

# Day Divide Transition

## What is changing?

Standardizing the day divide to 12 a.m. will better align employee work days with a traditional calendar. This will also reduce any confusion when employees transfer departments or divisions currently on different day divides.

## When?

- ✓ Rollout from July – October.
- ✓ Most employees will transition during the July 29 or August 12 pay period.
- ✓ View your day divide time in HRMS under the Time Entry section.

## Who is impacted?

There will be minimal impact to hourly employees and no action required on your part. Employees and timekeepers may notice that hours shift from one day to the next **only** if the shift crosses the day divide.

## Employee Examples

### Current State: 11 p.m. Day Divide

- Maria works Saturday, 7/8/23 from 7 p.m.- 7 a.m.
- Maria receives 4 hours of pay for Saturday and 8 hours of pay for Sunday.



### Future State: 12 a.m. Day Divide

- Maria works Saturday, 7/8/23 from 7 p.m. – 7 a.m.
- Maria receives 5 hours of pay for Saturday and 7 hours of pay for Sunday.

### Current State: 11 p.m. Day Divide

- Pablo works Saturday, 7/8/23 from 11 p.m. – 7 a.m.
- Pablo receives 8 hours of pay for Sunday.



### Future State: 12 a.m. Day Divide

- Pablo works Saturday, 7/8/23 from 11 p.m. – 7 a.m.
- Pablo receives 1 hour of pay for Saturday and 7 hours of pay for Sunday.

