

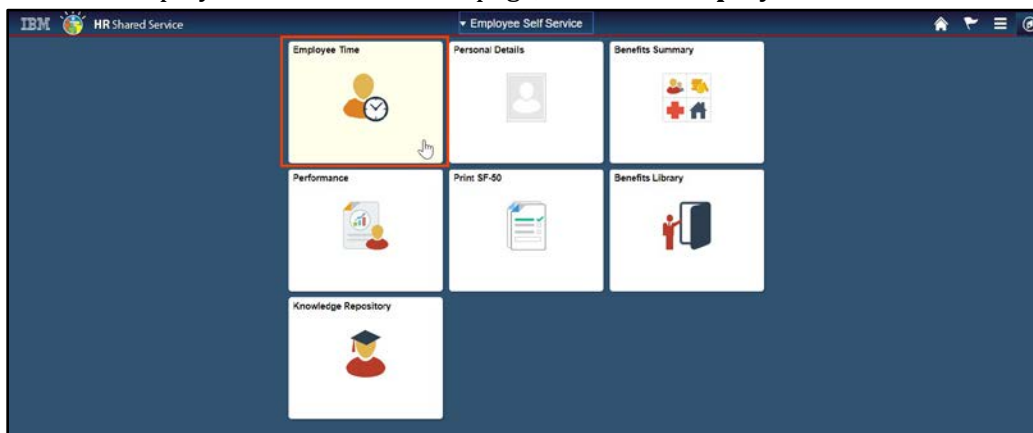
# How to Amend Furloughed Timesheet

## Contents:

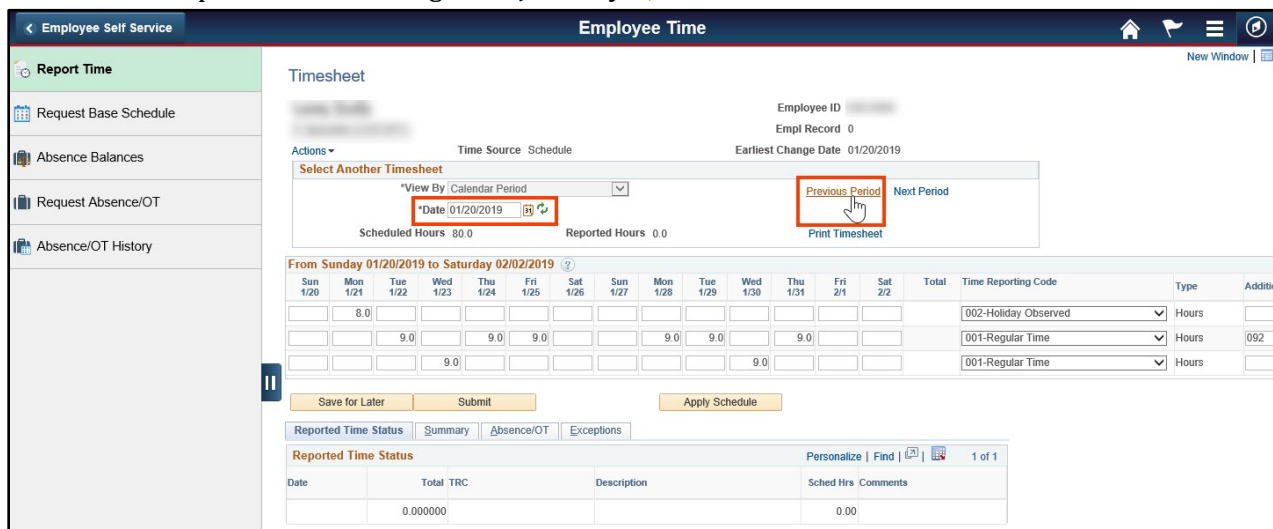
- [Employee Instructions](#)
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- [Instructions for those furloughed only part of a pay period](#)

## Employee Instructions

1. From the Employee Self Service home page, select the **Employee Time** tile.



2. On the Report Time tab, click the **Previous Period** hyperlink to navigate to the furloughed timesheet (contains **Time Reporting Code 035 - Shutdown Furlough**).
  - a. Employees furloughed on **December 22, 2018**, should navigate to pay period 1, which began on **December 23, 2018**.
  - b. Employees furloughed at the beginning of pay period 2 should navigate to pay period 2, which began on **January 6, 2019**.



Employee ID: [REDACTED]  
Empl Record: 0  
Earliest Change Date: 01/20/2019

Actions: Select Another Timesheet

\*View By: Calendar Period

\*Date: 01/20/2019

Scheduled Hours: 80.0 Reported Hours: 0.0

Previous Period Next Period

Print Timesheet

From Sunday 01/20/2019 to Saturday 02/02/2019

Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Total	Time Reporting Code	Type	Addit
	8.0														002-Holiday Observed	Hours	
		9.0		9.0	9.0			9.0	9.0		9.0				001-Regular Time	Hours	092
			9.0							9.0					001-Regular Time	Hours	

Save for Later Submit Apply Schedule

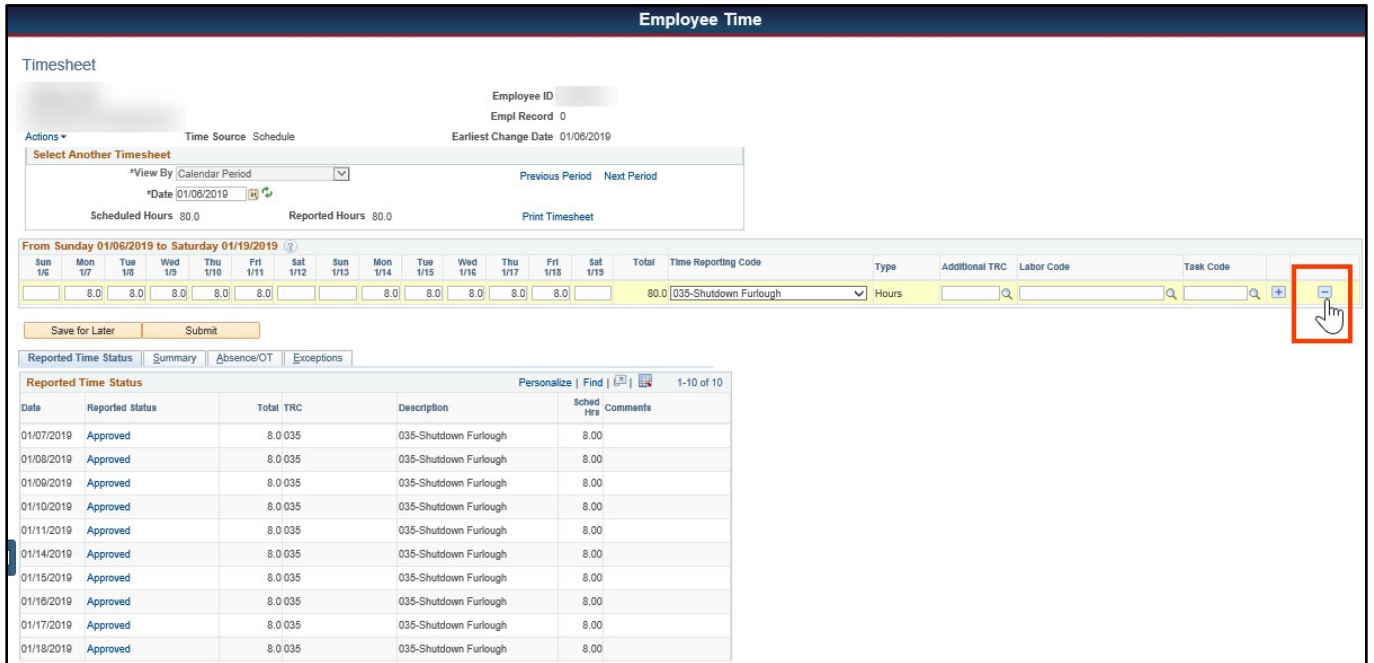
Reported Time Status Summary Absence/OT Exceptions

Reported Time Status

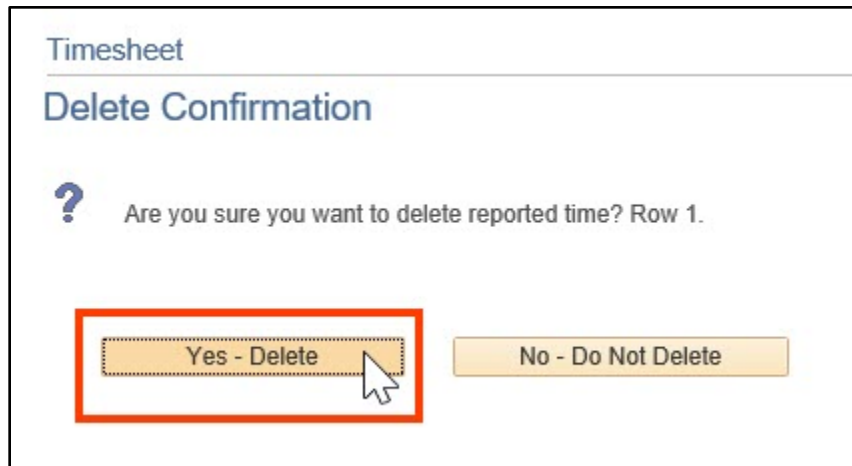
Date	Total TRC	Description	Sched Hrs	Comments
	0.000000		0.00	

Personalize Find 1 of 1

- On the timesheet where the Time Reporting Code shows 035 - Shutdown Furlough, click on the **minus sign (-)** at the far right of the row.



- Select **Yes - Delete** on the Timesheet Delete Confirmation page to remove the row from your timesheet.





5. Click the **Save for Later** button.

### Timesheet

Employee ID

Empl Record 0

Earliest Change Date 01/06/2019

Actions

Time Source

Schedule

Select Another Timesheet

\*View By Calendar Period

Previous Period

Next Period

\*Date 01/06/2019

Print Timesheet

Scheduled Hours 80.0

Reported Hours 80.0

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code

Save for Later

Submit

Apply Schedule

Reported Time Status

Summary

Absence/OT

Exceptions

Reported Time Status

Personalize | Find | 1-10 of 10

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
01/07/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	
01/08/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	
01/09/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	
01/10/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	
01/11/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	
01/14/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	
01/15/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	
01/16/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	
01/17/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	
01/18/2019	Approved	8.0	035	035-Shutdown Furlough	8.00	



6. Click the **Apply Schedule** button to add your base schedule to the timesheet.

Timesheet

Employee ID [redacted]  
Empl Record 0

Actions Time Source Schedule Earliest Change Date 01/06/2019

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 01/06/2019 Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type	Additional TRC	Labor Code
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001-Regular Time	Hours		

Save for Later Submit **Apply Schedule**

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize Find 1 of 1

Date	Total TRC	Description	Sched Hrs	Comments
	0.0		0.00	

Manager/Approver Comments

Date/Time Created User ID

Request Absence  
Self Service  
Time Reporting

7. Review and validate the hours on your timesheet, and make any necessary changes.
- If your regular AWS day off for pay period 1 was Monday (December 24) or Tuesday (December 25), you will need to change the holiday observed to Wednesday, December 26.
  - Enter labor and task codes to your timesheet, if necessary.

8. Click the **Submit** button.

Timesheet

Employee ID [redacted]  
Empl Record 0

Actions Time Source Schedule Earliest Change Date 01/06/2019

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 01/06/2019 Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 01/06/2019 to Monday 02/04/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001-Regular Time	Hours

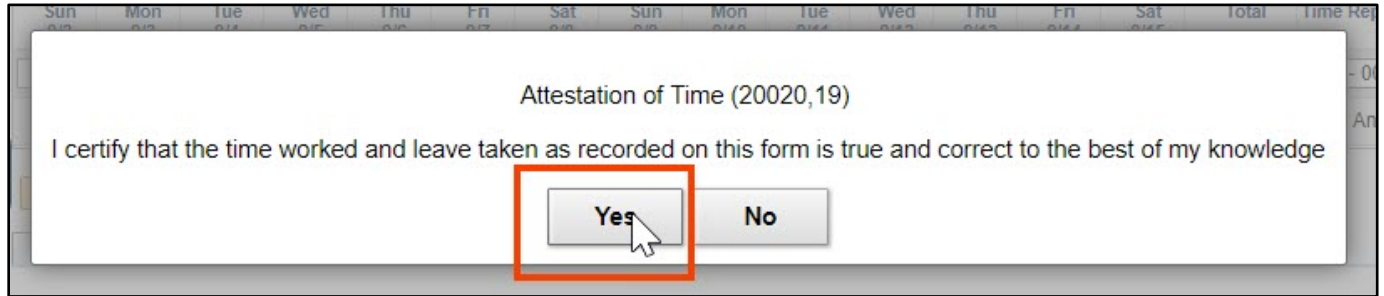
Save for Later **Submit**

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize Find 1 of 1

Date	Total TRC	Description	Sched Hrs	Comments
	0.0		0.00	

9. An attestation message will appear. Select the **Yes** button.

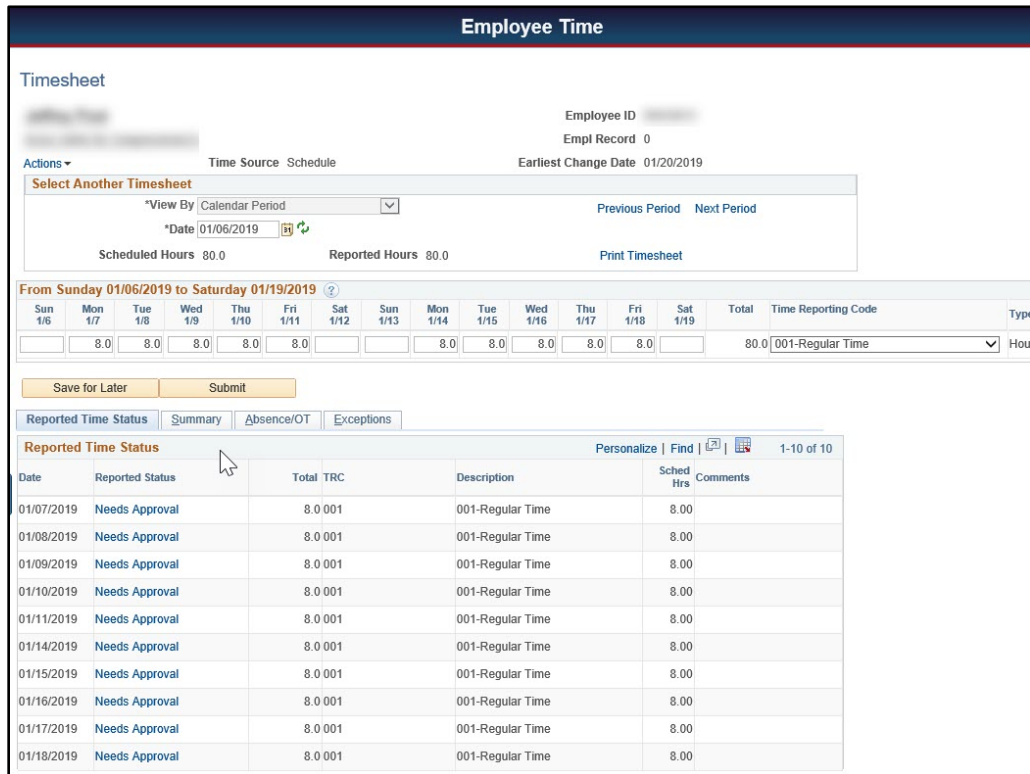


Attestation of Time (20020,19)

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge

**Yes** No

10. The amended timesheet will appear as *Needs Approval* status. **You have successfully submitted your modified timesheet for review/approval.**



**Employee Time**

Timesheet

Employee ID: [Redacted]  
Empl Record: 0  
Earliest Change Date: 01/20/2019

Actions: Time Source: Schedule

Select Another Timesheet

\*View By: Calendar Period  
\*Date: 01/06/2019  
Scheduled Hours: 80.0  
Reported Hours: 80.0  
Print Timesheet

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0	001-Regular Time	Hour

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

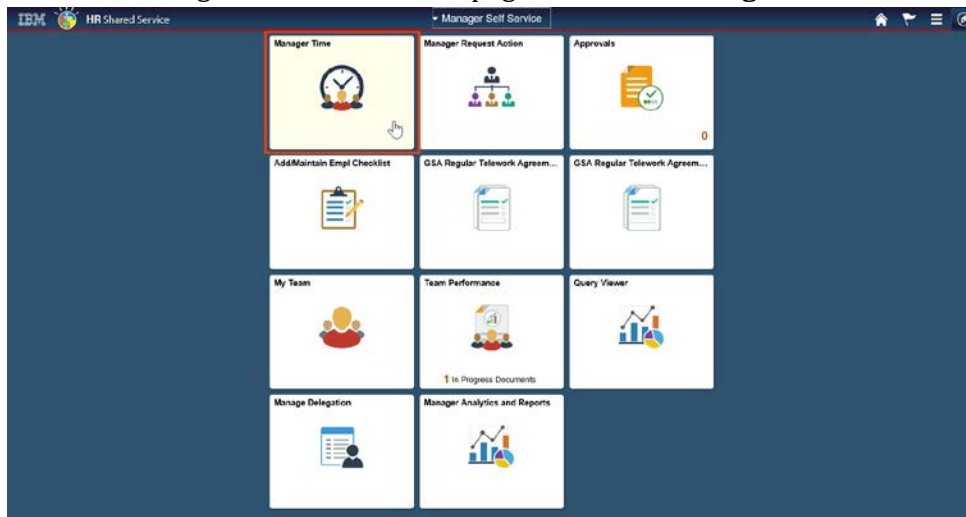
Reported Time Status

Date	Reported Status	Total TRC	Description	Sched Hrs	Comments
01/07/2019	Needs Approval	8.0 001	001-Regular Time	8.00	
01/08/2019	Needs Approval	8.0 001	001-Regular Time	8.00	
01/09/2019	Needs Approval	8.0 001	001-Regular Time	8.00	
01/10/2019	Needs Approval	8.0 001	001-Regular Time	8.00	
01/11/2019	Needs Approval	8.0 001	001-Regular Time	8.00	
01/14/2019	Needs Approval	8.0 001	001-Regular Time	8.00	
01/15/2019	Needs Approval	8.0 001	001-Regular Time	8.00	
01/16/2019	Needs Approval	8.0 001	001-Regular Time	8.00	
01/17/2019	Needs Approval	8.0 001	001-Regular Time	8.00	
01/18/2019	Needs Approval	8.0 001	001-Regular Time	8.00	

**Note:** Repeat this process for all pay periods that you were furloughed.

## Manager/Time Administrator Instructions (on behalf of Employee)

1. From the Manager Self Service home page, select the **Manager Time** tile.



**Note:** Steps 2 - 10 are the same for a Time Administrator, completing the timesheet on behalf of an employee.

2. On the Report Employee Time tab, click on the employee's name for whom you need to submit an amended timesheet.
3. Once you open the employee's timesheet, navigate to the furloughed timesheet (containing Time Reporting Code 035 - Shutdown Furlough) by clicking on the **Previous Period** hyperlink.

Actions ▾ Earliest Change Date 01/21/2019

**Select Another Timesheet**

\*View By: Calendar Period ▾

\*Date: 01/20/2019 BT ↻

Scheduled Hours 80.0 Reported Hours 0.0

Previous Period Next Period

Print Timesheet

**From Sunday 01/20/2019 to Saturday 02/02/2019** ?

Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Total	Time Reporting Code

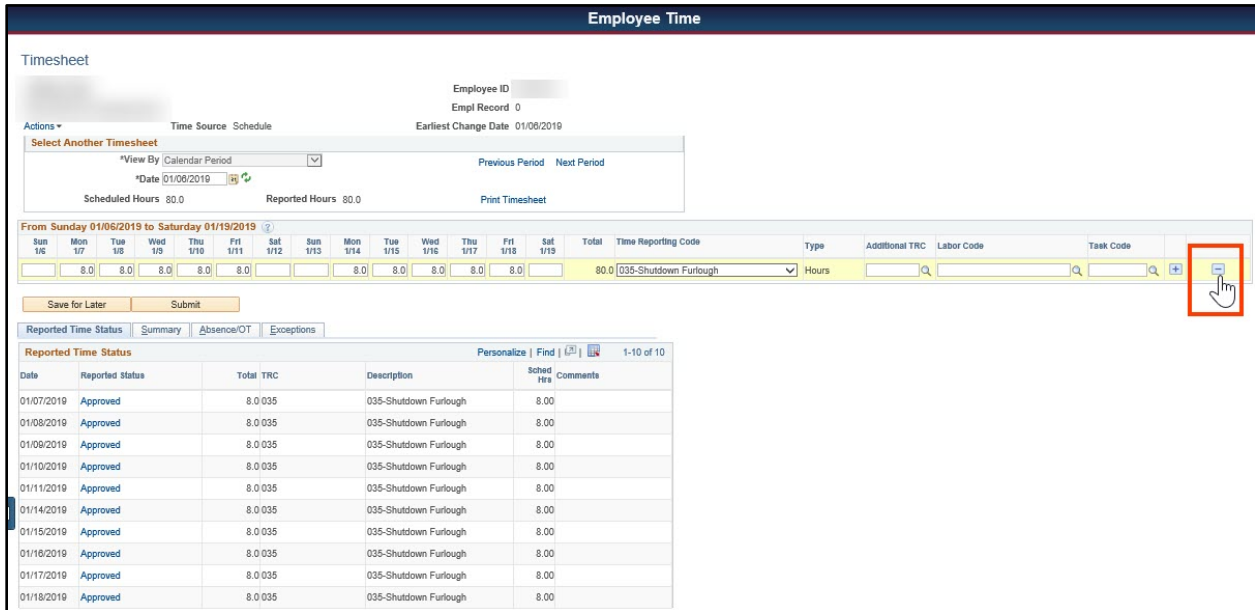
Save for Later Submit Apply Schedule

**Reported Time Status** Summary Absence/OT Exceptions

**Reported Time Status** Personalize Find 1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.0			0.00	

- On the timesheet where the Time Reporting Code shows 035 - Shutdown Furlough, click on the **minus sign (-)** at the far right end of the row.



Employee Time

Timesheet

Employee ID: [Redacted]  
Empl Record: 0  
Earliest Change Date: 01/08/2019

Actions: Select Another Timesheet

\*View By: Calendar Period  
\*Date: 01/08/2019  
Scheduled Hours: 80.0  
Reported Hours: 80.0  
Print Timesheet

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type	Additional TRC	Labor Code	Task Code
8.0	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0	035-Shutdown Furlough	Hours			

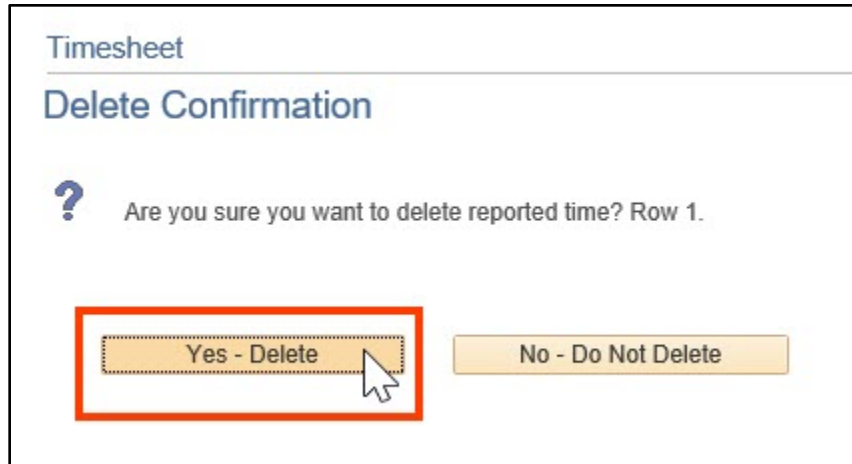
Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status

Date	Reported Status	Total TRC	Description	Sched Hrs	Comments
01/07/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/08/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/09/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/10/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/11/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/14/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/15/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/16/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/17/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/18/2019	Approved	8.0	035-Shutdown Furlough	8.00	

- Select **Yes - Delete** on the Timesheet Delete Confirmation page to remove the furlough row from the employee's timesheet.



Timesheet

## Delete Confirmation

? Are you sure you want to delete reported time? Row 1.

Yes - Delete No - Do Not Delete





- Click the **Save for Later** button. This is necessary so that the **Apply Schedule** button will be available.

**Timesheet**

Employee ID [REDACTED]  
Empl Record 0

Actions Time Source Schedule Earliest Change Date 01/06/2019

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 01/06/2019

Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code

Save for Later Submit Apply Schedule

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize Find 1-10 of 10

Date	Reported Status	Total TRC	Description	Sched Hrs	Comments
01/07/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/08/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/09/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/10/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/11/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/14/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/15/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/16/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/17/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/18/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	

- Click the **Apply Schedule** button.

**Timesheet**

Employee ID [REDACTED]  
Empl Record 0

Actions Time Source Schedule Earliest Change Date 01/06/2019

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 01/06/2019

Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type	Additional TRC	Labor Code
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001-Regular Time	Hours		

Save for Later Submit Apply Schedule

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize Find 1 of 1

Date	Total TRC	Description	Sched Hrs	Comments
	0.0		0.00	

Manager/Approver Comments

Date/Time Created User ID





8. Review and validate the hours on the timesheet, and make any necessary changes. Make sure all Federal holidays are recorded on the applicable days.
9. Click the **Submit** button.

**Timesheet**

Employee ID [REDACTED]  
Empl Record 0  
Earliest Change Date 01/06/2019

Actions ▾ Time Source Schedule

Select Another Timesheet

\*View By Calendar Period ▾ Previous Period Next Period

\*Date 01/06/2019 [REDACTED] [REDACTED]

Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 01/06/2019 to Monday 02/04/2019 ?

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001-Regular Time	Hours

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize | Find | 1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.0			0.00	

10. Review the approval message that appears, and select the **Yes** button.

**Submit**

Once Approved the status cannot be reverted back. (20020,20)

By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes No

11. The amended timesheet will appear as *Needs Approval* status. **You have successfully submitted the modified timesheet for review/approval.**

Manager Self Service
Manager Time

Report Employee Time
Approve Employee Time
Assign Employee Schedule
Request Employee Absence/OT
Approve Employee Absence/OT
Employee Absence Balances
Employee Absence/OT History

### Timesheet

Employee ID
Empl Record 0
Earliest Change Date 01/20/2019

Select Another Timesheet

\*View By Calendar Period
Previous Period
Next Period

\*Date 01/06/2019

Scheduled Hours 80.0
Reported Hours 80.0
Print Timesheet

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0	001-Regular Time	Hours

Save for Later
Submit

Reported Time Status
Summary
Absence/OT
Exceptions

Reported Time Status
Personalize
Find
1-10 of 10

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input type="checkbox"/>	01/07/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/08/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/09/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/10/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/11/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/14/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/15/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/16/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/17/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/18/2019	Needs Approval	8.0	001	001-Regular Time	8.00	

Approval
Select All
Deselect All
Approve
Deny

Manager/Approver Comments

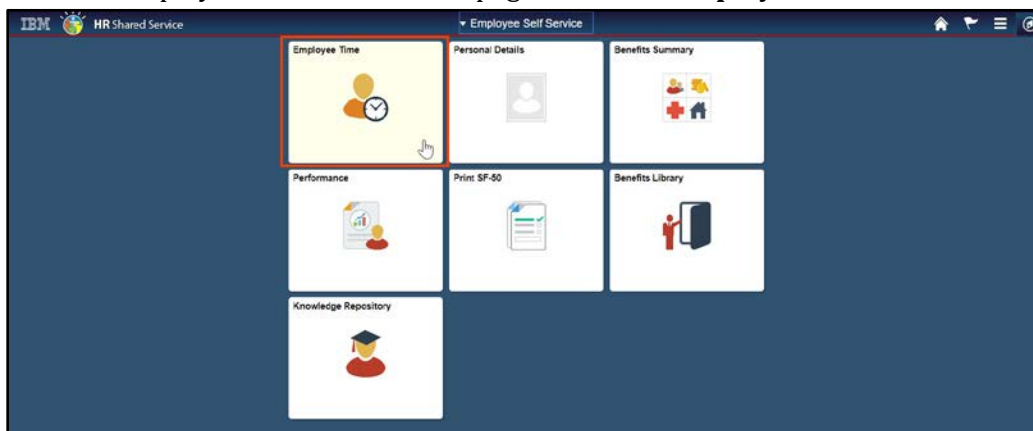
DateTime Created
User ID

12. As the manager or time administrator, you can continue the regular process to approve and submit the timesheet.

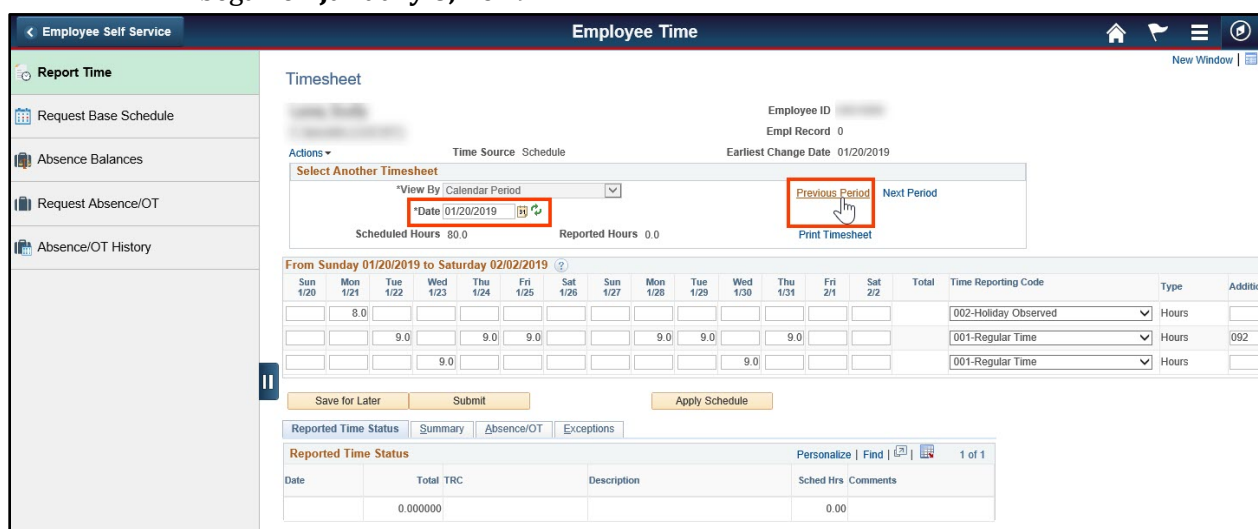
**Note:** Repeat the process for all furloughed pay periods.

## Instructions for those furloughed only part of a pay period

1. From the Employee Self Service home page, select the **Employee Time** tile.



2. On the Report Time tab, click the **Previous Period** hyperlink to navigate to the furloughed timesheet (contains **Time Reporting Code 035 - Shutdown Furlough**).
  - a. Employees furloughed during pay period 1 should navigate to pay period 1, which began on **December 23, 2018**.
  - b. Employees furloughed during pay period 2 should navigate to pay period 2, which began on **January 6, 2019**.



Employee ID: [REDACTED]  
Empl Record: 0  
Earliest Change Date: 01/20/2019

Actions: Select Another Timesheet  
View By: Calendar Period  
Date: 01/20/2019  
Scheduled Hours: 80.0  
Reported Hours: 0.0  
Previous Period  
Next Period  
Print Timesheet

From Sunday 01/20/2019 to Saturday 02/02/2019

Sun 1/20	Mon 1/21	Tue 1/22	Wed 1/23	Thu 1/24	Fri 1/25	Sat 1/26	Sun 1/27	Mon 1/28	Tue 1/29	Wed 1/30	Thu 1/31	Fri 2/1	Sat 2/2	Total	Time Reporting Code	Type	Addtl
	8.0														002-Holiday Observed	Hours	
		9.0		9.0	9.0			9.0	9.0		9.0				001-Regular Time	Hours	092
			9.0							9.0					001-Regular Time	Hours	

Save for Later Submit Apply Schedule

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status

Date	Total TRC	Description	Sched Hrs	Comments
	0.000000		0.00	

3. Since you were furloughed for only **part** of the pay period, change the Time Reporting Code 035 - Shutdown Furlough to **001- Regular Time**.
  - a. Make sure you account for a full pay period (80 hours for full-time).
4. Click the **Submit** button.

Timesheet

Employee ID [REDACTED]  
Empl Record 0

Actions Time Source Schedule Earliest Change Date 01/06/2019

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 01/06/2019

Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 01/06/2019 to Monday 02/04/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001-Regular Time	Hours

Save for Later Submit

Reported Time Status Summary Absence OT Exceptions

Reported Time Status Personalize Find 1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
	0.0			0.00	

5. An attestation message will appear. Select the **Yes** button.

Attestation of Time (20020,19)

I certify that the time worked and leave taken as recorded on this form is true and correct to the best of my knowledge

Yes No

6. The amended timesheet will appear as *Needs Approval* status. **You have successfully submitted your modified timesheet for review/approval.**

Employee Time

### Timesheet

Employee ID: [REDACTED]

Empl Record: 0

Time Source: Schedule

Earliest Change Date: 01/20/2019

Actions ▾

[Select Another Timesheet](#)

\*View By: Calendar Period ▾

\*Date: 01/06/2019 [📅] [↺] [↻]

Previous Period   Next Period

Scheduled Hours: 80.0   Reported Hours: 80.0   [Print Timesheet](#)

**From Sunday 01/06/2019 to Saturday 01/19/2019** ?

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0	001-Regular Time	Hour

[Save for Later](#)   [Submit](#)

Reported Time Status   Summary   Absence/OT   Exceptions

**Reported Time Status**   [Personalize](#)   [Find](#)   [🔍](#)   1-10 of 10

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
01/07/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
01/08/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
01/09/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
01/10/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
01/11/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
01/14/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
01/15/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
01/16/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
01/17/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
01/18/2019	Needs Approval	8.0	001	001-Regular Time	8.00	