

Report Time for 3rd Shift (Shift Eligible Employees ONLY)

Use this procedure to enter 3rd shift work hours.

Basic Rules:

- An employee's job profile must be in a "shift eligible" job family in order to receive shift differential pay. If you have questions about your shift eligibility, contact your HR Staff.
- Shift workers must have a work schedule assigned in Workday prior to entering time. Contact your Timekeeper if you have questions.
- Shift differentials are automatically calculated when a shift worker **starts work** between 2PM and 1AM.
- Non-qualifying shift hours must be indicated on the timesheet. In this case, shift eligible and non-qualifying shift hours must be entered on separate rows for the day on the timesheet.
- Worktags are used to identify shift differential eligibility.

Procedure:

1. Search for the employee.

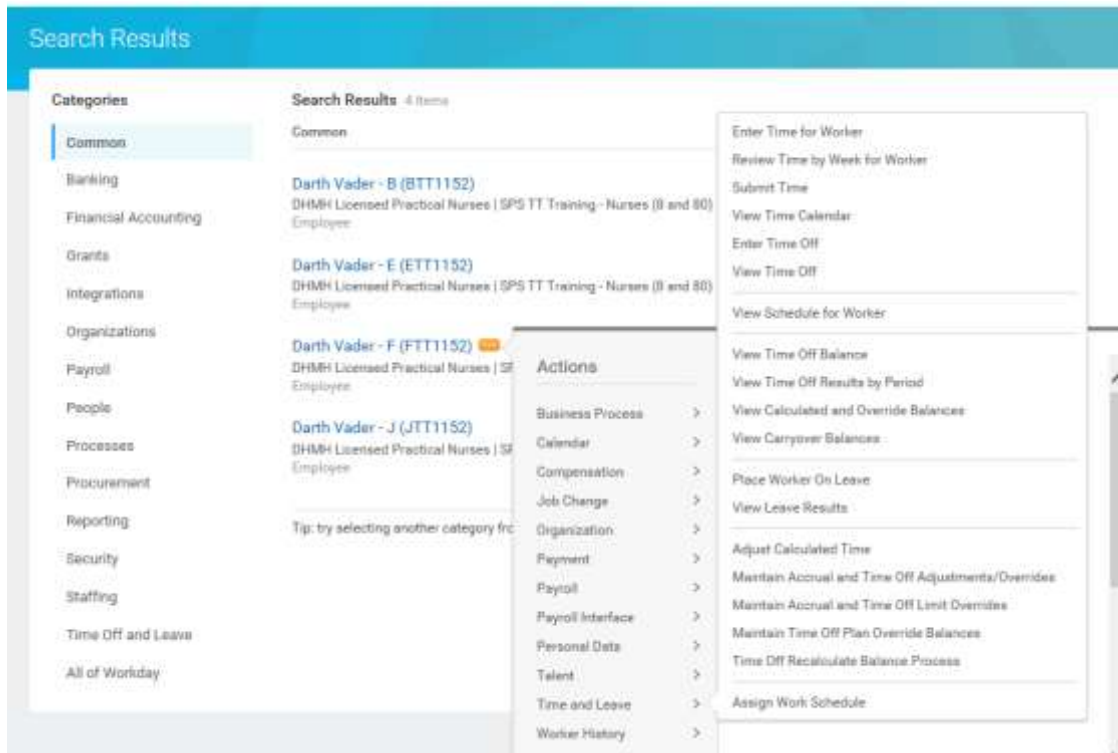


Tip: To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

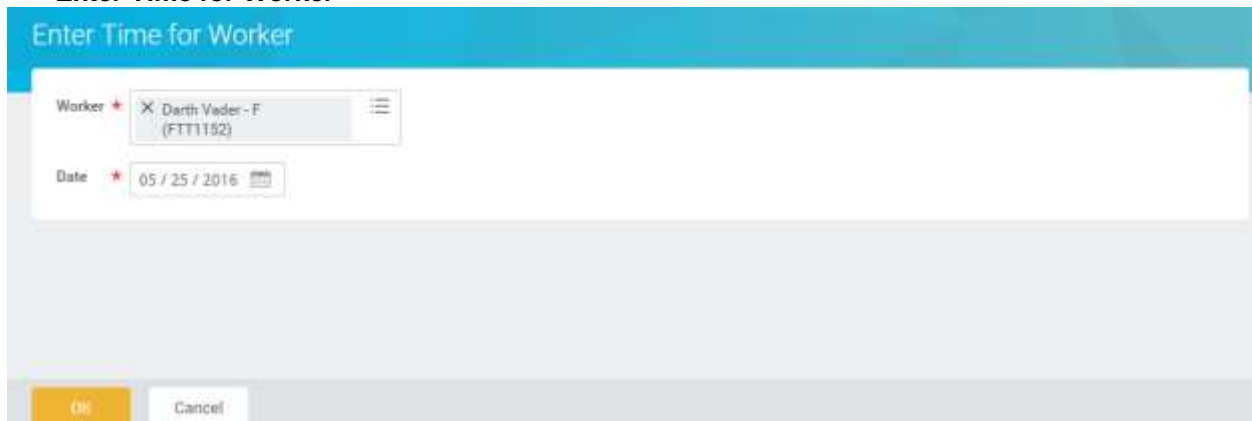
2. Click the Related Actions and Preview  icon next to the employee's name.

Search Results



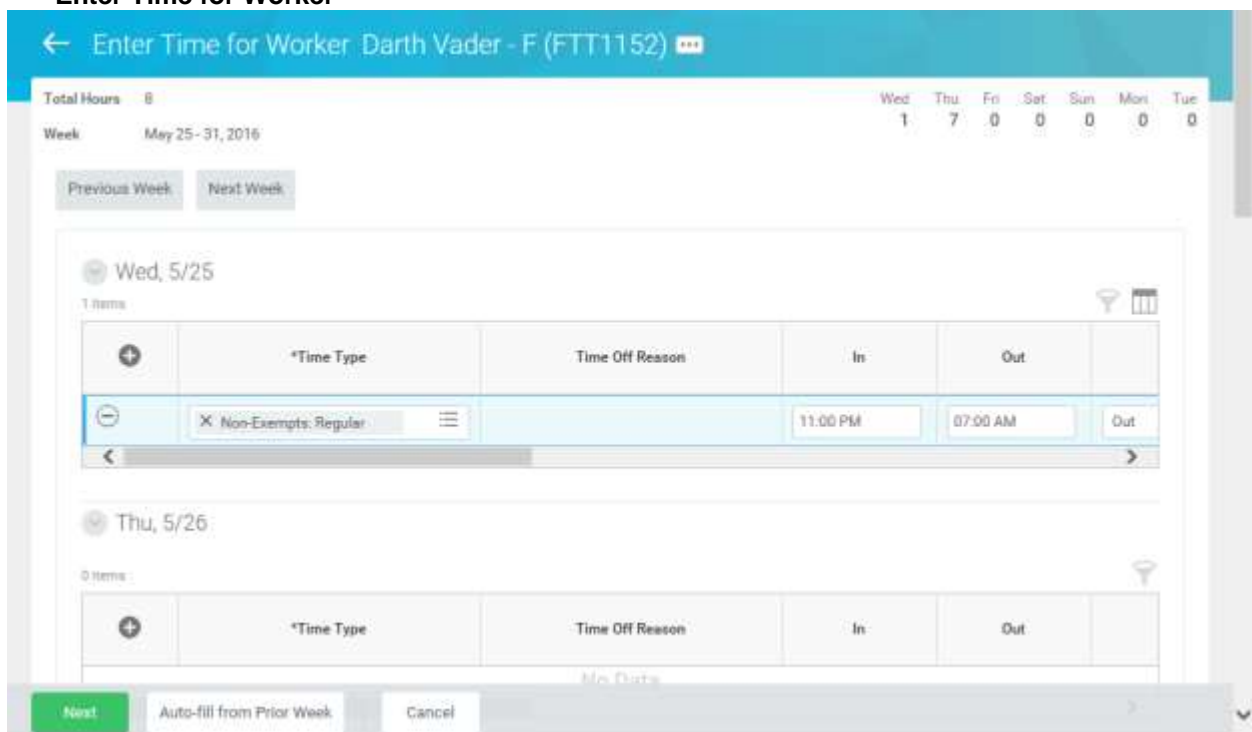
3. In the menu, hover over Time and Leave and then click the Enter Time for Worker hyperlink.


Enter Time for Worker



- In the Date field, enter or select a date for which you want to enter time.
- Click the **OK** button.

Enter Time for Worker



- Enter regular work hours. See note below for examples. Click the **Add Row**  icon to enter time for a day in the week.



Title: Report Time for 3rd Shift
Role: Timekeeper
Functional Area: Time Tracking

7. Then, complete the fields in the row including:

- **Time Type:** Verify that the appropriate **Time Entry Code** displays (e.g., Non-Exempt: Regular, Regular, etc.).
- **In:** Enter the start time you reported to work. For example, enter “11p”.
- **Out:** Enter the time you checked out of work. For example, enter “7a”.
- **Out Reason:** Select the reason (e.g., Meal or Out) you check out of work.
- **Position:** If you have another State position for which you are reporting time, enter/select the position number.
- **Worktag:** Identify the row(s) which you will mark as shift eligible or not eligible. If applicable, select the appropriate worktag.
 - a. **Shift Differentials (Note: Use for all employees except for Nurses)**
 - Shift Differentials: Shift Eligible
 - Shift Differentials: Not Shift Eligible
 - b. **Nurses Shift Differentials (Note: RN, LPN and CNA ONLY)**
 - Nurses Shift Differentials: 3rd Shift Eligible
 - Nurses Shift Differentials: Weekend Differential – 3rd Shift Eligible
 - Nurses Shift Differentials: Shift Not Eligible



REMEMBER: Time Entry for Shift Hours

Remember that if your shift **STARTS** between 2pm and 1am, the shift differential will automatically be received. However, if all the employee’s work hours do not qualify for shift differential pay, you will have to enter your time on different rows and mark the time as shift eligible or not eligible to receive the correct shift differential pay for hours worked. See examples below.

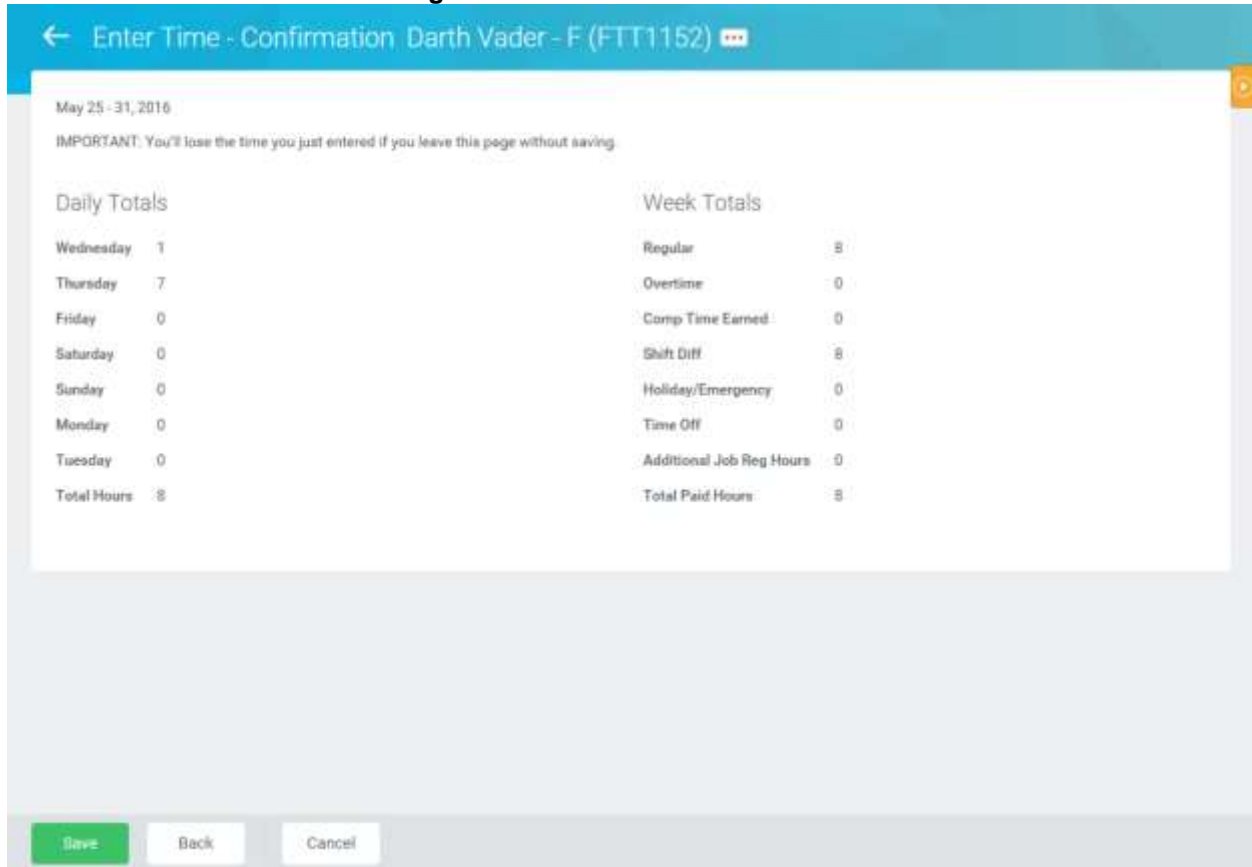
Examples of how shift differentials are calculated from entries on the timesheet.

Ex	Start Time	End Time	Time Entries and Results
1	11 AM	7 PM	<p>Time Entry: Enter time from 11 AM – 7 PM on 1 row. No worktag needed.</p> <p>Result: All hours <u>receive</u> shift differential pay.</p>
2	8 PM	7 AM	<p>Time Entry Option 1: Enter time on 1 row from 8pm – 7am. No worktag needed.</p> <p>Result: All hours <u>receive</u> shift differential pay.</p> <p>Time Entry Option 2: Receive shift differential for qualifying period only. Enter time on 2 rows. One to report shift eligible hours and another for non-qualifying hours: Row 1: Enter time from 8 PM – 11 PM. Select the appropriate “not eligible” worktag. Row 2: Enter time from 11 PM – 7 AM. Select the appropriate “shift eligible” worktag.</p> <p>Result: Shift differential is only received for hours worked from 11 PM – 7 AM.</p>
3	11 PM	10 AM	<p>Time Entry Option 1: Enter time on 1 row from 11 PM – 10 AM. No worktag needed.</p> <p>Result: All hours <u>receive</u> shift differential pay.</p> <p>Time Entry Option 2: Receive shift differential for qualifying period only. Enter time on 2 rows. One to report shift eligible hours and another for non-qualifying hours: Row 1: Enter time from 11 PM – 7 AM. No worktag needed. Row 2: Enter time from 7 AM – 10 AM. Select the appropriate “not eligible” worktag.</p> <p>Result: Shift differential is only received for hours worked from 11 PM – 7 AM.</p>



8. When you are done entering time, click the Next button.

Enter Time – Confirmation Page



9. Review the Daily and Week totals.

- The **Daily Totals** section displays the respective hours for each day (even if work starts in one day and ends on the next day). For example, if you worked from 11pm – 7am starting on Wednesday, your time would show in the Daily totals as having worked 1 hour on Wednesday and 7 hours on Thursday.
- The **Week Totals** section displays the weekly balances (in hours) by category:
 For Example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday/Emergency, Time Off, etc.
- If you need to make changes to the timesheet, click the **Back** button.



10. Click the **Save** button.

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

11. The System Task is complete.