## Recording Shift Differentials

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This topic describes the procedure for recording shift differentials.

**NOTE:  Some time recording codes have changed, review description when choosing a code.**

**Procedure**
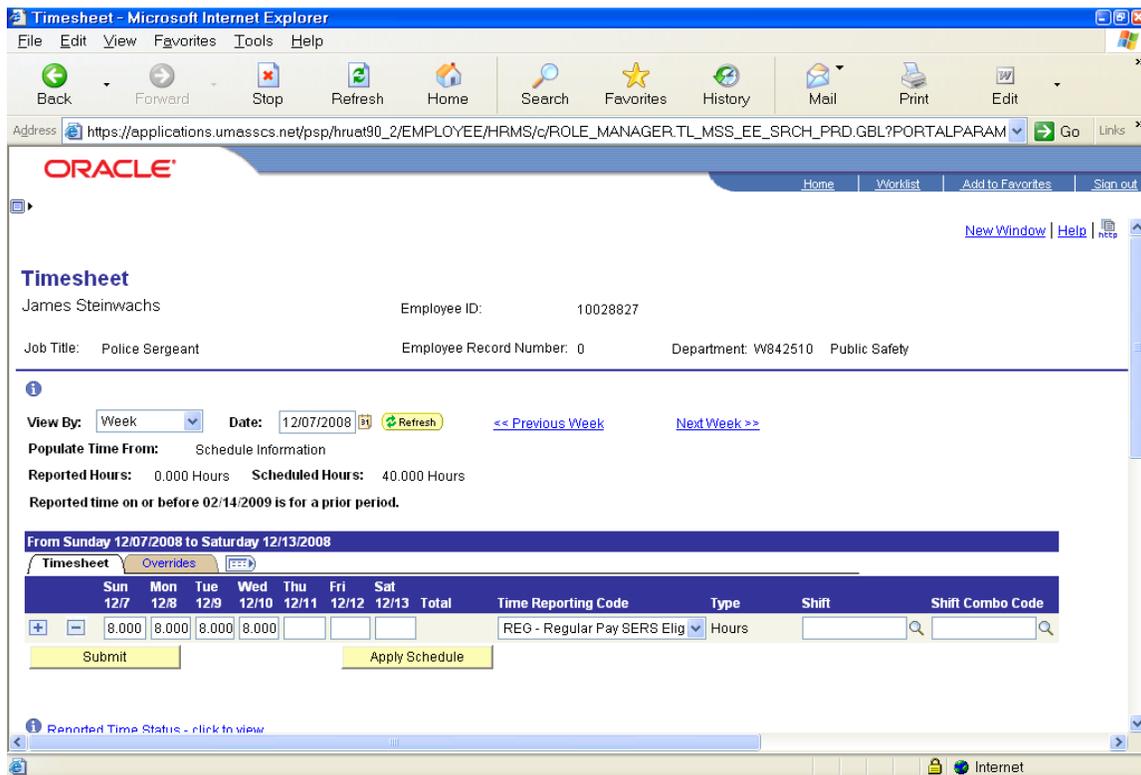
**Consider this scenario:**

You will record time for a university police officer who has worked a shift that pays a differential.
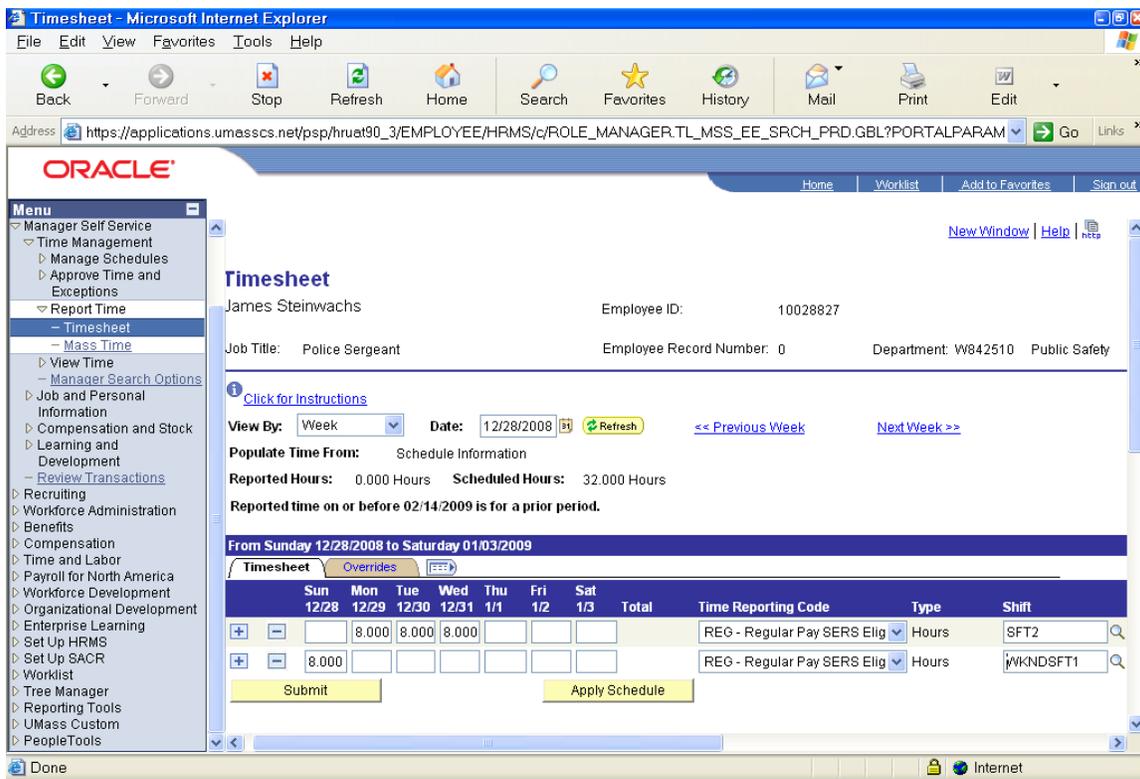
**Key Information:**

Employee Id #

*Click link to review procedure for navigating to employee timesheet.*   **(Hyperlink)**

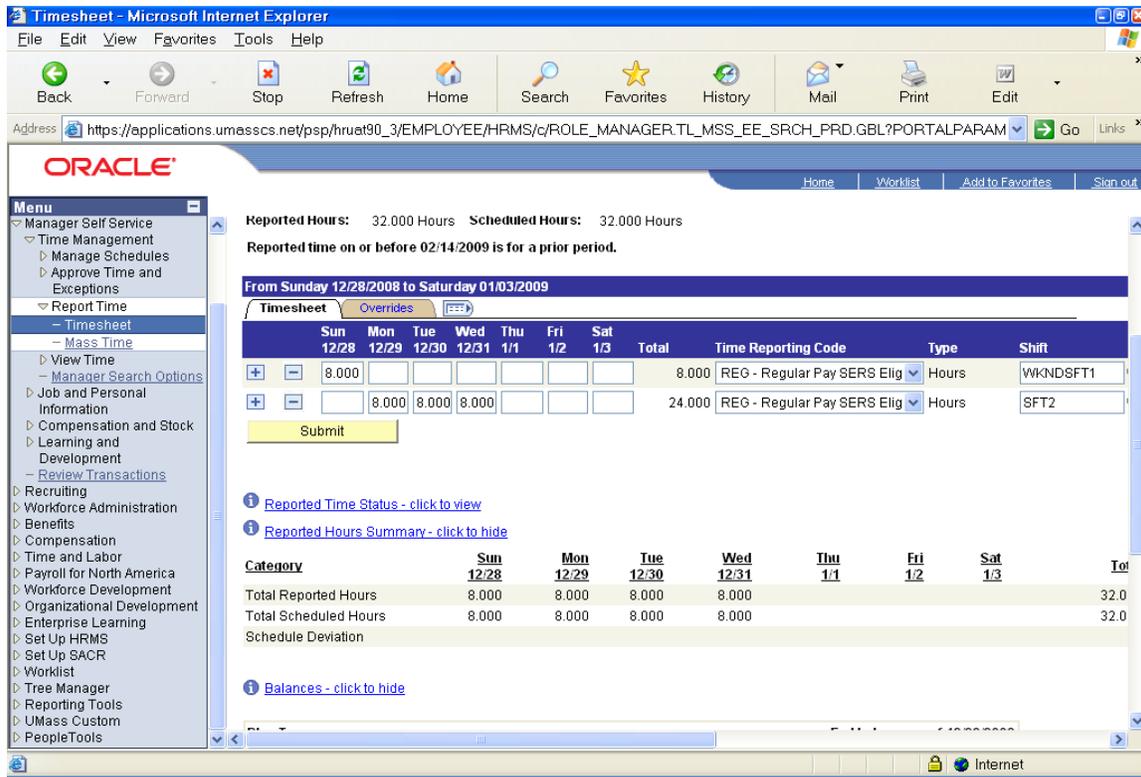| Step | Action |
|------|--------|
| 1. | To populate the grid with the employee's scheduled time, click the **Apply Schedule** button.<br><br>Apply Schedule |
| 2. | The employee's regular schedule displays with the appropriate **Time Reporting Code**.<br><br>**NOTE:  When adding shift differentials, you need to have different rows for the different shifts.  You can't have 5 days of REG and report one shift differential on two of the days and a different shift differential on the remaining days.  It would have to be two rows of REG with the hours on the appropriate days and then report the appropriate shift differential.**<br><br>**If you need to have a shift differential on just one day, that day has to be reported on a separate line and then add the shift differential.  Else, it will pay the differential for all days in the week.** |

| Step | Action |
|------|--------|
| 3. | In this example, the employee has weekend shift for Sunday hours and second shift for Monday, Tuesday and Wednesday hours.<br><br>Click on the plus to add a row<br>⊞<br>Remove the hours off of Sunday that show in the first row (highlight the hours and hit the delete button) |
| 4. | On the second row that was added, enter **8** hours for Sunday<br><br>Select **REG** for the **Time Reporting Code**<br><br>Scroll to the right for **Shift Column (to the right of Time reporting code column),** select the weekend first shift differential<br><br>**WKNDSFT1** |
| 5. | On the first row that has 8 hours a day for Monday, Tuesday and Wednesday<br><br>Scroll to the right and for **Shift,** select the second shift differential<br><br>**SFT2** |
| 6. | Click the **Submit** button.<br>Submit |

| Step | Action |
|------|--------|
| 7. | Click the **OK** button. <br> [OK] |

| Step | Action |
|------|--------|
| 8. | You are returned to the **Timesheet** page, where the recorded time is displayed in the **Reported Hours Summary** section. |

| Step | Action |
|------|--------|
| 9. | Click the **Reported Time Status - click to view** link. <br><br> Reported Time Status - click to view |

| Step | Action |
|------|--------|
| 10. | The reported time has a status of Submitted and the Time Reporting Codes are listed.  The Shift differential will not show under the report time status. |
| 11. | To enter time for a different week, click the links at the top of the page.<br><br>To enter time for another employee, click the "return to select employee" link at the bottom of the page.  If you brought up time sheet by a group, you can select next employee. |
| 12. | Congratulations!  You have recorded shift differentials for a time reporter.<br>**End of Procedure.** |