



MCGEO Shift Differential

These are Office of Human Resources (OHR) Compensation terms that need to be understood before we address the timecard reporting for shift differentials. Shift Differentials times and amounts are set forth in section 5.3 (a) of the Municipal and County Government Employees Organization (MCGEO) Collective Bargaining Agreement (CBA) and passed through to general salary schedule (GSS) employees. Various groups have specific memorandum of understandings (MOU)/memorandum of agreements (MOA) that govern shift differentials. This document is not intended to address those groups. Please refer to department policies and procedures as applicable.

Glossary

Shift - Each employee is assigned predetermined regularly scheduled daily hours. Some shifts are approved by management and are chosen through periodic work picks. MCtime pre-populates the employee timecard with the employee's shift duration, for most timecards. Additionally, a shift can be voluntary or involuntary, and a shift can include Flex time and part time.

Shift Differential – An employee who begins their shift during a period covered by a shift differential is eligible to receive that differential. The starting time of an employee's shift determines their eligibility. Simply working hours during the time zone of a shift differential does not provide eligibility. As such, only employees who work a shift that **starts** between 12 noon and 5:59 AM are eligible for shift differential.

- SD7 – Shift Diff: noon – 7:59 P
- SD8 – Shift Diff: 8:00 P - 5:59 A

“Extension of Shift” – The time period before or after the employee's predetermined regularly scheduled daily hours is an “extension of shift”. If the extension is within the shift differential time zone, then the employee will receive shift differential.

If the length of an extension of shift is less than the employee's predetermined regularly scheduled daily hours, then it is an *extension*. Conversely, if the length of an extension of shift is equal to or greater than the employee's predetermined regularly scheduled daily hours, then it is a *shift*. There is not a minimum number of hours shift differential can be earned as long as the employee meets the start time eligibility.

If total hours (regular shift hours plus any extension) is less than 12 hours, no meal period is included. If total hours (regular shift plus any extension) is equal to 12 hours or more, employee is eligible for an additional unpaid 30-minute meal period.

“Back-to-Back Shifts”– An employee who works complete back-to-back shifts should receive the shift differential that is appropriate for each shift that the employee works. A “back-to-back” shift does not include an additional meal period.





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Scheduled Day Off or Regularly Scheduled Day Off (RSDO) – A day on which the employee is not scheduled to work. For Monday - Friday schedule patterns, Saturday and Sunday are scheduled days off. A scheduled day off could occur on any day of the week, especially when the department provides services seven days a week. For a Sunday – Wednesday pattern, Thursday – Saturday are scheduled days off.

Scheduled Absence – Leave that is requested and approved at a minimum during the employee's work period preceding the workday or the shift work period (within the same 24-hour day) preceding the time period for which the employee is requesting time off. Or requested while the employee is working the day following a day in which overtime was worked and approved subject to the workload requirements as determined by the supervisor.

Unscheduled Absence – An absence that does not meet the definition for a "scheduled absence." Typically, this is considered "same day call out" unless defined specifically in a departmental attendance policy.

Flex Hours Work - allows employees flexibility to adjust their schedules but does not record/provide shift differential. Whereas a schedule adjustment does record/provide shift differential. For specific flex hour usage, please refer to the flex hour job aid.

Note: The MCtime system automatically calculates excess hours (**Overtime Pay** or **Comp Leave Earned**) based upon the employee's normal pay rule when the employee is in excess hour (overtime) status. Normal thresholds apply as outlined in the Montgomery County Personnel Regulations or the CBA. The employee's supervisor may perform a Pay Code Move to change the form of excess hours calculated from **Overtime Pay** to **Comp Leave Earned** (or from **Comp Leave Earned** to **Overtime Pay**) if appropriate. See the [Pay Code Move](#) job aid.





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Scenario 1 – Regular Day Shift that starts 6 am or after and before noon.

Shift: Monday – Friday, 7A – 3:30P (8 hours)

Employee's regular scheduled hours are 7A– 3:30P Monday through Friday. An employee has a scheduled, unpaid meal break of thirty minutes.

	Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total
<input checked="" type="checkbox"/>	Hours Work...			8.0	8.0	8.0	8.0	8.0		40.0
<input type="checkbox"/>	<Enter Pay ...									
<input type="checkbox"/>	Schedule			7:00AM-...	7:00AM-...	7:00AM-...	7:00AM-...	7:00AM-...		
<input type="checkbox"/>	Daily Total			8.0	8.0	8.0	8.0	8.0		40.0

	Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03	Total
<input checked="" type="checkbox"/>	Hours Work...				8.0	8.0	8.0	8.0		32.0
<input type="checkbox"/>	Memorial D...			8.0						8.0
<input type="checkbox"/>	<Enter Pay ...									
<input type="checkbox"/>	Schedule			7:00AM-...	7:00AM-...	7:00AM-...	7:00AM-...	7:00AM-...		
<input type="checkbox"/>	Daily Total			8.0	8.0	8.0	8.0	8.0		40.0

This shift is not eligible for shift differential, due to the start time of the regularly scheduled hours.

This scenario also applies to any regular shift that starts after 6A and before 12P (noon).





MC GEO Shift Differential

Scenario 2 – Regular Day Shift that starts 6 am or after and before noon with Extension of shift.

Shift: Monday – Friday, 6A– 2:30P (8 hours with an unpaid meal break)

Employee's regular scheduled hours are 6A – 2:30P Monday through Friday. Employee is asked to work an extension of his shift until 6P (3.5 hours) on Monday, 7/9.

	Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total
<input checked="" type="checkbox"/>	Hours Work...			8.0						8.0
<input checked="" type="checkbox"/>	Hours Work...			3.5						3.5
<input checked="" type="checkbox"/>	Hours Work...				8.0	8.0	8.0	8.0		32.0
<input checked="" type="checkbox"/>	<Enter Pay ...									
<input checked="" type="checkbox"/>	Schedule			6:00AM-...	6:00AM-...	6:00AM-...	6:00AM-...	6:00AM-...		
<input checked="" type="checkbox"/>	Daily Total			11.5	8.0	8.0	8.0	8.0		43.5

	Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03	Total
<input checked="" type="checkbox"/>	Hours Work...				8.0	8.0	8.0	8.0		32.0
<input checked="" type="checkbox"/>	Memorial D...			8.0						8.0
<input checked="" type="checkbox"/>	<Enter Pay ...									
<input checked="" type="checkbox"/>	Schedule			6:00AM-...	6:00AM-...	6:00AM-...	6:00AM-...	6:00AM-...		
<input checked="" type="checkbox"/>	Daily Total			8.0	8.0	8.0	8.0	8.0		40.0

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount	Wages
HHS 60-6343/HHS 60-2263-/-/1353/-	CL3 - Comp Lv Earned-1 hr EQ 1.5	3.5	\$0.00
HHS 60-6343/HHS 60-2263-/-/1353/-	HOL - Holiday Leave	8.0	\$0.00
HHS 60-6343/HHS 60-2263-/-/1353/-	Regular	72.0	\$0.00
HHS 60-6343/HHS 60-2263-/-/1353/-	Total Hrs Towards Schedule	80.0	\$0.00

The employee's regular working shift starts before noon, and he is held over for an extension of shift for 3.5 hours. The employee's regular scheduled shift is not eligible for shift differential for an extension after the shift because an employee started in a non-shift differential eligibility zone.

The scheduled shift is not eligible for shift differential. The employee working the additional 3.5 hours records the following:

- An additional 3.5 **Hours Worked**,

If any transfer account or Reason Code is required for the excess hours, then recording as two lines is necessary.





MC GEO Shift Differential

Scenario 3 – Evening shift that starts between noon and 7:59P.

Shift: Wednesday – Saturday, 12P (noon) – 10P (10 hours).

Employee's regular scheduled hours are 12P to 10P Wednesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes.

	Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
<input checked="" type="checkbox"/>	Hours Worked					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/>	SD7 - Shift Diff 12p-759p					10.0	10.0	10.0	10.0	40.0
<input type="checkbox"/>	<Enter Pay Code>									
<input type="checkbox"/>	Schedule					12:00P...	12:00P...	12:00P...	12:00P...	
<input type="checkbox"/>	Daily Total					20.0	20.0	20.0	20.0	80.0

	Pay Code	Transfer	Sun 6/11	Mon 6/12	Tue 6/13	Wed 6/14	Thu 6/15	Fri 6/16	Sat 6/17	Total
<input checked="" type="checkbox"/>	Hours Worked					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/>	SD7 - Shift Diff 12p-759p					10.0	10.0	10.0	10.0	40.0
<input type="checkbox"/>	<Enter Pay Code>									
<input type="checkbox"/>	Schedule					12:00P...	12:00P...	12:00P...	12:00P...	
<input type="checkbox"/>	Daily Total					20.0	20.0	20.0	20.0	80.0

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount	Wages
HHS 60-6224/-/-/-/27633/-	Regular	80.0	\$0.00
HHS 60-6224/-/-/-/27633/-	SD7 - Shift Diff 12p-759p	80.0	\$113.60
HHS 60-6224/-/-/-/27633/-	Total Hrs Towards Schedule	80.0	\$0.00

The scheduled shift is eligible for shift differential for the entire shift (10 hours) per day. Shift Differential is manually entered. The employee records the following:

- 10 hours **SD7 – Shift Diff 12P –759P.**





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Scenario 4a – Evening shift that starts between noon and 7:59P, with Extension of shift after.

Shift: Wednesday – Saturday, 12P (noon) – 10P (10 hours).

Employee's regular scheduled hours are 12P to 10P Wednesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes. Employee must work an extension of their shift until 1:30A (3.5 hours).

	Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
<input checked="" type="checkbox"/>	Hours Worked					13.5	10.0	10.0	10.0	43.5
<input checked="" type="checkbox"/>	SD7 - Shift Diff 12p-759p					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/>	SO7 - Shift Diff OT 12p-75...					3.5				3.5
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Schedule					12:00P...	12:00P...	12:00P...	12:00P...	
<input checked="" type="checkbox"/>	Daily Total					27.0	20.0	20.0	20.0	87.0

	Pay Code	Transfer	Sun 6/11	Mon 6/12	Tue 6/13	Wed 6/14	Thu 6/15	Fri 6/16	Sat 6/17	Total
<input checked="" type="checkbox"/>	Hours Worked					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/>	SD7 - Shift Diff 12p-759p					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Schedule					12:00P...	12:00P...	12:00P...	12:00P...	
<input checked="" type="checkbox"/>	Daily Total					20.0	20.0	20.0	20.0	80.0

Totals

Accruals

Audits

Historical Corrections

All

All

Account	Pay Code	Amount	Wages
HHS 60-6224/-/-/-/27633/-	CL3 - Comp Lv Earned-1 hr EQ 1.5	3.5	\$0.00
HHS 60-6224/-/-/-/27633/-	Regular	80.0	\$0.00
HHS 60-6224/-/-/-/27633/-	SD7 - Shift Diff 12p-759p	80.0	\$113.60
HHS 60-6224/-/-/-/27633/-	SO7 - Shift Diff OT 12p-759p	3.5	\$7.46
HHS 60-6224/-/-/-/27633/-	Total Hrs Towards Schedule	80.0	\$0.00

The scheduled shift is eligible for shift differential for the entire shift (10 hours) per day. Shift Differential is manually entered. The employee working the additional 3.5 hours records the following:

- 13.5 Hours Worked,
- 10 hours **SD7 – Shift Diff 12P –759P**,
- 3.5 hours **SO7 – Shift Diff OT –12P-759P (from 10:00 PM – 1:30 AM)**.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





MCGEO Shift Differential

Scenario 4b – Evening shift that starts between noon and 7:59P, with Extension of shift after.

Shift: Wednesday – Saturday, 12P (noon) – 10P (10 hours).

Employee's regular scheduled hours are 12P to 10P Wednesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes. Employee must work an extension of their shift until 8:00A (10 hours).

Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total
<input checked="" type="checkbox"/> Hours Worked					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/> Hours Worked					10.0				10.0
<input checked="" type="checkbox"/> SD8 - Shift Diff 8p-559a					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/> SO8 - Shift Diff OT 8p-559a					10.0				10.0
<input type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Daily Total					40.0	20.0	20.0	20.0	100.0

Totals Accruals Audits Historical Corrections					
All		All			
Location	Job	Account	Pay Code	Amount	Wages
		...0/HCA 76-6578-/-/-/33021/-	Regular	50.0	\$0.00
		...0/HCA 76-6578-/-/-/33021/-	SD8 - Shift Diff 8p-559a	40.0	\$74.80
		...0/HCA 76-6578-/-/-/33021/-	SO8 - Shift Diff OT 8p-559a	10.0	\$28.05
		...0/HCA 76-6578-/-/-/33021/-	Total Hrs Towards Sched...	50.0	\$0.00

The scheduled shift is eligible for shift differential for the entire shift (10 hours) per day. Shift Differential is manually entered. The employee is eligible for SD8 because 50% or more of shift is worked in the higher zone. Specifically, the hours from 8PM until 6AM entail the majority of the shift. The employee working the additional 10 hours records the following:

- 20 **Hours Worked**,
- 10 hours **SD8 – Shift Diff 8P –559A**,
- 10 hours **SO8 – Shift Diff OT –8P-559A (from 10:00 PM – 8:00 AM)**.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





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Scenario 4c – Evening shift that starts between noon and 7:59P, with Extension of shift.

Shift: Tuesday – Saturday, 4P – 12A (8 hours).

Employee's regular scheduled hours are 4P to 12A Tuesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes. Employee must work an extension of their shift beginning 8:00A until 4:00P (8 extra hours).

	Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total
<input checked="" type="checkbox"/>	Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
<input checked="" type="checkbox"/>	Hours Worked					8.0				8.0
<input checked="" type="checkbox"/>	SD7 - Shift Diff 12p-759p				8.0	8.0	8.0	8.0	8.0	40.0
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Daily Total				16.0	24.0	16.0	16.0	16.0	88.0

	Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03	Total
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Totals

Accruals

Audits

Historical Corrections

All

All

Location	Job	Account	Pay Code	Amount	Wages
		...00/HCA 76-6578-/-/-/33021/-	Regular	48.0	\$0.00
		...00/HCA 76-6578-/-/-/33021/-	SD7 - Shift Diff 12p-759p	40.0	\$56.80
		...00/HCA 76-6578-/-/-/33021/-	Total Hrs Towards Sched...	48.0	\$0.00

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential is manually entered. Since the employee was called in early, the hours worked do not qualify for differential since the start is before 12P (noon). The employee working the additional 8 hours records the following:

- **16 Hours Worked,**
- **8 hours SD7 – Shift Diff 12P –759P.**

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





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Scenario 5 – Night shift that starts between 8P – 5:59A.

Shift: Monday – Friday, 9P – 5:30A (8 hours).

Employee's regular scheduled hours are 9P to 5:30A Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes.

Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
<input checked="" type="checkbox"/> Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> SD8 - Shift Diff 8p-559a			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule			9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...		
<input checked="" type="checkbox"/> Daily Total			16.0	16.0	16.0	16.0	16.0		80.0

Pay Code	Transfer	Sun 6/11	Mon 6/12	Tue 6/13	Wed 6/14	Thu 6/15	Fri 6/16	Sat 6/17	Total
<input checked="" type="checkbox"/> Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> SD8 - Shift Diff 8p-559a			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule			9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...		
<input checked="" type="checkbox"/> Daily Total			16.0	16.0	16.0	16.0	16.0		80.0

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount	Wages
HHS 60-6343/HHS 60-2263-/-/-/1353/-	Regular	80.0	\$0.00
HHS 60-6343/HHS 60-2263-/-/-/1353/-	SD8 - Shift Diff 8p-559a	80.0	\$149.60
HHS 60-6343/HHS 60-2263-/-/-/1353/-	Total Hrs Towards Schedule	80.0	\$0.00

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential is manually entered. The employee records the following:

- 8 hours **SD8 – Shift Diff 8P –559A.**





MC GEO Shift Differential

Scenario 6a – Night shift that starts between 8P – 5:59A with Extension of shift after. Shift: Monday – Friday, 9P – 5:30A (8 hours).

Employee's regular scheduled hours are 9P to 5:30A Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes. Employee must work an extension of their shift until 9A (3.5 hours)

	Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
<input checked="" type="checkbox"/>	Hours Worked			11.5	8.0	8.0	8.0	8.0		43.5
<input checked="" type="checkbox"/>	SD8 - Shift Diff 8p-559a			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	SO8 - Shift Diff OT 8p-559a			3.5						3.5
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Schedule			9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...		

Totals Accruals Audits Historical Corrections			
Daily	All	Totals for 6/05/2023	
Account	Pay Code	Amount	Wages
HHS 60-6224/-/-/-/27633/-	CL3 - Comp Lv Earned-1 hr EQ 1.5	3.5	\$0.00
HHS 60-6224/-/-/-/27633/-	Regular	8.0	\$0.00
HHS 60-6224/-/-/-/27633/-	SD8 - Shift Diff 8p-559a	8.0	\$14.96
HHS 60-6224/-/-/-/27633/-	SO8 - Shift Diff OT 8p-559a	3.5	\$9.82
HHS 60-6224/-/-/-/27633/-	Total Hrs Towards Schedule	8.0	\$0.00

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential is manually entered. The employee working the additional 3.5 hours records the following:

- 11.5 Hours Worked,
- 8 hours **SD8 – Shift Diff 8P–559A**,
- 3.5 hours **SO8 – Shift Diff OT 8P–559A (from 5:30 AM – 9:00 AM)**.

Note: Extensions of a shift will continue to process as **SD8 – Shift Diff 8P–559A** when the employee transitions into first shift.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





MC GEO Shift Differential

Scenario 6b – Night shift that starts between 8P – 5:59A with Extension of shift.

Shift: Monday – Friday, 9P – 5:30A (8 hours).

Employee's regular scheduled hours are 9P to 5:30A Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes. Employee must work an extension of their shift until 1:30P (8 hours).

Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
Hours Worked			16.0	8.0	8.0	8.0	8.0		48.0
SD8 - Shift Diff 8p-559a			8.0	8.0	8.0	8.0	8.0		40.0
SO8 - Shift Diff OT 8p-559a			8.0						8.0
<Enter Pay Code>									
Schedule			9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...		

Totals	Accruals	Audits	Historical Corrections
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Daily All Totals for 6/05/2023

Account	Pay Code	Amount	Wages
HHS 60-6224/-/-/-/27633/-	CL3 - Comp Lv Earned-1 hr EQ 1.5	8.0	\$0.00
HHS 60-6224/-/-/-/27633/-	Regular	8.0	\$0.00
HHS 60-6224/-/-/-/27633/-	SD8 - Shift Diff 8p-559a	8.0	\$14.96
HHS 60-6224/-/-/-/27633/-	SO8 - Shift Diff OT 8p-559a	8.0	\$22.44
HHS 60-6224/-/-/-/27633/-	Total Hrs Towards Schedule	8.0	\$0.00

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential is manually entered. The employee working the additional 8 hours records the following:

- 16 Hours Worked,
- 8 hours **SD8 – Shift Diff 8P–559A**,
- 8 hours **SO8 – Shift Diff OT 8P-559A (from 5:30 AM – 1:30 PM)**.

Note: If 50% or more of the shift is in a higher paid zone, then all of the differential associates to that zone.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





MC GEO Shift Differential

Scenario 7 – Shift is eligible for Shift Differential, but employee does not work a full shift – uses a Personal Leave Type.

Shift: Wednesday – Saturday, 12P (noon) – 10P (10 hours).

Employee's regular scheduled hours are 12P to 10P Wednesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes. **Shift is eligible for Shift Differential, employee does not work a full shift on Wednesday, using 4 hours of Sick Leave.**

	Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
<input checked="" type="checkbox"/>	Hours Worked					6.0	10.0	10.0	10.0	36.0
<input checked="" type="checkbox"/>	SD7 - Shift Diff 12p-759p					6.0	10.0	10.0	10.0	36.0
<input checked="" type="checkbox"/>	Sick Leave					4.0				4.0
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Schedule					12:00P...	12:00P...	12:00P...	12:00P...	
<input checked="" type="checkbox"/>	Daily Total					16.0	20.0	20.0	20.0	76.0

	Pay Code	Transfer	Sun 6/11	Mon 6/12	Tue 6/13	Wed 6/14	Thu 6/15	Fri 6/16	Sat 6/17	Total
<input checked="" type="checkbox"/>	Hours Worked					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/>	SD7 - Shift Diff 12p-759p					10.0	10.0	10.0	10.0	40.0
<input checked="" type="checkbox"/>	<Enter Pay Code>									

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount	Wages
HHS 60-6224/-/-/-/27633/-	Regular	76.0	\$0.00
HHS 60-6224/-/-/-/27633/-	SD7 - Shift Diff 12p-759p	76.0	\$107.92
HHS 60-6224/-/-/-/27633/-	Sick Leave	4.0	\$0.00
HHS 60-6224/-/-/-/27633/-	Total Hrs Towards Schedule	80.0	\$0.00

Employee's shift differential is based on the time the shift begins. Although the full shift was not worked, shift differential is applied only to the 6-hour portion of the shift that was actually worked, but not to the leave hours. Shift Differential is manually entered. The employee leaving for 4 hours of sick records the following:

- **6 Hours Worked,**
- **6 hours SD7 – Shift Diff 12P –759P,**
- **4 hours Sick Leave.**





MC GEO Shift Differential

Scenario 8a – Employee works full shift, and returns for Call Back.

Shift – Monday – Friday, 9P – 5:30A (8 hours).

Employee is called back for 45 minutes.

Employee's regular scheduled hours are 9P to 5:30A Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes. On Wednesday, employee works a full shift, and is called back to work at 7:30AM Thursday to address an onsite issue that takes about 45 minutes.

	Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
<input checked="" type="checkbox"/>	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	Call Back Pay					3.0				3.0
<input checked="" type="checkbox"/>	SD8 - Shift Diff 8p-559a			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Schedule			9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...		
<input checked="" type="checkbox"/>	Daily Total			16.0	16.0	19.0	16.0	16.0		83.0

Totals				Accruals	Audits	Historical Corrections
Daily		All		Totals for 6/07/2023		
Account	Pay Code	Amount	Wages			
HHS 60-6224/-/-/-/27633/-	Call Back Pay	3.0	\$0.00			
HHS 60-6224/-/-/-/27633/-	Regular	8.0	\$0.00			
HHS 60-6224/-/-/-/27633/-	SD8 - Shift Diff 8p-559a	8.0	\$14.96			
HHS 60-6224/-/-/-/27633/-	Total Hrs Towards Schedule	8.0	\$0.00			

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential is manually entered. The employee is working a Call Back records the following:

- 8 hours **SD8 – Shift Diff 8P –559A**,
- 3 hours **Call Back Pay (from 7:30 AM – 10:30 AM)**.





MC GEO Shift Differential

Scenario 8b – Employee works full shift, is on Stand By.

Shift – Monday – Friday, 9P – 5:30A (8 hours). Employee is on Stand By for 7.5 hours Monday through Friday.

Employee's regular scheduled hours are 9P to 5:30A Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes.

	Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
X	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
X	SD8 - Shift Diff 8p-559a			8.0	8.0	8.0	8.0	8.0		40.0
X	Stand By Pay			7.5	7.5	7.5	7.5	7.5		37.5
X	<Enter Pay Code>									
X	Schedule			9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...		
X	Daily Total			23.5	23.5	23.5	23.5	23.5		117.5

Totals

Accruals

Audits

Historical Corrections

Period to Date

All

Totals for 6/10/2023

Account	Pay Code	Amount	Wages
HHS 60-6224/-/-/-/27633/-	Regular	40.0	\$0.00
HHS 60-6224/-/-/-/27633/-	SD8 - Shift Diff 8p-559a	40.0	\$74.80
HHS 60-6224/-/-/-/27633/-	Stand By Pay	37.5	\$0.00
HHS 60-6224/-/-/-/27633/-	Total Hrs Towards Schedule	40.0	\$0.00

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential is manually entered. **Stand By Pay** is not eligible for shift differential. The employee is scheduled Stand By and records the following:

- 8 hours **SD8 – Shift Diff 8P –559A**,
- 7.5 hours **Stand By pay**.





MCGEO Shift Differential

Scenario 8c – Employee works full shift, is on Stand By and returns for Call Back.

Shift – Monday – Friday, 8A – 4:30P (8 hours). Employee is on Stand By for 7.5 hours Monday through Friday. Employee is called back for 45 minutes.

Employee's regular scheduled hours are 8A to 4:30P Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes during. On Wednesday, employee works a full shift, and is called back to work at 1AM Thursday to address an onsite issue that takes about 45 minutes.

	Pay Code	Transfer	Sun 6/25	Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/01	Total
<input checked="" type="checkbox"/>	Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/>	Call Back Pay	////FRS060CB//				3.0				3.0
<input checked="" type="checkbox"/>	SO8 - Shift Diff OT 8p-559a	////FRS060CB//				3.0				3.0
<input checked="" type="checkbox"/>	Stand By Pay			7.5	7.5	4.5	7.5	7.5		34.5
<input checked="" type="checkbox"/>	<Enter Pay Code>									
<input checked="" type="checkbox"/>	Schedule			8:00A...	8:00A...	8:00A...	8:00A...	8:00A...		
<input checked="" type="checkbox"/>	Daily Total			15.5	15.5	18.5	15.5	15.5		80.5

Totals Accruals Audits Historical Corrections			
Daily	All	Totals for 6/28/2023	
Account	Pay Code	Amount	Wages
...96/COR 42-2198-2705/-/-/FRS060CB/29028/-	Call Back Pay	3.0	\$161.28
...96/COR 42-2198-2705/-/-/FRS060CB/29028/-	SO8 - Shift Diff OT 8p-559a	3.0	\$8.42
...COR 42-2696/COR 42-2198-2705/-/-/29028/-	Regular	8.0	\$286.72
...COR 42-2696/COR 42-2198-2705/-/-/29028/-	Stand By Pay	4.5	\$0.00
...COR 42-2696/COR 42-2198-2705/-/-/29028/-	Total Hrs Towards Schedule	8.0	\$286.72

Stand By Pay is not eligible for shift differential but **Call Back Pay** is eligible. Shift Differential is manually entered. The employee is scheduled Stand By and is working a **Call Back** then records the following:

- 4.5 hours **Stand By Pay**,
- 3 hours **Call Back Pay (from 1 AM – 4 AM)**,
- 3 hours **SO8 – Shift Diff OT 8P –559A**.





MCGEO Shift Differential

Scenario 8d – Employee Call Back before shift and works full shift.

Shift – Monday – Friday, 8A – 4:30P (8 hours).

Employee is called back for 45 minutes.

Employee's regular scheduled hours are 8A to 4:30P Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes. On Monday, employee works a full shift, and is called back to work at 7:00A Monday to address an onsite issue that takes about 45 minutes.

	Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
X	Hours Worked			8.0						8.0
X	Hours Worked				8.0	8.0	8.0	8.0		32.0
X	Call Back Pay			3.0						3.0
X	<Enter Pay Code>									
X	Schedule			8:00AM-...	8:00AM-...	8:00AM-...	8:00AM-...	8:00AM-...		
X	Daily Total			11.0	8.0	8.0	8.0	8.0		43.0

Totals

Accruals

Audits

Historical Corrections

Daily

All

Totals for 6/05/2023

Location	Job	Account	Pay Code	Amount	Wages
		HCA 76-2000/HCA 76-6578-/-/-/33021/-	Call Back Pay	3.0	\$0.00
		HCA 76-2000/HCA 76-6578-/-/-/33021/-	Regular	8.0	\$0.00
		HCA 76-2000/HCA 76-6578-/-/-/33021/-	Total Hrs Towards Sche...	8.0	\$0.00

The scheduled shifts are not eligible for shift differential. The employee callback is 45 minutes starting one hour before the shift start. The employee records the following:

- **8 Hours Worked,**
- **3 hours Call Back Pay (from 7:00 AM – 7:45 AM).** The Call Back Pay is a mandatory 3 hour minimum that can overlap the shift start.





MCGEO Shift Differential

Scenario 8e – Employee (non-abutting) Call Back in different shift zone - prior to working regular full shift

Shift – Monday – Friday, 8A – 4:30P (8 hours).

Employee is called back for 45 minutes.

Employee's regular scheduled hours are 8A to 4:30P Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes. On Monday, employee works a full shift, and is called back to work from 5:30AM to 6:15AM Monday to address an onsite issue that takes about 45 minutes.

	Pay Code	Tran...	Sun 6/25	Mon 6/26
<input checked="" type="checkbox"/>	Hours Worked			8.0
<input checked="" type="checkbox"/>	Hours Worked			
<input checked="" type="checkbox"/>	Call Back Pay			3.0
<input checked="" type="checkbox"/>	SD8 - Shift Diff 8p-559a			8.0
<input checked="" type="checkbox"/>	SO8 - Shift Diff OT 8p-559a			3.0
<input checked="" type="checkbox"/>	<Enter Pay Code>			
<input checked="" type="checkbox"/>	Schedule			8:00AM-4:...
<input checked="" type="checkbox"/>	Daily Total			22.0

Totals Accruals Audits Historical Corrections			
Daily		All	
Ac...	Pay Code	Amount	Wages
...3/-	Call Back Pay	3.0	\$161.28
...3/-	Regular	8.0	\$286.72
...3/-	SD8 - Shift Diff 8p-559a	8.0	\$14.96
...3/-	SO8 - Shift Diff OT 8p-559a	3.0	\$8.42
...3/-	Total Hrs Towards Schedule	8.0	\$286.72

The scheduled shifts are not eligible for shift differential. The employee call back (from 5:30AM to 6:15AM Monday) is 45 minutes starting 2.5 hours before the shift start. The employee records the following:

- **8 Hours Worked,**
- **3 hours Call Back Pay (from 5:30 AM – 6:15 AM).** The Call Back Pay is a mandatory 3 hour minimum that can overlap the shift start.
- **8 hours SD8 – Shift Diff 8P –559A –** the Call Back triggers shift differential for the whole duration because the two shifts abut.
- **3 hours SO8 – Shift Diff OT 8P –559A**





MCGEO Shift Differential

Scenario 8f – Employee (abutting) Call Back in different shift zone, prior to working regular full shift.

Shift – Monday – Friday, 8A – 4:30P (8 hours).

Employee is called back for 2.5 hours.

Employee's regular scheduled hours are 8A to 4:30P Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes.

Employee is called back to work from 5:30AM to 8:00AM to address an onsite issue that takes about 2 hours and 30 minutes. Since call back work abuts the employee's standard shift, they continue to work uninterrupted.

Pay Code	Transfer	Sun 7/16	Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Total
X Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
X Call Back Pay	//CC 48401-001/48402///		3.0						3.0
X SO8 - Shift Diff OT 8p-559a	//CC 48401-001/48402///		3.0						3.0
<Enter Pay Code>									
Schedule			8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM		
Daily Total			14.0	8.0	8.0	8.0	8.0		46.0

Totals	Accruals	Audits	Historical Corrections
Daily			
Account			Totals for 7/17/2023
Account	Pay Code	Amount	Wages
(X)SHF 48-1805/SHF 48-2116//CC 48401-001/48402//6418/-	Call Back Pay	3.0	\$240.03
(X)SHF 48-1805/SHF 48-2116//CC 48401-001/48402//6418/-	SO8 - Shift Diff OT 8p-559a	3.0	\$8.42
SHF 48-1805/SHF 48-2116-/-//6418/-	Regular	8.0	\$426.72
SHF 48-1805/SHF 48-2116-/-//6418/-	Total Hrs Towards Schedule	8.0	\$426.72

The scheduled shift is not eligible for shift differential.-The employee call back (from 5:30AM to 8:00AM Monday) is eligible, starting 2 hours and 30 minutes before the shift start. The employee records the following:

- **8 Hours Worked,**
- **3 hours Call Back Pay (from 5:30 AM – 8:00 AM).** The Call Back Pay is a mandatory 3 hour minimum that can overlap the shift start.
- **3 hours SO8 – Shift Diff OT 8P –559A**





MC GEO Shift Differential

Scenario 9 – Employee works on a scheduled day that is a Holiday.

Shift: Monday – Friday, 1P – 9:30P (8 hours).

Employee's regular scheduled hours are 1P to 9:30P Monday through Friday. Employee has a scheduled, unpaid meal break of thirty minutes.

Monday is a Holiday and employee works on a scheduled day.

Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total
<input checked="" type="checkbox"/> Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> SD7 - Shift Diff 12p-759p			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule			9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...		
<input checked="" type="checkbox"/> Daily Total			16.0	16.0	16.0	16.0	16.0		80.0

Pay Code	Transfer	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03	Total
<input checked="" type="checkbox"/> Hours Worked			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> Memorial Day			0.0						
<input checked="" type="checkbox"/> SD7 - Shift Diff 12p-759p			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule			9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...	9:00PM-...		
<input checked="" type="checkbox"/> Daily Total			16.0	16.0	16.0	16.0	16.0		80.0

Totals Accruals Audits Historical Corrections			
All		All	
Account	Pay Code	Amount	Wages
HHS 60-6343/HHS 60-2263-/-/1353/-	HP1 - Holiday Premium Pay at 1.5	8.0	\$0.00
HHS 60-6343/HHS 60-2263-/-/1353/-	Regular	80.0	\$0.00
HHS 60-6343/HHS 60-2263-/-/1353/-	SD7 - Shift Diff 12p-759p	80.0	\$113.60
HHS 60-6343/HHS 60-2263-/-/1353/-	Total Hrs Towards Schedule	80.0	\$0.00

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential is manually entered. The employee is working the holiday and records the following:

- **8 Hours Worked** (Note: The holiday hours should reduce to zero),
- **8 hours SD7 – Shift Diff 12P –759P.**

Hours worked on a scheduled day (Monday) that is a Holiday are eligible for the regular shift differential. While the employee is eligible for Holiday Premium, the employee shift differential continues as it would for any other scheduled day. It is not the employee's RSDO, so it is not an excess-hours (overtime) shift.





MC GEO Shift Differential

Scenario 10a – Employee works two shifts, back-to-back (both in a shift differential zone).

Shift: Tuesday–Saturday, 12A (midnight)–8A (8 hours).

Employee's regular scheduled hours are the night shift 12A (midnight) to 8A Tuesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes. Employee works back-to-back shifts on Wednesday the full evening (4P -12A).

Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total
Hours Worked				8.0	8.0	8.0	8.0	8.0	40.0
Hours Worked	////FRS060CB//				8.0				8.0
SD8 - Shift Diff 8p-559a				8.0	8.0	8.0	8.0	8.0	40.0
SO8 - Shift Diff OT 8p-559a	////FRS060CB//				8.0				8.0
<Enter Pay Code>									
Schedule				12:00A...	12:00A...	12:00A...	12:00A...	12:00A...	
Daily Total				16.0	32.0	16.0	16.0	16.0	96.0

Totals	Accruals	Audits	Historical Corrections
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Daily ▼ All ▼ Totals for 5/24/2023

Account	Pay Code	Amount	Wages
(x)HHS 60-6224/-/-/-/FRS060CB/27633/-	CL3 - Comp Lv Earned-1 hr EQ 1.5	8.0	\$0.00
HHS 60-6224/-/-/-/27633/-	Regular	8.0	\$0.00
HHS 60-6224/-/-/-/27633/-	SD8 - Shift Diff 8p-559a	8.0	\$14.96
(x)HHS 60-6224/-/-/-/FRS060CB/27633/-	SO8 - Shift Diff OT 8p-559a	8.0	\$22.44
HHS 60-6224/-/-/-/27633/-	Total Hrs Towards Schedule	8.0	\$0.00

Wednesday the employee is working back-to-back shifts and records the following:

- an additional 8-hours of **Hours Worked**
- 8-hours of (Pay Code: **SD8 –Shift Diff 8p–5:59p**) for their regular shift
- 8-hours of (Pay Code: **SO8 –Shift Diff OT 8p–5:59a**) for their 2nd shift

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





MCGEO Shift Differential

Scenario 10b – Employee works two shifts, back-to-back (one shift in Shift Diff zone).
Shift: Wednesday–Saturday, 6A – 4P (10 hours).

Employee's regular scheduled hours are 6A to 4P Wednesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes. Employee works back-to-back shifts on Wednesday evening (4P - 2A).

	Pay Code	Transfer	Sun 6/18	Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Total
X	Hours Worked					10.0				10.0
X	Hours Worked						10.0	10.0	10.0	30.0
X	Hours Worked	://PT 2001087-HG0000////				10.0				10.0
X	Juneteenth			0.0						
X	SO8 - Shift Diff OT 8p-559a	://PT 2001087-HG0000////				10.0				10.0
X	<Enter Pay Code>									

Totals

Accruals

Audits

Historical Corrections

Daily

All

Totals for 6/21/2023

Loc...	Job	Account	Pay Code	Amount	Wages
		HCA 76-2000/HCA 76-6578-/-/33021/-	Total Hrs Towards Sched...	20.0	\$0.00
		...)HCA 76-2000/HCA 76-6578-/PT 2001087-HG0000-/-/33021/-	SO8 - Shift Diff OT 8p-559a	10.0	\$28.05
		HCA 76-2000/HCA 76-6578-/-/33021/-	Regular	20.0	\$0.00

Wednesday the employee is working back-to-back shifts and records the following:

- 10 **Hours Worked** (apply an appropriate transfer),
- 10 hours **SO8 – Shift Diff OT –8P-559A** (apply an appropriate transfer).

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





MC GEO Shift Differential

Scenario 10c – Employee works two back-to-back shifts (and one is shift differential eligible).
Shift: Tuesday–Saturday, 8A – 4P (8 hours).

Employee's regular scheduled hours are the 8A to 4PA Monday through Friday. Employee has a scheduled, paid meal break of thirty minutes. Employee works back-to-back shifts on Monday (12A - 8A, and 8A - 4P).

Pay Code	Transfer	Sun 7/02	Mon 7/03	Tue 7/04	Wed 7/05	Thu 7/06	Fri 7/07	Sat 7/08	Total
<input checked="" type="checkbox"/> Hours Worked			8.0						8.0
<input checked="" type="checkbox"/> Hours Worked					8.0	8.0	8.0		24.0
<input checked="" type="checkbox"/> Hours Worked	/ / CC 48401-001/48402/ / /		8.0						8.0
<input checked="" type="checkbox"/> Independence Day				8.0					8.0
<input checked="" type="checkbox"/> SO8 - Shift Diff OT 8p-559a	/ / CC 48401-001/48402/ / /		8.0						8.0
<input type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule			8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM	8:00AM-4:00PM		
<input checked="" type="checkbox"/> Daily Total			24.0	8.0	8.0	8.0	8.0		56.0

Totals	Accruals	Audits	Historical Corrections
Daily	Account		Totals for 7/03/2023
Account	Pay Code	Amount	Wages
(x)SHF 48-1807/- / CC 48401-001/48402/- / 2898/-	OT at 1.5 - Overtime	8.0	\$415.80
(x)SHF 48-1807/- / CC 48401-001/48402/- / 2898/-	SO8 - Shift Diff OT 8p-559a	8.0	\$22.44
SHF 48-1807/- / - / - / - / 2898/-	Regular	8.0	\$277.20
SHF 48-1807/- / - / - / - / 2898/-	Total Hrs Towards Schedule	8.0	\$277.20

Monday the employee works back-to-back shifts and records the following:

- 8-hours worked for their regular shift (8A – 4P); and
- an additional 8-hours worked for the extra shift (12A – 8A). This extra shift includes Pay Code: **SO8 –Shift Diff OT 8p–5:59a**.

TIMEKEEPING TIP: Since the Shift Differential is manually entered, use Daily Totals to determine how many of the hours are calculated as excess hours, and when eligible, match the amount.





MC GEO Shift Differential

Scenario 11 – Shift is eligible for Shift Differential. Employee is approved to work an altered schedule or use Flex Hours, to work from 9:00A - 8:30P Wed (+3) so that the employee can work from noon – 5:30P (-3).

Shift – Tuesday – Saturday, 12P (noon) – 8:30P (8 hours).

Employee's regular scheduled hours are the evening shift 12P (noon) to 8:30P Tuesday through Saturday. Employee has a scheduled, paid meal break of thirty minutes. **Employee requests** and is approved to work 3 extra hours on Wed (Flex Hours). **Employee does not receive shift differential for hours worked outside of the eligible shift differential zone, and the employee retains the shift differential for hours that are normally scheduled.**

	Pay Code	Transfer	Sun 6/04	Mon 6/05	Tue 6/06	Wed 6/07	Thu 6/08	Fri 6/09	Sat 6/10	Total
X	Hours Worked			8.0	8.0	11.0	5.0	8.0		40.0
X	SD7 - Shift Diff 12p-759p			8.0	8.0	8.0	5.0	8.0		37.0

The scheduled shift is eligible for shift differential for the entire shift (8 hours) per day. Shift Differential (Pay Code: **SD7 – Shift Diff 12p– 7:59p**) is manually entered. The employee working the 11 hours records **Hours Worked on Wednesday and 5 hours on Thursday (Note: the adjustment within the week does not require the use of the Flex Hours pay code.) and SD7 – Shift Diff 12p– 7:59p is applied to eligible hours** for the regular shift 8-hours on Wednesday and 5 hours on Thursday. The alteration of hours (directed by the employee) will not result in the employee gaining shift differential, as the alteration is permitted for the convenience of the employee, who is not required to use a personal leave type. The alteration of hours may result in an employee not eligible for shift differential for hours worked outside of the shift, but not gaining hours, unless they work the full shift of another employee, eligible for the differential. If altered hours had been worked after 8P, in the night shift differential zone, the employee may remain in the SD7 (not the SD8) rate. Flex hours are not excess hours, so they should never be matched with the shift differential overtime (SO) rate. Generally, a shift would not receive both SD7 and SD8 differentials within same shift, unless specifically authorized by a MOU.

