



## About Work Out of Grade in Workday

- The **Out of Grade** Time Type is available only for United Auto Workers (UAW) employees. Please refer to the current contract for UAW on the [Bargaining Unit Staff policies page](#) for when this provision applies.
- If the employee is working in this capacity for an extended period refer to the [Compensation Change](#) job aid for how to add the rate change as an Acting Appointment.
- If the employee is owed Out of Grade for intermittent time periods, the Time Type can be applied directly on the time card.

## Steps for Employee:

1. Record all time worked with a time type of '**Regular**' via the web or from the clock.

## Steps for Manager/Timekeeper/Pay Rep records

1. Record an *additional* time block with a time type of '**Out of Grade**'.
2. Enter the number of appropriate hours and you may add a comment to indicate which specific hours are Out of Grade.

Enter Time 01/18/2018

Status Approved

Time Type \*

Hours \*

Details

Out of Grade \*

Comment

Out of Grade  
2 Hours  
⌚ Not Submitted

Additional Timeblock now displays at the top.

8 AM Regular  
8:00am - 12:00pm  
(Meal)

9 AM 4 Hours  
⌚ Not Submitted

10 AM

11 AM

**Important Note:** Do not change the already recorded '**Regular**' time blocks.

3. Once you click 'OK', **the pay slip** will now show the Out of Grade pay as the difference between the employee's base rate and the Out of Grade rate.

**Reminder:** Do not add to time card if an Acting Appointment compensation plan has already been added.

## Why Are These Steps Necessary?

- These steps will reduce the administrative burden of breaking up time blocks to indicate work Out of Grade.
- Ins and Outs will remain true based on entry by the employee.