

## Steps to recording compressed week

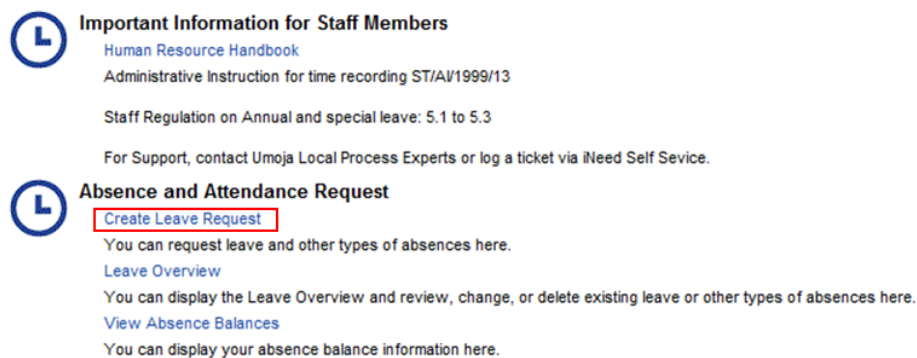
1. Log on to Umoja Self Service and click on “Employee Self-Service SM”



- 2- Click on “Time Management”



- 3- Choose “Create Leave Request”



4- In the type of leave, select "Attendance(Compressed)"

\*\* Please, remember to use check button to calculate the days/hours\*\*

General Data	* Type of Leave:	Annual Leave
	Description:	Official Bus. - No Travel Official Bus. - w/Travel Rest & Recuperation (R&R)
	* Start Date:	Travel Time for R&R
	* End Date:	Jury Duty
	Att./abs. days:	Paternity Leave
New Note:	Attendance (Compressed)	
		CTO Accrual
		Telecommuting
		Stand-by/On call

5- Enter the start date and the End Date (date of the day your are working the extra hours), then enter the "extra" hours you work that day

\*\* Please, remember to use check button to calculate the days/hours\*\*

General Data	* Type of Leave:	Attendance (Compressed)
	Description:	Compressed Work Schedule (10 working days in 9); Prior authorization is required before recording "Attendance (compressed)".
	* Start Date:	10.04.2017
	* End Date:	10.04.2017
	Begin Time:	17:00
End Time:	21:00	

6- Repeat steps 4 and 5 for nine consecutive days

Please note:

Attendance (Compressed) - This is used to record the "extra" hours that the staff member works on a compressed work schedule. It generates a quota called compressed regular day off which can be used by entering absence type Compressed regular day off (on the 10th day of a 9 in 10 compressed work week). If the quota is not enough, meaning the staff member has not recorded enough "extra" hours for the 10th day, it will not allow the absence to be recorded.

7- The 10<sup>th</sup> day, you can enter a request for "Compressed Reg Day Off"

Leave Details Check

\*\* Please, remember to use check button to calculate the days/hours\*\*

General Data	* Type of Leave:	Annual Leave
	Description:	Special Leave w/Full Pay Special Leave without Pay Certified Sick Leave
	* Start Date:	Compressed Reg Day Off
	* End Date:	Annual Leave-Home Leave
	Att./abs. days:	Annual Leave-Family Visit
New Note:	Annual Leave-Reverse EGT	
		Official Bus. - No Travel
		Official Bus. - w/Travel
		Rest & Recuperation (R&R)