are denoted with a “14DY” schedule ID identifier.

Upon selecting a 14-Day schedule, a “Rotation ID” can be selected to start the employee either at the beginning of the 14-Day configured schedule or start the employee on the 2nd week of the 14-Day schedule. This allows for flexibility to start the employee on the appropriate week of the 14-Day arrangement when changing schedules.

DIFFERENCE BETWEEN “14-DAY” SCHEDULES AND OTHER SCHEDULES

Non-14-Day-Schedules in HIP are configured using a one-week timespan. This means that once a weekly schedule is assigned to an employee, that schedule will take effect until another schedule change is made.

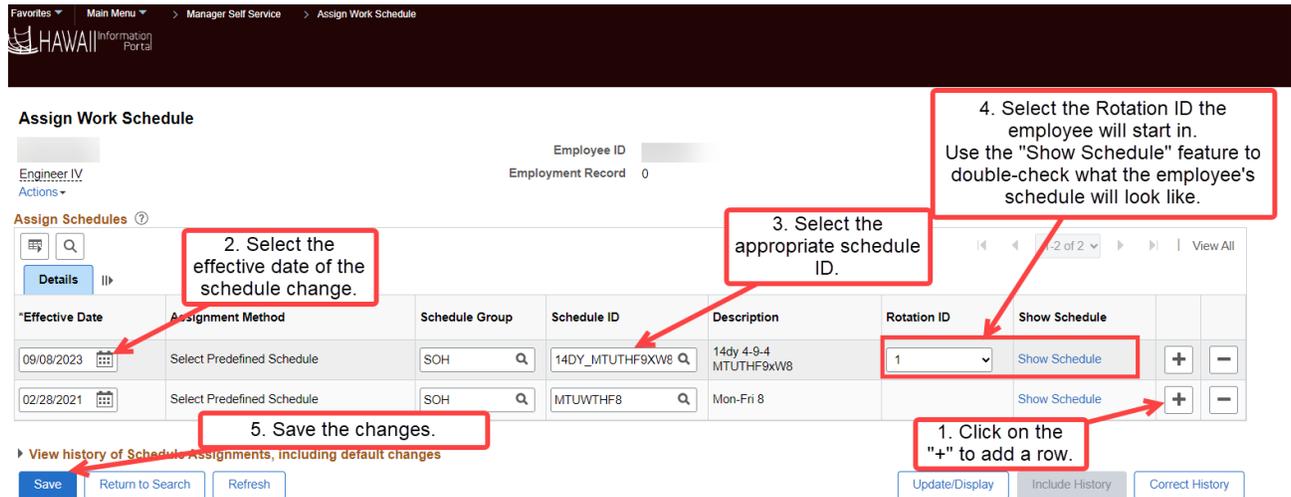
As previously mentioned, 14-Day work schedules operate in 14-day cycles, and therefore the schedule innately will rotate from week-to-week, without having to manually change the employee’s schedule.

CHANGING TO A ROTATING SCHEDULE

Supervisors and Timekeepers can change an employee’s schedule to a 14-Day work schedule using the **Assign Work Schedule** tile on Manager Self Service.

Once on the page, follow these steps:

1. Click on the “+” button to add a row.
2. Select the effective date of the schedule change.
3. Select the appropriate Schedule ID.
 - a. 14-DAY work schedules are denoted with “14Dy” in the ID.
 - b. In the below example, an employee is moving to a Monday-Thursday 9-hour and rotating Friday 8-hour schedule.
4. Select the Rotation ID that the employee will start in. **NOTE: Use the “Show Schedule” feature to preview the schedule change. This will ensure that the appropriate Rotation ID is selected.**



Assign Work Schedule

Employee ID: [Redacted] Employment Record: 0

Engineer IV Actions

Assign Schedules

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Rotation ID	Show Schedule	
09/08/2023	Select Predefined Schedule	SOH	14DY_MTUTHF9XW8	14dy 4-9-4 MTUTHF9xW8	1	Show Schedule	+ -
02/28/2021	Select Predefined Schedule	SOH	MTUWTHF8	Mon-Fri 8		Show Schedule	+ -

View history of Schedule Assignments, including default changes

Save Return to Search Refresh Update/Display Include History Correct History

Using the “Show Schedule” feature allows for a preview of the schedule change to ensure that the appropriate rotation ID is used. This is useful to ensure that the employee has the right day off (as most 14-Day schedules will have a rotating single day that is scheduled off for one week and scheduled on the next week).

Below is an example of an employee switching to a Monday-Thursday 9-hour | Rotating Friday 8-hour schedule, meaning that depending on the rotation, the employee may start with the first Friday off.

Schedule Calendar

Schedule Group SOH State of Hawaii
 Schedule ID 14DY_MTUWTH9XF814dy 4-9-4 MTUWTH9 xF8
 Rotation ID **1**
 Workgroup BU13EX Ex Hourly/Salaried BU 13

Rotation 1 starting 09/08/23 shows that the employee will be off on Friday, 09/08/23.

From Date 09/08/23 Previous Period Next Period Compare Rotations

Schedule Calendar

Shift Time Configurable Totals

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Friday	09/08/2023				
Saturday	09/09/2023				
Sunday	09/10/2023				
Monday	09/11/2023			9.00	Shift Detail
Tuesday	09/12/2023			9.00	Shift Detail
Wednesday	09/13/2023			9.00	Shift Detail
Thursday	09/14/2023			9.00	Shift Detail
Friday	09/15/2023			8.00	Shift Detail
Saturday	09/16/2023				

Schedule Calendar

Schedule Group SOH State of Hawaii
 Schedule ID 14DY_MTUWTH9XF814dy 4-9-4 MTUWTH9 xF8
 Rotation ID **2**
 Workgroup BU13EX Ex Hourly/Salaried BU 13

Using the same schedule on Rotation 2 shows the employee is scheduled for Friday 09/08/23 and is off the following Friday.

From Date 09/08/23 Previous Period Next Period Compare Rotations

Schedule Calendar

Shift Time Configurable Totals

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Friday	09/08/2023			8.00	Shift Detail
Saturday	09/09/2023				
Sunday	09/10/2023				
Monday	09/11/2023			9.00	Shift Detail
Tuesday	09/12/2023			9.00	Shift Detail
Wednesday	09/13/2023			9.00	Shift Detail
Thursday	09/14/2023			9.00	Shift Detail
Friday	09/15/2023				
Saturday	09/16/2023				

OTHER ROTATING SCHEDULE TYPES

Other types of rotating schedules also exist in HIP. The other type of rotating schedules is denoted with “ROTATION” as the identifier in the Schedule ID.

The current ROTATION schedule encompasses a 4-day 12-hour schedule over an 8-day period with different variants for on and off days which differ depending on their Rotation ID.

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Schedule Calendar

Schedule Group SOH State of Hawaii

Schedule ID ROTATING-8DY12HR12-Hr - 8 Days Rotating Sched

Rotation ID

Workgroup BU13EX Ex Hourly/Salaried BU 13

From Date Previous Period Next Period Compare Rotations

Schedule Calendar

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Shift Time
Configurable Totals
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Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Friday	09/01/2023	WEEKOFF	OFF		
Saturday	09/02/2023	WEEKDAY	12HRDAY	12.00	Shift Detail
Sunday	09/03/2023	WEEKDAY	12HRDAY	12.00	Shift Detail
Monday	09/04/2023	WEEKDAY	12HRDAY	12.00	Shift Detail
Tuesday	09/05/2023	WEEKDAY	12HRDAY	12.00	Shift Detail
Wednesday	09/06/2023	WEEKOFF	OFF		
Thursday	09/07/2023	WEEKOFF	OFF		
Friday	09/08/2023	WEEKOFF	OFF		

THINGS TO CONSIDER WHEN ASSIGNING A ROTATING SCHEDULE

CHANGING SCHEDULES TO ACCOUNT FOR HOLIDAYS

Be aware of how schedule changes may affect employees who are on a rotational schedule to account for holidays. It is common practice for employees to change to a standard Monday-Friday 8-hour schedule for weeks where holidays occur.

After the holiday occurs, the employee’s schedule can be changed back to their rotational schedule (with the appropriate Rotation ID) using an effective date after the holiday. Use the “Show Schedule” function to double-check the employee’s scheduled and off days.

HOW TO CREATE NEW ROTATING SCHEDULES

To create new rotating schedules in HIP, please contact your department HR office so that they can create a HIP ticket using the “Time” category and “Schedules” subcategory. Please ensure that the specific schedule is outlined (including days and number of hours scheduled and off days).