

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

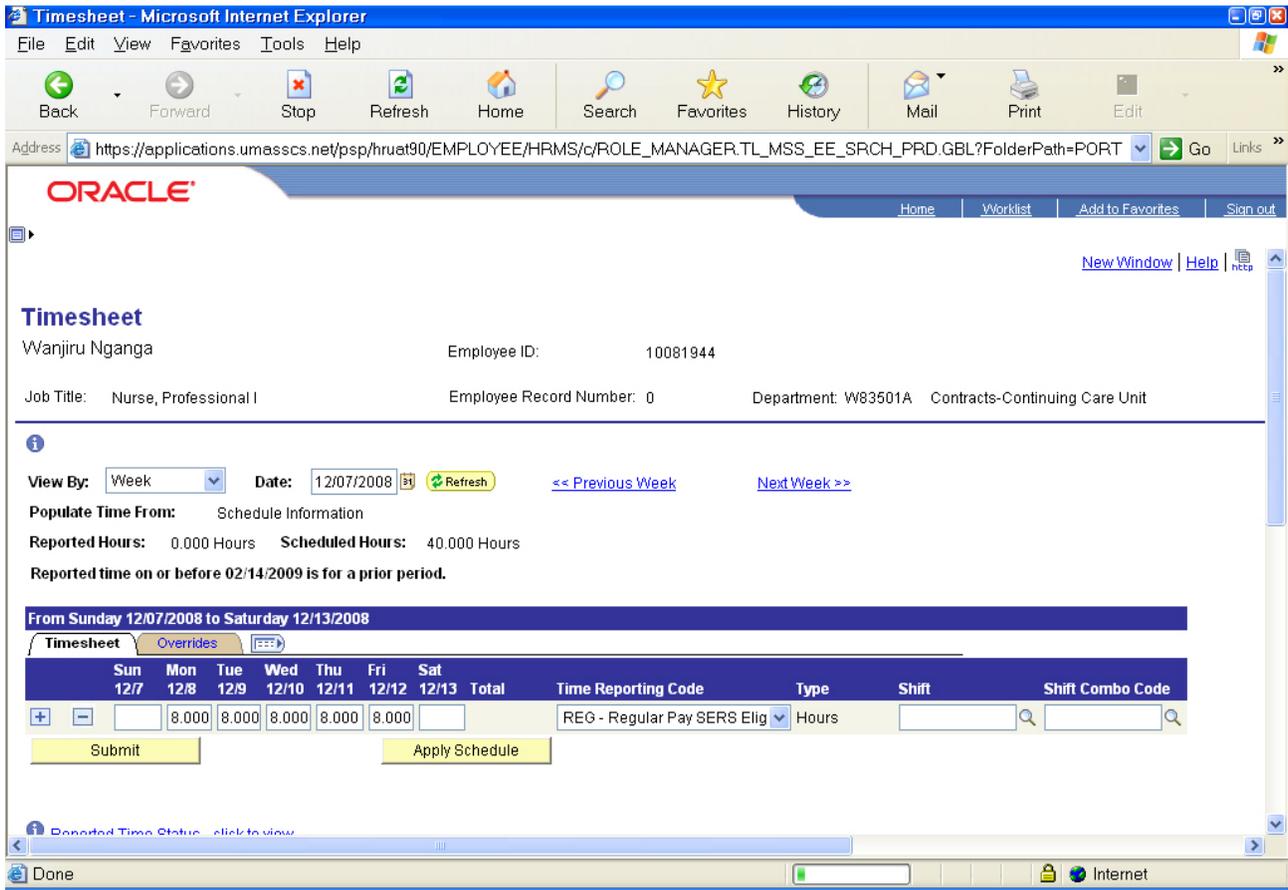
Consider this scenario:

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. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Apply Schedule</div>
2.	The employee's regular schedule displays with the appropriate Time Reporting Code .

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | neta

Timesheet

Wanjiru Nganga Employee ID: 10081944

Job Title: Nurse, Professional I Employee Record Number: 0 Department: W83501A Contracts-Continuing Care Unit

View By: Week Date: 12/07/2008 Refresh << Previous Week Next Week >>

Populate Time From: Schedule Information

Reported Hours: 0.000 Hours Scheduled Hours: 40.000 Hours

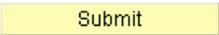
Reported time on or before 02/14/2009 is for a prior period.

From Sunday 12/07/2008 to Saturday 12/13/2008

Timesheet Overrides

	Sun 12/7	Mon 12/8	Tue 12/9	Wed 12/10	Thu 12/11	Fri 12/12	Sat 12/13	Total	Time Reporting Code	Type	Shift	Shift Combo Code
+		8.000	8.000	8.000	8.000	8.000			REG - Regular Pay SERS Elig	Hours		
+						8.000			PD200 - Pay Differential			

Submit Apply Schedule

Step	Action
3.	<p>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.</p> <p>Click on the plus to add a row</p> 
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> 



Timesheet

Submit Confirmation



The Submit was successful.

Time for the Week of 2009-02-08 to 2009-02-14 is submitted



Step	Action
6.	Click the OK button. 

Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address https://applications.umasscs.net/psp/hruat90/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?FolderPath=PORT Go Links

ORACLE Home Worklist Add to Favorites Sign out

View By: Week Date: 12/07/2008 Refresh << Previous Week Next Week >>

Reported Hours: 48.000 Hours Scheduled Hours: 40.000 Hours

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

From Sunday 12/07/2008 to Saturday 12/13/2008

Timesheet Overrides

	Sun 12/7	Mon 12/8	Tue 12/9	Wed 12/10	Thu 12/11	Fri 12/12	Sat 12/13	Total	Time Reporting Code	Type	Shift	Shift Combo Code
						8.000		8.000	PD200 - Pay Differential	Hours		
		8.000	8.000	8.000	8.000	8.000		40.000	REG - Regular Pay SERS Elig	Hours		

Submit

Reported Time Status - click to view

Reported Hours Summary - click to hide

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.

Timesheet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address https://applications.umasscs.net/psp/hruat90/EMPLOYEE/HRMS/c/ROLE_MANAGER.TL_MSS_EE_SRCH_PRD.GBL?FolderPath=PORT Go Links

ORACLE Home Worklist Add to Favorites Sign out

View By: Week Date: 12/07/2008 Refresh << Previous Week Next Week >>

Reported Hours: 48.000 Hours Scheduled Hours: 40.000 Hours

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

From Sunday 12/07/2008 to Saturday 12/13/2008

Timesheet Overrides

	Sun 12/7	Mon 12/8	Tue 12/9	Wed 12/10	Thu 12/11	Fri 12/12	Sat 12/13	Total	Time Reporting Code	Type	Shift	Shift Combo Code
						8.000		8.000	PD200 - Pay Differential	Hours		
		8.000	8.000	8.000	8.000	8.000		40.000	REG - Regular Pay SERS Elig	Hours		

Submit

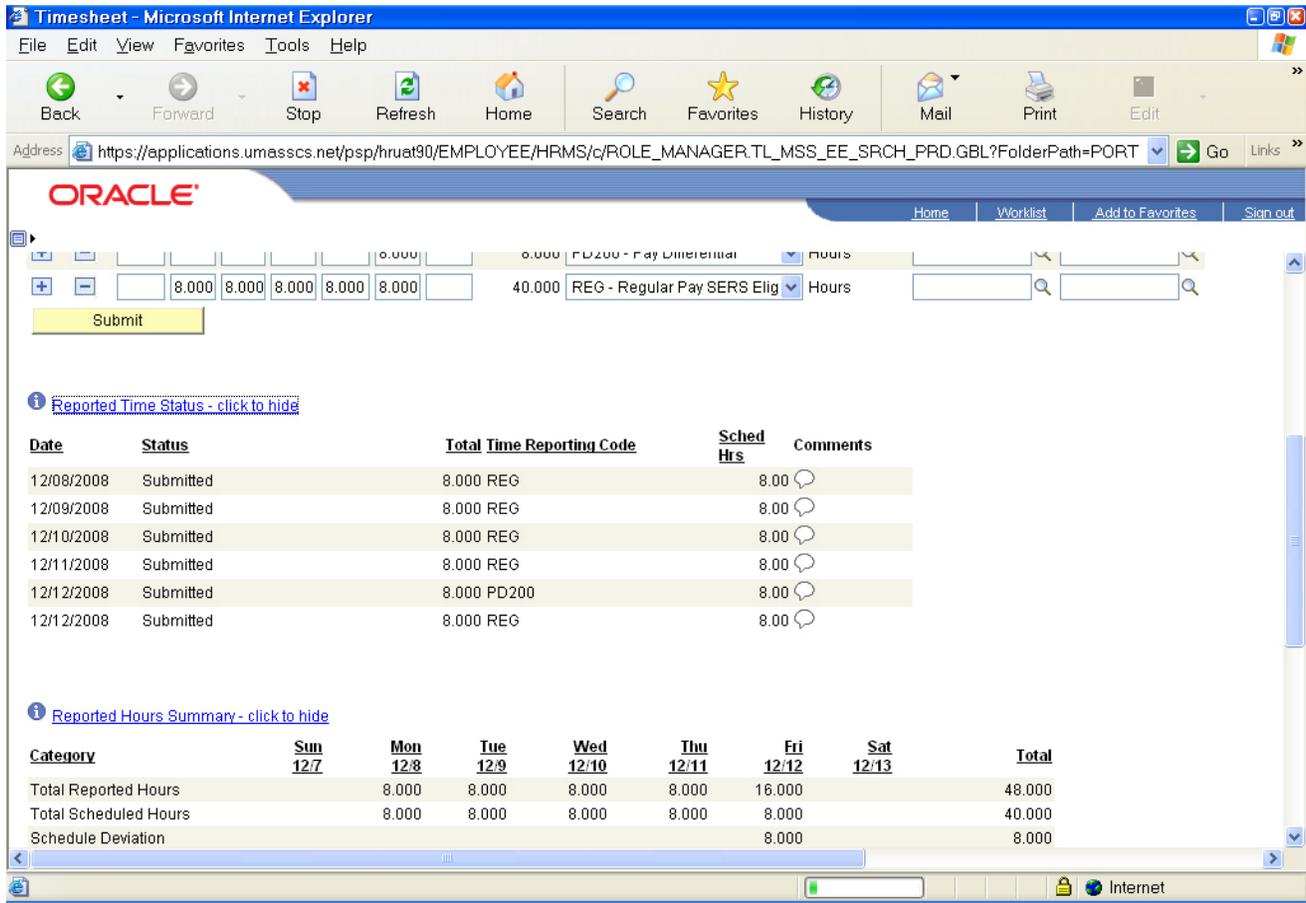
Reported Time Status - click to view

Reported Hours Summary - click to hide

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		16.000
Total Scheduled Hours		8.000	8.000	8.000	8.000	8.000		40.000
Schedule Deviation							8.000	8.000

Internet

Step	Action
8.	<p>Click the Reported Time Status - click to view link.</p> <p>Reported Time Status - click to view</p>



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.