



Manually adding Shift Differential to Timecard

Shift differential is additional pay for employees who are scheduled to work during designated time(s). See MCGEO CBA section 5.3 for specific details.

For DLC employees using timeclocks, the **SD3 - Shift Diff 2p-1059p** will be calculated automatically by the timeclock except for the following scenario.

Example: If an employee is normally scheduled Monday, shift 12:00PM – 8:30PM, but works additional hours, from 10 AM until noon, the timeclock does not automatically calculate shift differential. Therefore, the pay code **SD3 - Shift Diff 2p-1059p** for 6 Hours must be entered manually for hours after 2PM.

NOTE: Only add **SD3 - Shift Diff 2p-1059p** when employee Works Over 8 in a Day on a regular reoccurring Shift that starts at Noon or later.

WEEK 2									
	PAY CODE	AMOUNT	IN	TRANSF	OUT	IN	TRANSF	OUT	TOTAL
SUN	HRS WORKED								0:00
MON	SD3 - Shift Diff OT 2p-1059p*	6.0							
	HRS WORKED		10:00 AM		4:00 PM	4:30 PM		8:30 PM	10:00
TUE	HRS WORKED		12:00 PM		4:00 PM	4:30 PM		8:30 PM	8:00
WED	HRS WORKED		12:00 PM		4:00 PM	4:30 PM		8:30 PM	8:00
THR	HRS WORKED		12:00 PM		4:00 PM	4:30 PM		8:30 PM	8:00
FRI	HRS WORKED		12:00 PM		4:00 PM	4:30 PM		8:30 PM	8:00
SAT	HRS WORKED								0:00
									42:00





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Example: Employee is scheduled to work 12:00 PM – 8:30 PM. Employee is offered additional hours and begins shift at 10:00 AM. Manager must manually add pay code - **SD3 - Shift Diff 2p-1059p**.

TIMECARD

Loaded: 2:50PM

Name & ID ARROYO-VELASQUE... 12398

Time Period 12/09/2018 - 12/22/2018, Range of Dates

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾													
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	⬇	Sun 12/09	▾			▾			▾				
X	⬇	Mon 12/10	▾		12:00PM	▾	4:00PM	4:30PM	▾	8:30PM	8.0	8.0	8.0
X	⬇	Tue 12/11	▾		12:00PM	▾	4:00PM	4:30PM	▾	8:30PM	8.0	8.0	16.0
X	⬇	Wed 12/12	▾		12:00PM	▾	4:00PM	4:30PM	▾	8:30PM	8.0	8.0	24.0
X	⬇	Thu 12/13	▾		12:00PM	▾	4:00PM	4:30PM	▾	8:30PM	8.0	8.0	32.0
X	⬇	Fri 12/14	▾		12:00PM	▾	4:00PM	4:30PM	▾	8:30PM	8.0	8.0	40.0
X	⬇	Sat 12/15	▾			▾			▾				40.0
X	⬇	Sun 12/16	▾			▾			▾				40.0
X	⬇	Mon 12/17	SD3 - Shift Diff 2p-1059p ▾	6.0		▾			▾				
X	⬇	Mon 12/17	▾		10:00AM	▾	4:00PM	4:30PM	▾	8:30PM	10.0	16.0	56.0
X	⬇	Tue 12/18	▾		12:00PM	▾	4:00PM	4:30PM	▾	8:30PM	8.0	8.0	64.0
X	⬇	Wed 12/19	▾		12:00PM	▾	4:00PM	4:30PM	▾	8:30PM	8.0	8.0	72.0
X	⬇	Thu 12/20	▾		12:00PM	▾	4:00PM	4:30PM	▾	8:30PM	8.0	8.0	80.0
X	⬇	Fri 12/21	▾		12:00PM	▾	4:00PM	4:30PM	▾	8:30PM	8.0	8.0	88.0
X	⬇	Sat 12/22	▾			▾			▾				88.0

TOTALS & SCHEDULE ACCRUALS AUDITS

Daily

Account	Pay Code	Amount	Wages
DLC 85-1990/DLC 85-1914-/-/-/8500/-	Total Hrs Towards Schedule	8.0	172.96
DLC 85-1990/DLC 85-1914-/-/-/8500/-	Regular	8.0	172.96
DLC 85-1990/DLC 85-1914-/-/-/8500/-	SD3 - Shift Diff 2p-1059p	6.0	8.40
DLC 85-1990/DLC 85-1914-/-/-/8500/-	OT at 1.5 - Overtime	2.0	64.86

Account	Pay Code	Amount	Wages
DLC 85-1990/DLC 85-1914-/-/-/8500/-	Total Hrs Towards Schedule	80.0	1,729.60
DLC 85-1990/DLC 85-1914-/-/-/8500/-	Regular	80.0	1,729.60
DLC 85-1990/DLC 85-1914-/-/-/8500/-	OT at 1.5 - Overtime	2.0	64.86
DLC 85-1990/DLC 85-1914-/-/-/8500/-	SD3 - Shift Diff 2p-1059p	60.0	84.00

Date	Start Time	End Time	Pay Code	Amount
Sun 12/09				
Mon 12/10	12:00PM	8:30PM		
Tue 12/11	12:00PM	8:30PM		
Wed 12/12	12:00PM	8:30PM		
Thu 12/13	12:00PM	8:30PM		
Fri 12/14	12:00PM	8:30PM		
Sat 12/15				
Sun 12/16				
Mon 12/17	12:00PM	8:30PM		
Tue 12/18	12:00PM	8:30PM		
Wed 12/19	12:00PM	8:30PM		
Thu 12/20	12:00PM	8:30PM		
Fri 12/21	12:00PM	8:30PM		
Sat 12/22				

