

### Recording Shift Differentials

This topic describes the procedure for recording shift differentials.

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

#### Procedure

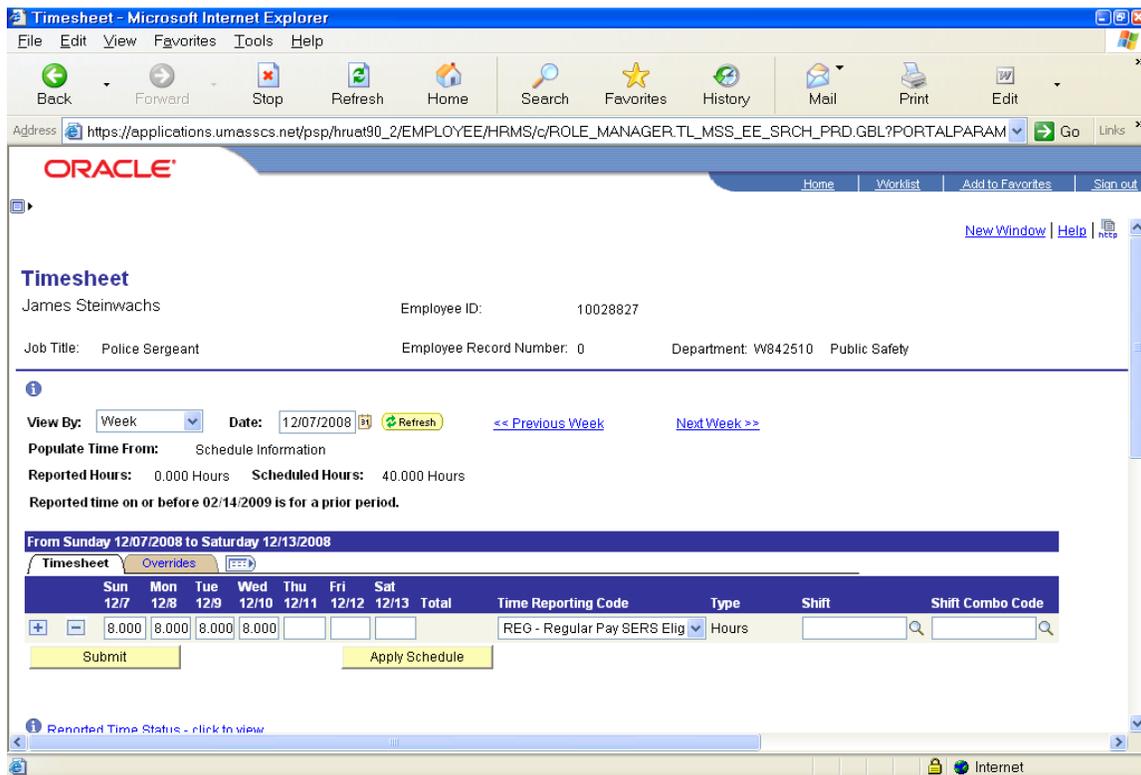
#### Consider this scenario:

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

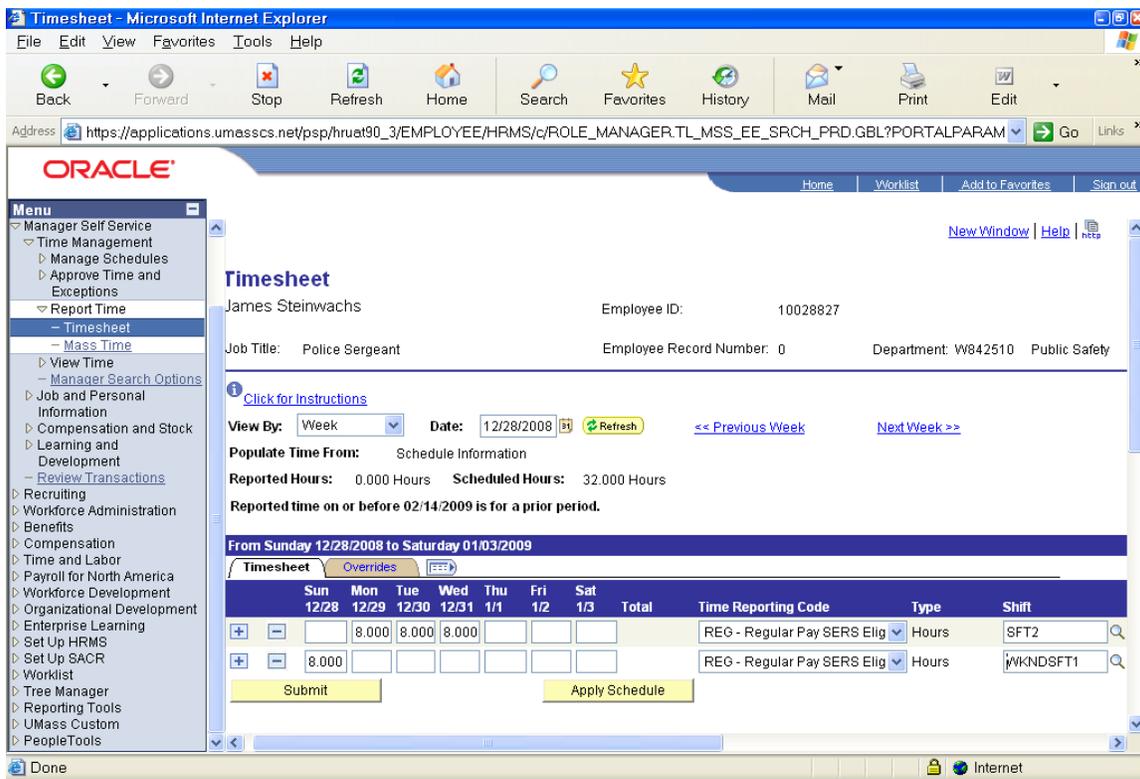
#### Key Information:

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 <b>Apply Schedule</b> button. 
2.	The employee's regular schedule displays with the appropriate <b>Time Reporting Code</b> .  <p><b>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.</b></p> <p><b>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.</b></p>



**Timesheet**

James Steinwachs Employee ID: 10028827  
 Job Title: Police Sergeant Employee Record Number: 0 Department: W842510 Public Safety

View By: Week Date: 12/28/2008 Refresh << Previous Week Next Week >>

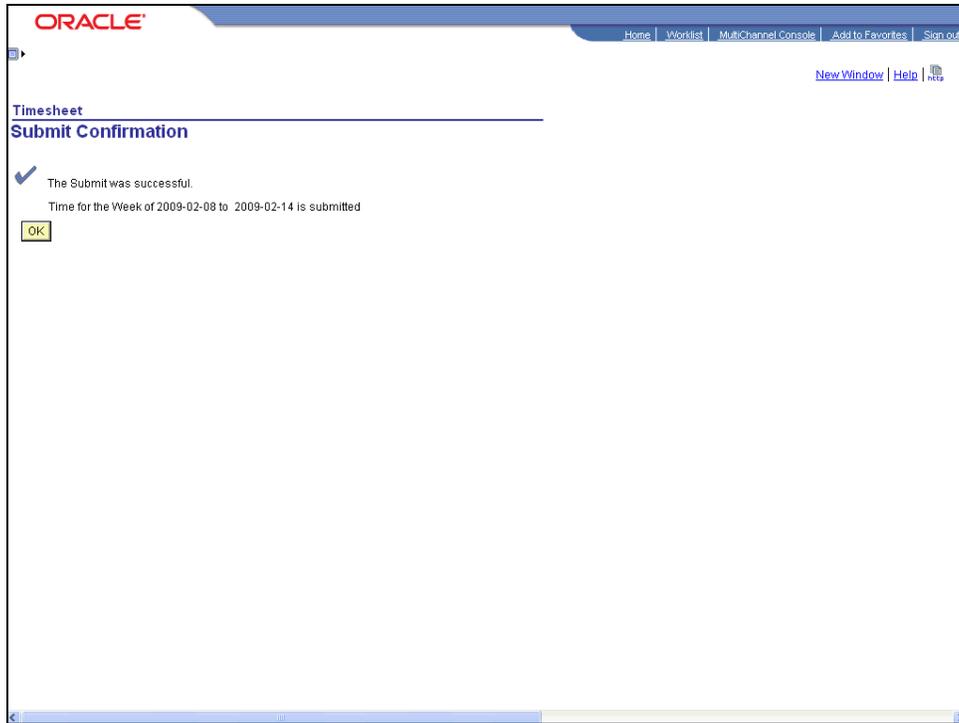
Reported Hours: 0.000 Hours Scheduled Hours: 32.000 Hours  
 Reported time on or before 02/14/2009 is for a prior period.

From Sunday 12/28/2008 to Saturday 01/03/2009

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Shift
		8.000	8.000	8.000					REG - Regular Pay SERS Elig	Hours	SFT2
	8.000								REG - Regular Pay SERS Elig	Hours	WKNDSTFT1

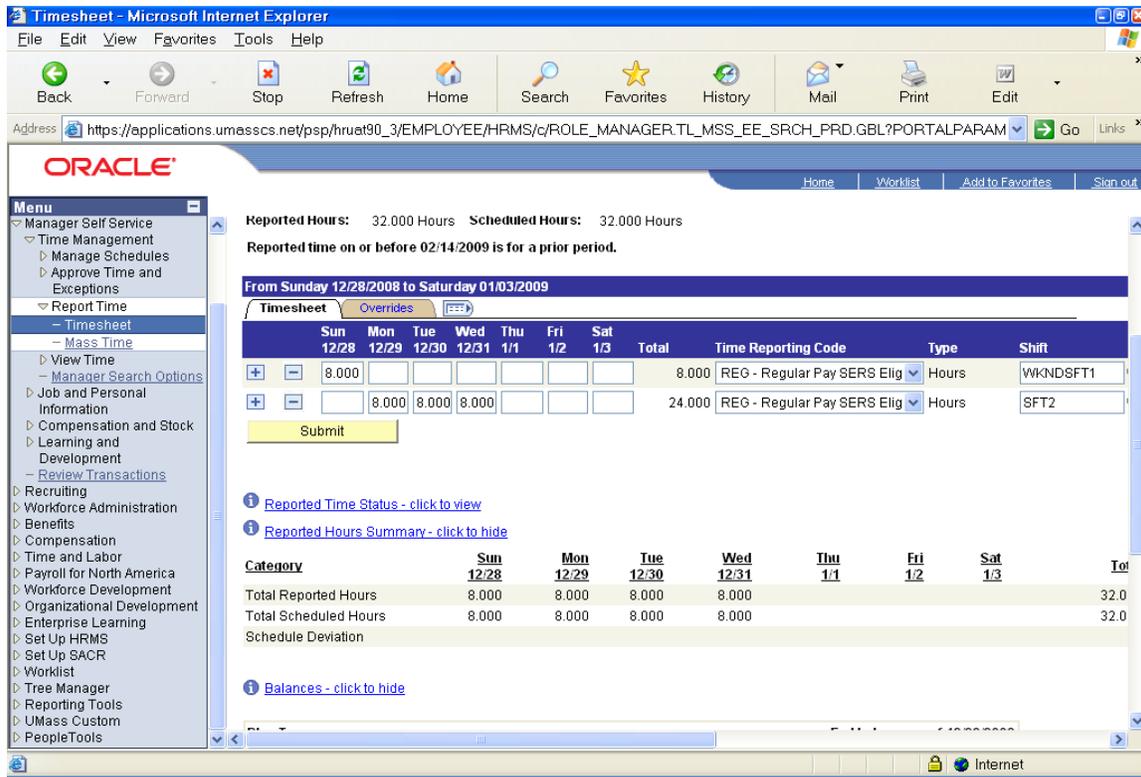
Submit Apply Schedule

Step	Action
3.	<p>In this example, the employee has weekend shift for Sunday hours and second shift for Monday, Tuesday and Wednesday hours.</p> <p>Click on the plus to add a row</p>  <p>Remove the hours off of Sunday that show in the first row (highlight the hours and hit the delete button)</p>
4.	<p>On the second row that was added, enter <b>8</b> hours for Sunday</p> <p>Select <b>REG</b> for the <b>Time Reporting Code</b></p> <p>Scroll to the right for <b>Shift Column (to the right of Time reporting code column)</b>, select the weekend first shift differential</p> <p><b>WKNDST1</b></p>
5.	<p>On the first row that has 8 hours a day for Monday, Tuesday and Wednesday</p> <p>Scroll to the right and for <b>Shift</b>, select the second shift differential</p> <p><b>SFT2</b></p>
6.	<p>Click the <b>Submit</b> button.</p> 



Step	Action
7.	Click the <b>OK</b> button. 

Step	Action
8.	You are returned to the <b>Timesheet</b> page, where the recorded time is displayed in the <b>Reported Hours Summary</b> section.



**Reported Hours:** 32.000 Hours **Scheduled Hours:** 32.000 Hours

Reported time on or before 02/14/2009 is for a prior period.

From Sunday 12/28/2008 to Saturday 01/03/2009

	Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 1/1	Fri 1/2	Sat 1/3	Total	Time Reporting Code	Type	Shift
	8.000							8.000	REG - Regular Pay SERS Elig	Hours	WKNDSTFT1
		8.000	8.000	8.000				24.000	REG - Regular Pay SERS Elig	Hours	SFT2

**Reported Time Status - click to view**

**Reported Hours Summary - click to hide**

Category	Sun 12/28	Mon 12/29	Tue 12/30	Wed 12/31	Thu 1/1	Fri 1/2	Sat 1/3	Total
Total Reported Hours	8.000	8.000	8.000	8.000				32.0
Total Scheduled Hours	8.000	8.000	8.000	8.000				32.0
Schedule Deviation								

**Balances - click to hide**

Step	Action
9.	<p>Click the <b>Reported Time Status - click to view</b> link.</p> <p><a href="#">Reported Time Status - click to view</a></p>

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.  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. <b>End of Procedure.</b>