Managing 9/80 schedules with UKG 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 UKG AutoTime™ (formerly 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

Key benefits

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

UKG 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.

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How can UKG AutoTime help with 9/80 work schedules?

- **Configured by schedules**: The 9/80 feature is driven by schedules in UKG AutoTime, not by pay rules.

- **Accurately classifies time to ensure Defense Contract Audit Agency (DCAA) audits are passed:** UKG 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:

  - UKG 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.

  - UKG 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:** UKG 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.

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Our purpose is people

Building on 70 years of experience from two leaders in HR solutions, UKG (Ultimate Kronos Group) combines the strength and innovation of Ultimate Software and Kronos. Individually, we've always put people at the center of everything we do. Together, we're committed to inspiring workforces and businesses around the world, helping to pave the way forward for our people, customers, and industry.