

About Work Out of Grade in Workday

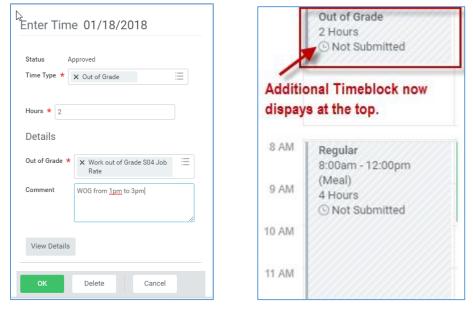
- The **Out of Grade** Time Type is available only for United Auto Workers (UAW) employees. Please refer to the current contract for UAW on the <u>Bargaining Unit Staff policies page</u> for when this provision applies.
- If the employee is working in this capacity for an extended period refer to the <u>Compensation Change</u> 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.



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.

<u>Reminder</u>: 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.