

SEIU Healthcare/OPEIU Shift Differential Timekeeper Guide

Effective at the beginning of the 2020 leave calendar year there are two pay rates for shift differential for many bargaining units. This guide is designed to assist timekeepers with coding shift differential for SEIU Healthcare and OPEIU.

Additional clarification regarding the effective date of the shift differential pay rates:

- The effective date of the new shift differential pay rates for all payroll areas is 1/4/2020.
 - Shift differential that is generated automatically (based on the employee's regular work shift or because the employee's time runs through full-time evaluation) will pay at the shift differential rate that exists at the end of the pay period and not on a specific date.
- The premium wage types (P3, P5, P6 and P7) populate at the start of each payroll area's LCY 2020.
 - If users manually enter P3, P5, P6 or P7 for effective dates 1/4/2020 or later, employees will receive the shift differential pay rate of \$1.25.

The pay rates for shift differential shall be applied as follows:

Article 18 - Shift Differential

<u>Section 3.</u> Effective the start of the first full pay period in January 2020, an employee whose work shift consisting of 7.5 or 8 work hours which begins at or after 8:00 p.m. and before 6:00 a.m. will be paid a shift differential of \$1.15 per hour for all such hours worked on that shift.

Further, an employee whose work shift consisting of 7.5 or 8 work hours which begins at or after 12:00 noon and before 8:00 p.m. will be paid a shift differential of \$1.25 per hour for all such hours worked on that shift.

<u>Section 4.</u> Effective the start of the first full pay period in January 2020, when an employee works overtime either before or after the employee's full shift, shift differential at the appropriate rate will be paid for all hours worked as defined by Section 3. Shift differential will be included in the base rate for the purpose of computing the appropriate overtime premium rate.

SCHEDULED Work Shifts

- An employee whose work shift consisting of 7.5 or 8.0 work hours on a scheduled workday which begins at or after 8:00 p.m. and before 6:00 a.m. will be paid a shift differential of \$1.15 per hour for all such hours worked on that shift.
- An employee whose work shift consisting of 7.5 or 8.0 work hours on a scheduled workday which begins at or after 12:00 noon and before 8:00 p.m. will be paid a shift differential of \$1.25 per hour for all such hours worked on that shift.

Shift Differential for OVERTIME Shifts

- The overtime must be <u>connected</u> to a regular work shift.
 - o **IMPORTANT** The scheduled work shift <u>does not</u> need to be eligible for shift differential.
- The employee must work a **full** 7.5-hour, or 8.0-hour work shift on an off day that begins at or after 8:00 p.m. and before 6:00 a.m. or at or after 12:00 noon and before 8:00 p.m.
 - Exception overtime on an OFF day that is less than a full shift <u>and</u> is connected to a shift on a scheduled workday (i.e. EE works prior to their scheduled shift on a Monday where Sunday is an OFF day).

Some Things to Keep in Mind:

- Overtime worked on an off day that is less than a full shift (7.5 or 8.0 hours) is not eligible for shift differential unless connected to a shift on a scheduled workday.
- Overtime attached to a regular shift that is not shift differential eligible may be eligible for shift differential based upon the start time of the overtime. Example the regular work shift is 0800-1600, and the employee works overtime from 1600-1800. Employee eligible for shift differential from 1600-1800 at \$1.25.
- Employees are not eligible for shift differential for overtime attached to a regular shift, where the regular shift is less than a full shift (7.5 or 8.0 hours).

Tips and Tricks – following are some tips to keep in mind when coding shift differential timesheet entries:

- 1. A complete list of all the premium codes/wage types is available on Page 10 of this guide.
- 2. The <u>start time of the regular work shift defines the rate of shift differential</u> to be paid, if applicable.
- 3. The <u>start time of the overtime that is connected</u> to a regular work shift defines the rate of shift differential. The regular work shift **does not** need to be a shift differential eligible work shift.
- 4. Shift differential eligibility is based upon when the OT shift begins and is <u>broken out into 7.50/8.0-hour increments based upon EE Subgroup</u>. Ex. On an OFF day.
- 5. Shift differential that is *auto generated* will pay at the rate in effect on the last day of the pay period.
- 6. If the shift differential is *manually entered*, the shift differential will pay <u>at the rate in effect on the date of the record</u>.
- 7. Shift differential associated with a <u>mandated overtime</u> assignment must be manually coded with the appropriate OC indicator.

Included in this guide are examples of shift differential scenarios (employees who follow the 24-hour rule for overtime) showing a completed timesheet (CATS) and the resulting wage types (PT_BAL00) that generated. Facilities utilizing full time evaluation should continue their current process of data entry. NOTE: Although the scenarios are for SEIU Healthcare employees, OPEIU follows the same process.

Scenario 1 - Mandated Overtime Worked Immediately After a Regular Scheduled Work Shift that is Not Eligible for Shift Differential

Scenario 1a - Mandated Overtime Worked Immediately After a Regular Scheduled Work Shift that is Eligible for Shift Differential

Scenario 1b - Mandated Overtime Worked Immediately After a Regular Scheduled Work Shift that is Eligible for Shift Differential; OT is Not Eligible for Shift Differential

Scenario 2 - Mandated Overtime Worked Immediately Before a Regular Scheduled Work Shift that is <u>Not</u> Eligible for Shift Differential

Scenario 2a - Mandated Overtime Worked Immediately Before a Regular Scheduled Work Shift that is Eligible for Shift Differential

Scenario 2b - Mandated Overtime Worked Immediately Before a Regular Scheduled Work Shift that is Eligible for Shift Differential; OT is Not Eligible for Shift Differential

Scenario 3 - Overtime Worked on an Off Day

Scenario 4 – A Full Shift of Mandated Overtime Worked on an Off Day

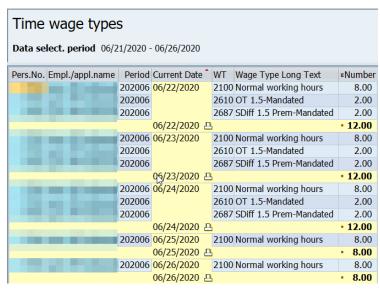
Scenario 5 - Two Full Shifts of Mandated Overtime Worked on an Off Day

Scenario 6 - Mandated Overtime Worked on an Off Day (with PDI)

Scenario 7 – Full Shift of Mandated Overtime on a Scheduled Workday Which is Not Connected to the Scheduled Work Shift

Scenario 1 - Mandated Overtime Worked Immediately After a Regular Scheduled Work Shift that is <u>Not</u> Eligible for Shift Differential: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 0700-1530, works mandated overtime from 1530-1730.

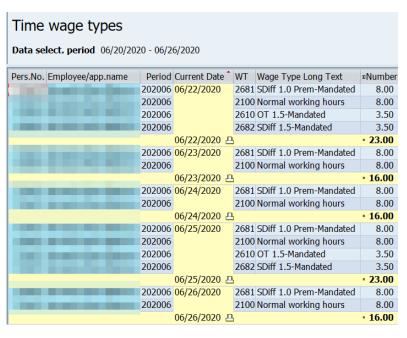




Employee is eligible for shift diff at the \$1.25 rate for the overtime worked from 1530-1730 even though the regular work shift is not one that is eligible for shift differential. Manually entered DIFF/P5 to pay the shift differential.

Scenario 1a - Mandated Overtime Worked Immediately After a Regular Scheduled Work Shift that is Eligible for Shift Differential: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 1500-2330, works mandated overtime from 2330-0300.

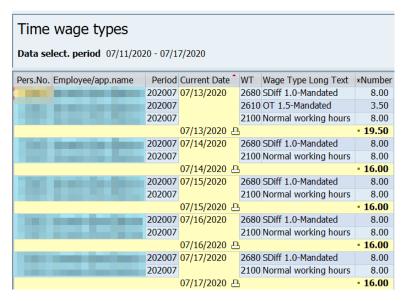




Employee is eligible for shift diff at the \$1.15 rate for the overtime worked from 2330-0300. Manually entered DIFF/S4 to pay the shift differential.

Note: No manual entry needed to pay shift differential at the appropriate rate for regular scheduled work shifts entitled to shift differential. Scenario 1b - Mandated Overtime Worked Immediately After a Regular Scheduled Work Shift that is Eligible for Shift Differential; OT is not eligible for Shift Differential: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 2200-0630, works mandated overtime from 0630-1000.





Employee is **not** eligible for shift differential for the overtime worked from 0630-1000. Shift differential for overtime is paid based upon the start time of the overtime. The overtime in this example began at 0630, which is not eligible for shift differential.

Scenario 2 - Mandated Overtime Worked Immediately Before a Regular Scheduled Work Shift that is <u>Not</u> Eligible for Shift Differential: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 0700-1530, works mandated overtime from 0530-0700.

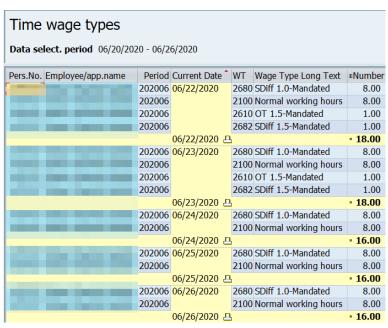


Time wage types										
Data select. period 06/20/2020 - 07/03/2020										
Pers.No. Empl./appl.name	Period	Current Date *	WT	Wage Type Long Text	EΝ	lumber				
	202006	06/22/2020	2100	Normal working hours		8.00				
	202006		2610	OT 1.5-Mandated		1.50				
	202006		2682	SDiff 1.5-Mandated		1.50				
	06/22/2020 凸									
	202006	06/23/2020	2100	Normal working hours		8.00				
		٠	8.00							
	202006	06/24/2020	2100	Normal working hours		8.00				
	202006		2610	OT 1.5-Mandated		1.50				
	202006		2682	SDiff 1.5-Mandated		1.50				
06/24/2020 😃										
	202006	06/25/2020	2100	Normal working hours		8.00				
		06/25/2020 😃	}		•	8.00				
	202006	06/26/2020	2100	Normal working hours		8.00				
		06/26/2020 😃	5		•	8.00				

Employee is eligible for shift diff at the \$1.15 rate for the overtime worked from 0530-0700. Manually entered DIFF/S4 to pay the shift differential.

Scenario 2a - Mandated Overtime Worked Immediately Before a Regular Scheduled Work Shift that is Eligible for Shift Differential: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 2300-0730 works mandated overtime from 2200-2300.

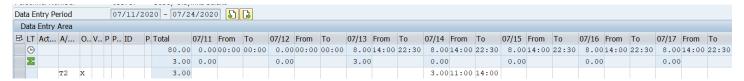




Employee is eligible for shift diff at the \$1.15 rate for the overtime worked from 2200-2300. Manually entered DIFF/S4 to pay the shift differential.

Note: No manual entry needed to pay shift differential at the appropriate rate for regular scheduled work shifts entitled to shift differential.

Scenario 2b - Mandated Overtime Worked Immediately Before a Regular Scheduled Work Shift that is Eligible for Shift Differential; OT is not Eligible for Shift Differential: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 1400-2230 works mandated overtime from 1100-1400.



Time wage types									
Data select. period 07/11/2020 - 07/17/2020									
Pers.No. Employee/app.name	Period	Current Date 1	WT	Wage Type Long Text	₅Number				
	202007	07/13/2020	2681	SDiff 1.0 Prem-Mandated	8.00				
	202007		2100	Normal working hours	8.00				
	202007		2610	OT 1.5-Mandated	3.00				
07/13/2020 ₽									
	202007	7 07/14/2020	2681	SDiff 1.0 Prem-Mandated	8.00				
	202007		2100	Normal working hours	8.00				
07/14/2020 🖰									
	202007	07/15/2020	2681	SDiff 1.0 Prem-Mandated	8.00				
	202007		2100	Normal working hours	8.00				
07/15/2020 🖰									
	202007	07/16/2020	2681	SDiff 1.0 Prem-Mandated	8.00				
	202007		2100	Normal working hours	8.00				
07/16/2020 😃									
	202007	07/17/2020	2681	SDiff 1.0 Prem-Mandated	8.00				
	202007		2100	Normal working hours	8.00				
07/17/2020 🖰									

Employee is **not** eligible for shift differential for the overtime worked from 1100-1400. Shift differential for overtime is paid based upon the start time of the overtime. The overtime in this example began at 1100, which is not eligible for shift differential.

Scenario 3 - Overtime Worked on an Off Day: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 1400-2230, works voluntary overtime from 0400-0900 on Sunday (Off day).



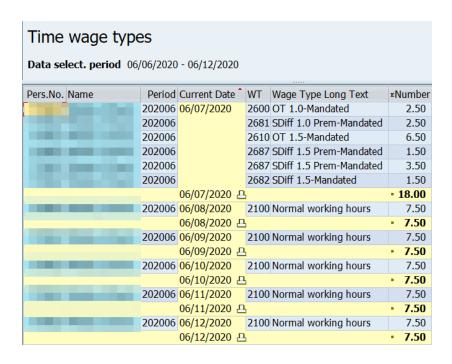


Employee **is not** eligible for shift differential. Overtime worked is less than a full shift on an OFF day.

Note: No manual entry needed to pay shift differential at the appropriate rate for regular scheduled work shifts entitled to shift differential.

Scenario 4 – A Full Shift of Mandated Overtime Worked on an Off Day: A 7.50-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 0800-1630, works mandated overtime from 1800-0330 on Sunday.

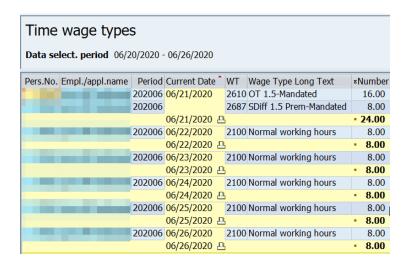
Dat	a Eı	ntry Pe	riod		06/	06,	/202	20 -	06/19	9/2020												
D	ata	Entry /	Area																			
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	⊕									75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	08:00	16:30	7.50	08:00	16:30
	Σ									18.00	0.00			18.00			0.00			0.00		
			т1	х						2.50				2.50	18:00	20:30						
			DIFF	X		I	3 1			2.50				2.50	18:00	20:30						
			т2	х						1.50				1.50	20:30	22:00						
			DIFF	х		I	5 1			1.50				1.50	20:30	22:00						
			т2	х						5.00				5.00	22:30	03:30						
			DIFF	Х		I	5 1			3.50				3.50	22:30	02:00						
			DIFF	х		2	4 1			1.50							1.50	02:00	03:30			



Employee is eligible for shift differential for the overtime hours worked on the OFF day. Shift differential is broken into 7.50-hour increments; due P3/P5 for the first 7.50 hours (1800-0200) and S4 for the remaining 1.50 hours (0200-0330).

Scenario 5 – Two Full Shifts of Mandated Overtime Worked on an Off Day: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 0700-1530, works mandated overtime from 0700-2300 on Sunday.





Shift differential is broken into 8-hour increments on an OFF day. Employee is eligible for shift differential for the overtime hours worked on the OFF day. Employee is not eligible for shift differential for the hours worked from 0700-1500 but is eligible for shift differential for the hours work from 1500-2300 (P5).

Scenario 6 – Mandated Overtime Worked on an Off Day: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is Tu-Sa 0600-1430, works mandated overtime from 0530-1400 on Sunday (RDO).

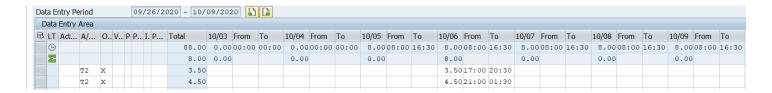


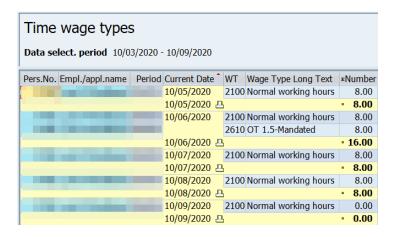


EE is <u>not</u> eligible for shift differential for any of the OT hours because

- 1) There is less than a full shift worked on an OFF day (7/19/20 0600-1400 is less than a full shift) and
- 2) The .50 hours PDI'd to 7/18/20 is not connected to scheduled work shift.

Scenario 7 – Full Shift of Mandated Overtime on a Scheduled Workday Which is Not Connected to a Scheduled Work Shift: An 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 0800-1630, works mandated overtime from 1700-0130 (half hour meal period) on Tuesday.





Employee is NOT eligible for shift differential for the standalone shift of overtime even though a full shift of overtime was worked. Overtime on a scheduled workday must be connected to the scheduled work shift and fall within the shift differential timeframes to be eligible for shift differential.

Shift Differential Premium Codes

Premium	Wage Type & Text	Mandated Wage Type & Text
S1	2480 - SDiff 1.0	2680 - SDiff 1.0-Mandated
P3	2481 - SDiff 1.0 Prem	2681 - SDiff 1.0 Prem-Mandated
S4	2482 - SDiff 1.5	2682 - SDiff 1.5-Mandated
P5	2487 - SDiff 1.5 Prem	2687 - SDiff 1.5 Prem-Mandated
S9	2483 - SDiff 2.0	2683 - SDiff 2.0 Prem-Mandated
P6	2488 - SDiff 2.0 Prem	2688 - SDiff Prem-Mandated
S8	2484 - SDiff 2.5	2684 - SDiff 2.5-Mandated
P7	2489 - SDiff 2.5 Prem	2689 - SDiff 2.5 Prem-Mandated
SQ	2491 - SDiff .25	2691 - SDiff .25-Mandated
SH	2492 - SDiff .50	2692 - SDiff .50-Mandated