

Recording Pay Differentials

This topic describes the procedure for recording pay differentials.

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

Procedure

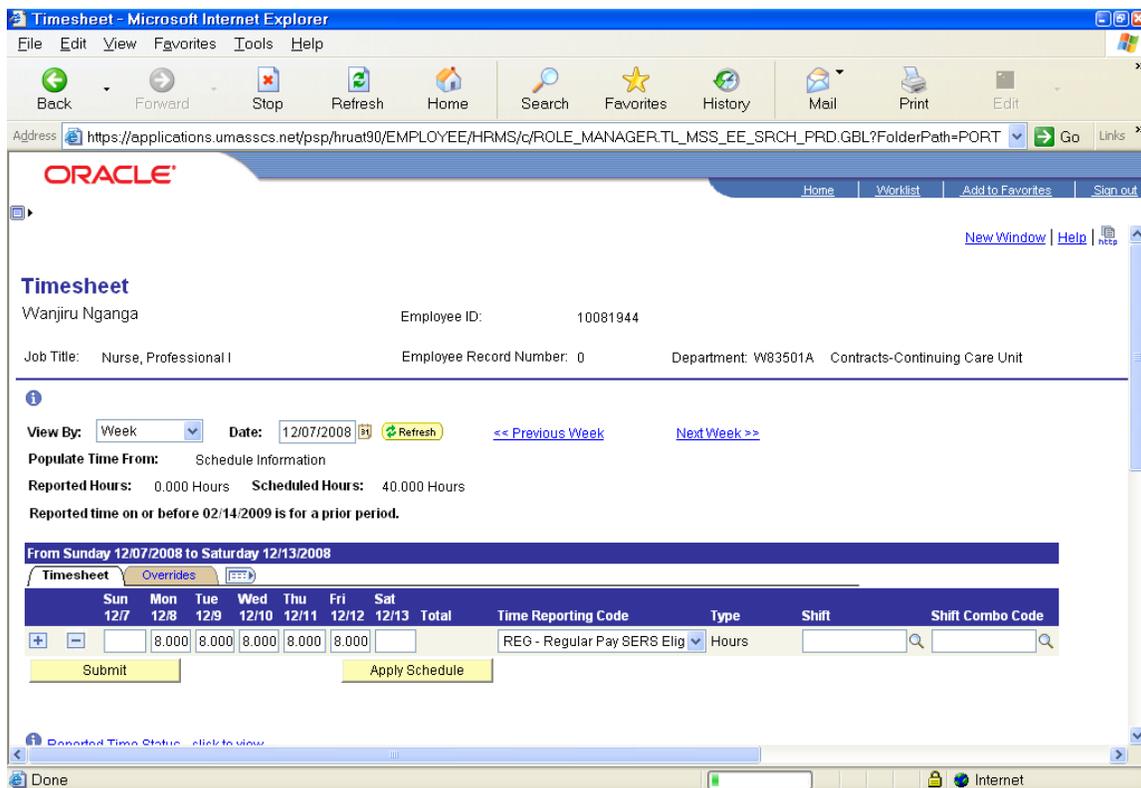
Consider this scenario:

You will record time for nurse who is eligible for a pay differential.

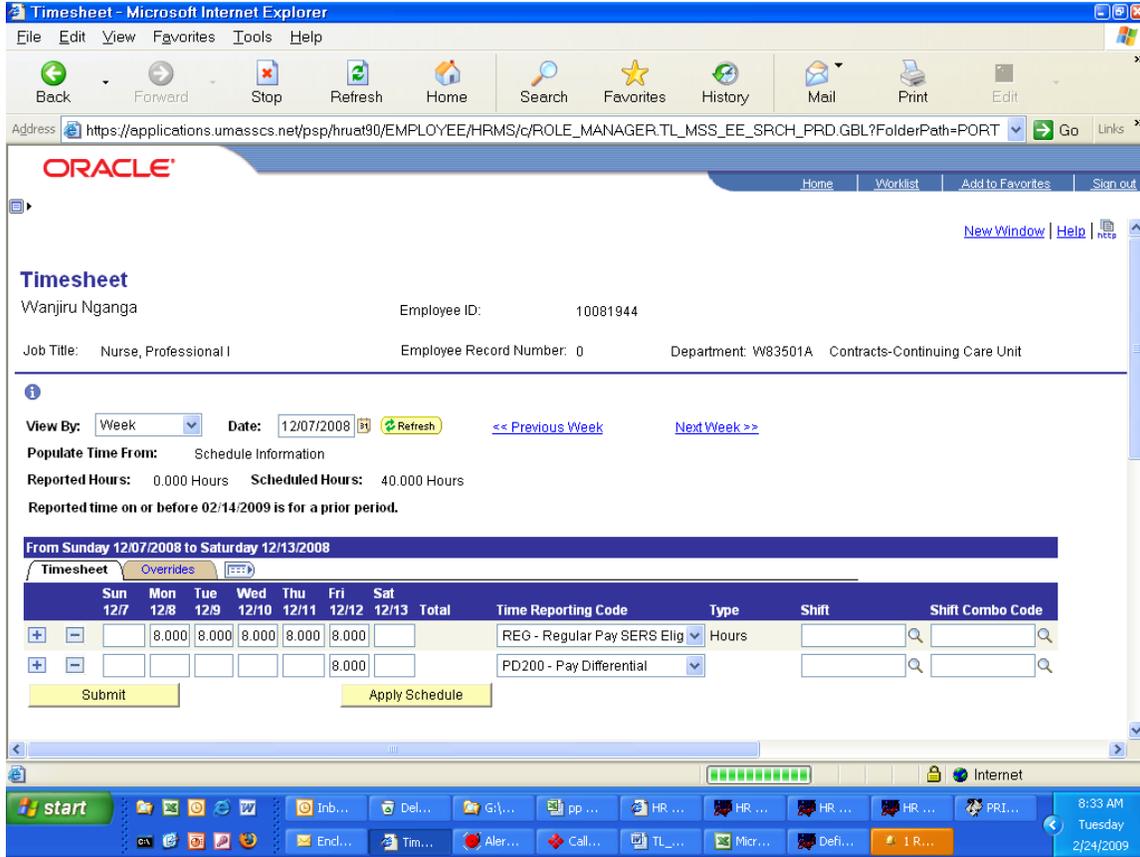
Key Information:

Employee Id #

Click link to review procedure for navigating to employee timesheet. [\(Hyperlink\)](#)

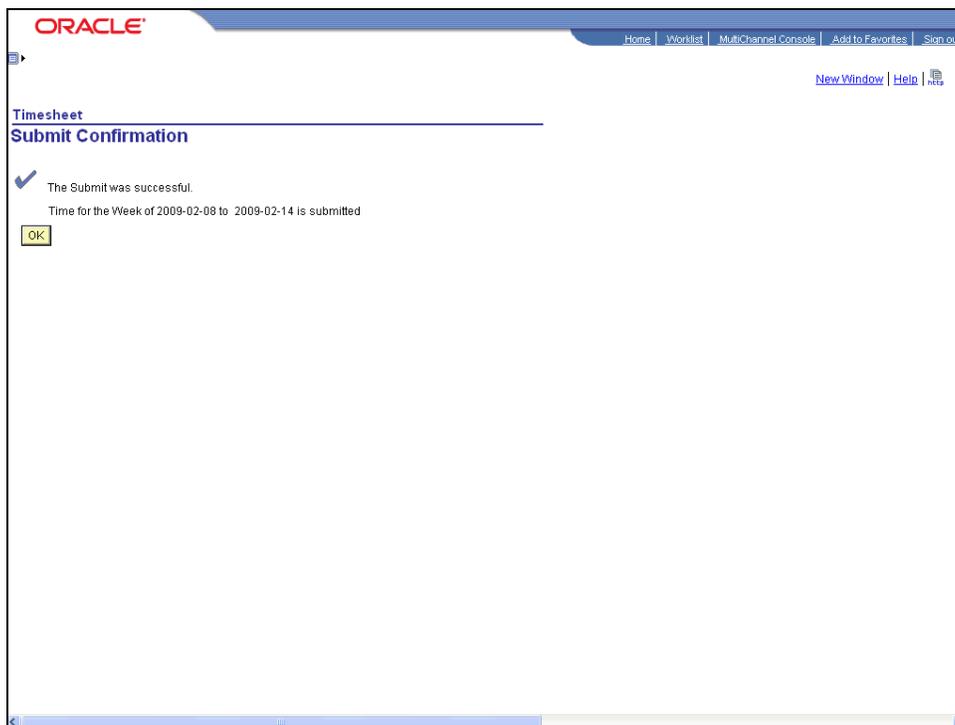


Step	Action
1.	To populate the grid with the employee's scheduled time, click the Apply Schedule button. 
2.	The employee's regular schedule displays with the appropriate Time Reporting Code .

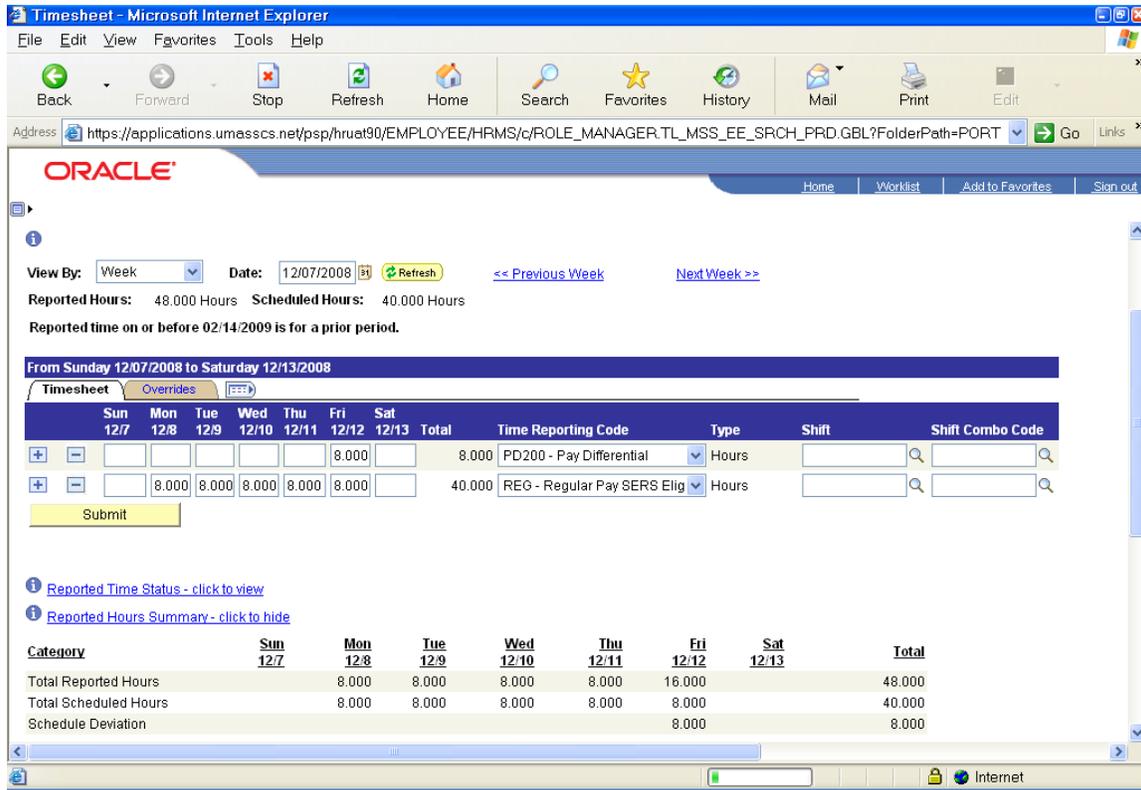


Step	Action
3.	In this example, the employee's hours on Friday are eligible for a pay differential, it does not apply to the other days in the week. Click on the plus to add a row 

Step	Action
4.	<p>On the second row that was added, enter 8 hours for Friday</p> <p>Select PD200 for the Time Reporting Code</p>
5.	<p>Click the Submit button.</p> <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Submit</div>



Step	Action
6.	<p>Click the OK button.</p> <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">OK</div>

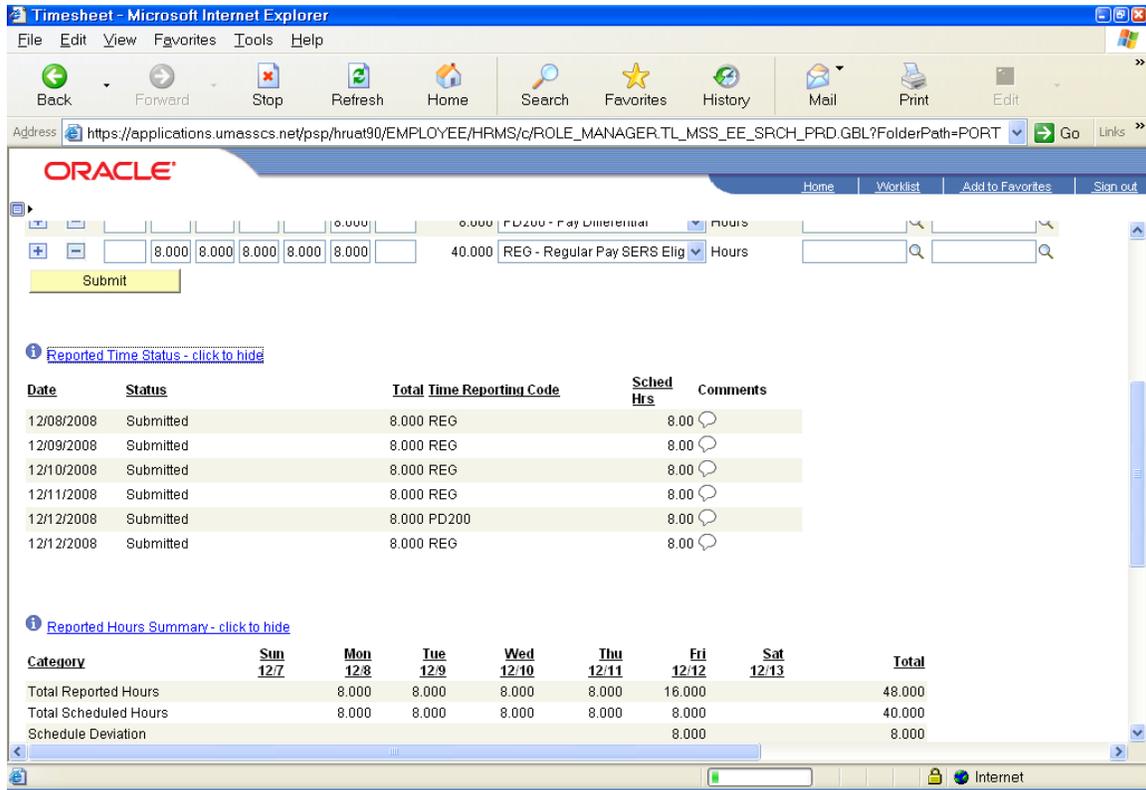


Reported Hours Summary

Category	Sun 12/7	Mon 12/8	Tue 12/9	Wed 12/10	Thu 12/11	Fri 12/12	Sat 12/13	Total
Total Reported Hours		8.000	8.000	8.000	8.000	16.000		48.000
Total Scheduled Hours		8.000	8.000	8.000	8.000	8.000		40.000
Schedule Deviation						8.000		8.000

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

Step	Action
8.	Click the Reported Time Status - click to view link. Reported Time Status - click to view



Step	Action
9.	The reported time has a status of Submitted and the Time Reporting Codes are listed.
10.	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.
11.	Congratulations! You have recorded pay differentials for a time reporter. End of Procedure.