

SEIU Healthcare 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.

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

Section 3. 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.

Section 4. 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 ***connected*** to a regular work shift.
 - **IMPORTANT** - The scheduled work shift ***does not*** 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.

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.
- 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.

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 start time of the regular work shift defines the rate of shift differential to be paid, if applicable.
3. The start time of the overtime that is connected 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 broken out into 7.50/8.0-hour increments based upon EE Subgroup. 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 at the rate in effect on the date of the record.
7. Shift differential associated with a mandated overtime 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.

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

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

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

Scenario 2a - Mandated Overtime Worked Before a Regular Scheduled Work Shift that is 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 1 - Mandated Overtime Worked After a Regular Scheduled Work Shift that is Not Eligible for Shift Differential: A 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 0700-1530, works mandated overtime from 1530-1730.

Data Entry Period		06/20/2020 - 07/03/2020																											
Data Entry Area																													
LT	A...	O...	V...	P	P...	ID	P	Total	06/20	From	To	06/21	From	To	06/22	From	To	06/23	From	To	06/24	From	To	06/25	From	To	06/26	From	To
								72.00	0.00	00:00	00:00	0.00	00:00	00:00	8.00	07:00	15:30	8.00	07:00	15:30	8.00	07:00	15:30	8.00	07:00	15:30	8.00	07:00	15:30
								12.00	0.00			0.00			4.00			4.00			4.00			0.00			0.00		
								6.00							2.00	15:30	17:30	2.00	15:30	17:30	2.00	15:30	17:30						
								6.00							2.00	15:30	17:30	2.00	15:30	17:30	2.00	15:30	17:30						

Time wage types
Data select. period 06/21/2020 - 06/26/2020

Pers.No.	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Number
		202006	06/22/2020	2100	Normal working hours	8.00
		202006		2610	OT 1.5-Mandated	2.00
		202006		2687	SDiff 1.5 Prem-Mandated	2.00
						12.00
						06/22/2020
		202006	06/23/2020	2100	Normal working hours	8.00
		202006		2610	OT 1.5-Mandated	2.00
		202006		2687	SDiff 1.5 Prem-Mandated	2.00
						12.00
						06/23/2020
		202006	06/24/2020	2100	Normal working hours	8.00
		202006		2610	OT 1.5-Mandated	2.00
		202006		2687	SDiff 1.5 Prem-Mandated	2.00
						12.00
						06/24/2020
		202006	06/25/2020	2100	Normal working hours	8.00
						8.00
						06/25/2020
		202006	06/26/2020	2100	Normal working hours	8.00
						8.00
						06/26/2020

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

Data Entry Area																														
LT	Act...	Aj...	O...	V...	P	P...	ID	P	Total	06/20	From	To	06/21	From	To	06/22	From	To	06/23	From	To	06/24	From	To	06/25	From	To	06/26	From	To
									80.00	15:00	23:30	0.00	00:00	00:00	00:00	8.00	15:00	23:30	8.00	15:00	23:30	8.00	15:00	23:30	8.00	15:00	23:30	8.00	15:00	23:30
								14.00				0.00			0.00			7.00			0.00			7.00			0.00			
								7.00										3.50	23:30	03:00				3.50	23:30	03:00				
								7.00										3.50	23:30	03:00				3.50	23:30	03:00				

Time wage types
Data select. period 06/20/2020 - 06/26/2020

Pers.No.	Employee/app.name	Period	Current Date	WT	Wage Type Long Text	Number
		202006	06/22/2020	2681	SDiff 1.0 Prem-Mandated	8.00
		202006		2100	Normal working hours	8.00
		202006		2610	OT 1.5-Mandated	3.50
		202006		2682	SDiff 1.5-Mandated	3.50
						23.00
						06/22/2020
		202006	06/23/2020	2681	SDiff 1.0 Prem-Mandated	8.00
		202006		2100	Normal working hours	8.00
						16.00
						06/23/2020
		202006	06/24/2020	2681	SDiff 1.0 Prem-Mandated	8.00
		202006		2100	Normal working hours	8.00
						16.00
						06/24/2020
		202006	06/25/2020	2681	SDiff 1.0 Prem-Mandated	8.00
		202006		2100	Normal working hours	8.00
		202006		2610	OT 1.5-Mandated	3.50
		202006		2682	SDiff 1.5-Mandated	3.50
						23.00
						06/25/2020
		202006	06/26/2020	2681	SDiff 1.0 Prem-Mandated	8.00
		202006		2100	Normal working hours	8.00
						16.00
						06/26/2020

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

Data Entry Area																										
LT	Act...	A/...	O...	Val...	P P...	ID	P...	Total	06/20	From	To	06/21	From	To	06/22	From	To	06/23	From	To	06/24	From	To	06/25	From	To
								72.00	0.00	00:00	00:00	0.00	00:00	00:00	8.00	07:00	15:30	8.00	07:00	15:30	8.00	07:00	15:30	8.00	07:00	15:30
								6.00	0.00			0.00			3.00			0.00			3.00			0.00		
		T2	X					3.00										1.50	05:30	07:00				1.50	05:30	07:00
		DIFF	X			S4	0001	3.00										1.50	05:30	07:00				1.50	05:30	07:00

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	Number
		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				11.00
		202006	06/23/2020	2100	Normal working hours		8.00
			06/23/2020				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				11.00
		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				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 Before a Regular Scheduled Work Shift that is Eligible for Shift Differential: A 8.0-hour SEIU Healthcare employee (PSA PP44) whose scheduled work shift is M-F 2300-0730 works mandated overtime from 2200-2300.

Data Entry Area																										
LT	Act...	A/...	O...	Val...	P P...	ID	P	Total	06/20	From	To	06/21	From	To	06/22	From	To	06/23	From	To	06/24	From	To	06/25	From	To
								80.00	0.00	00:00	00:00	0.00	00:00	00:00	8.00	23:00	07:30	8.00	23:00	07:30	8.00	23:00	07:30	8.00	23:00	07:30
								4.00	0.00			0.00			2.00			2.00			0.00			0.00		
		T2	X					2.00										1.00	22:00	23:00				1.00	22:00	23:00
		DIFF	X			S4	1	2.00										1.00	22:00	23:00				1.00	22:00	23:00

Time wage types

Data select. period 06/20/2020 - 06/26/2020

Pers.No.	Employee/app.name	Period	Current Date	WT	Wage Type	Long Text	Number
		202006	06/22/2020	2680	SDiff 1.0-Mandated		8.00
		202006		2100	Normal working hours		8.00
		202006		2610	OT 1.5-Mandated		1.00
		202006		2682	SDiff 1.5-Mandated		1.00
			06/22/2020				18.00
		202006	06/23/2020	2680	SDiff 1.0-Mandated		8.00
		202006		2100	Normal working hours		8.00
		202006		2610	OT 1.5-Mandated		1.00
		202006		2682	SDiff 1.5-Mandated		1.00
			06/23/2020				18.00
		202006	06/24/2020	2680	SDiff 1.0-Mandated		8.00
		202006		2100	Normal working hours		8.00
			06/24/2020				16.00
		202006	06/25/2020	2680	SDiff 1.0-Mandated		8.00
		202006		2100	Normal working hours		8.00
			06/25/2020				16.00
		202006	06/26/2020	2680	SDiff 1.0-Mandated		8.00
		202006		2100	Normal working hours		8.00
			06/26/2020				16.00

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 3 - Overtime Worked on an Off Day: A 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).

Data Entry Area																													
LT	Act...	A/...	O..	P	P..	ID	P	Total	06/13	From	To	06/14	From	To	06/15	From	To	06/16	From	To	06/17	From	To	06/18	From	To	06/19	From	To
								80.00	0.00	00:00	00:00	0.00	00:00	00:00	8.00	14:00	22:30	8.00	14:00	22:30	8.00	14:00	22:30	8.00	14:00	22:30	8.00	14:00	22:30
								5.00	0.00			5.00			0.00			0.00			0.00			0.00			0.00		
								5.00							5.00	04:00	09:00												

Time wage types

Data select. period 06/14/2020 - 06/20/2020

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Number
			06/14/2020	2410	OT 1.5	5.00
			06/14/2020			5.00
			06/15/2020	2681	SDiff 1.0 Prem-Mandated	8.00
			06/15/2020	2100	Normal working hours	8.00
			06/15/2020			16.00
			06/16/2020	2681	SDiff 1.0 Prem-Mandated	8.00
			06/16/2020	2100	Normal working hours	8.00
			06/16/2020			16.00
			06/17/2020	2681	SDiff 1.0 Prem-Mandated	8.00
			06/17/2020	2100	Normal working hours	8.00
			06/17/2020			16.00
			06/18/2020	2681	SDiff 1.0 Prem-Mandated	8.00
			06/18/2020	2100	Normal working hours	8.00
			06/18/2020			16.00
			06/19/2020	2681	SDiff 1.0 Prem-Mandated	8.00
			06/19/2020	2100	Normal working hours	8.00
			06/19/2020			16.00

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.

Data Entry Period																					
06/06/2020 - 06/19/2020																					
Data Entry Area																					
LT	Act...	A/...	O..	Val. basis	P	P..	ID	Posit...	Total	06/06	From	To	06/07	From	To	06/08	From	To	06/09	From	To
									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
									18.00	0.00			18.00			0.00			0.00		
		T1	X						2.50				2.50	18:00	20:30						
		DIFF	X			P3	1		2.50				2.50	18:00	20:30						
		T2	X						1.50				1.50	20:30	22:00						
		DIFF	X			P5	1		1.50				1.50	20:30	22:00						
		T2	X						5.00				5.00	22:30	03:30						
		DIFF	X			P5	1		3.50				3.50	22:30	02:00						
		DIFF	X			S4	1		1.50							1.50	02:00	03:30			

Time wage types

Data select. period 06/06/2020 - 06/12/2020

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Number
		202006	06/07/2020	2600	OT 1.0-Mandated	2.50
		202006		2681	SDiff 1.0 Prem-Mandated	2.50
		202006		2610	OT 1.5-Mandated	6.50
		202006		2687	SDiff 1.5 Prem-Mandated	1.50
		202006		2687	SDiff 1.5 Prem-Mandated	3.50
		202006		2682	SDiff 1.5-Mandated	1.50
			06/07/2020			18.00
		202006	06/08/2020	2100	Normal working hours	7.50
			06/08/2020			7.50
		202006	06/09/2020	2100	Normal working hours	7.50
			06/09/2020			7.50
		202006	06/10/2020	2100	Normal working hours	7.50
			06/10/2020			7.50
		202006	06/11/2020	2100	Normal working hours	7.50
			06/11/2020			7.50
		202006	06/12/2020	2100	Normal working hours	7.50
			06/12/2020			7.50

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: A 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.

Data Entry Period		06/20/2020 - 07/03/2020																										
Data Entry Area																												
LT	Act...	A/...	O..V	P..	ID	P..	Total	06/20	From	To	06/21	From	To	06/22	From	To	06/23	From	To	06/24	From	To	06/25	From	To	06/26	From	To
							72.00	0.00	00:00	00:00	0.00	00:00	00:00	8.00	07:00	15:30	8.00	07:00	15:30	8.00	07:00	15:30	8.00	07:00	15:30	8.00	07:00	15:30
							24.00	0.00			24.00			0.00			0.00			0.00			0.00			0.00		
		T2	X				16.00				16.00	07:00	23:00															
		DIFF	X		P5	1	8.00				8.00	15:00	23:00															

Time wage types							
Data select. period 06/20/2020 - 06/26/2020							
Pers.No.	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Number	
		202006	06/21/2020	2610	OT 1.5-Mandated	16.00	
		202006	06/21/2020	2687	SDiff 1.5 Prem-Mandated	8.00	
			06/21/2020			- 24.00	
		202006	06/22/2020	2100	Normal working hours	8.00	
			06/22/2020			- 8.00	
		202006	06/23/2020	2100	Normal working hours	8.00	
			06/23/2020			- 8.00	
		202006	06/24/2020	2100	Normal working hours	8.00	
			06/24/2020			- 8.00	
		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			- 8.00	

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: A 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).

Data Entry Period		07/12/2020 - 07/25/2020																									
Data Entry Area																											
LT	Act...	A/...	O..	V	P	P..	ID	P...	Total	07/17	From	To	07/18	From	To	07/19	From	To	07/20	From	To	07/21	From	To	07/22	From	To
									80.00	8.00	06:00	14:30	8.00	06:00	14:30	0.00	00:00	00:00	0.00	00:00	00:00	8.00	06:00	14:30	8.00	06:00	14:30
									8.00	0.00			0.50			7.50			0.00			0.00			0.00		
		T2	X						0.50							0.50	05:30	06:00									
		T2	X						4.00							4.00	06:00	10:00									
		T2	X						3.50							3.50	10:30	14:00									

Time wage types

Data select. period 07/12/2020 - 07/25/2020

Pers.No.	Name	Period	Current Date	WT	Wage Type	Long Text	Number
		202007	07/14/2020	2100	Normal working hours		8.00
			07/14/2020				8.00
		202007	07/15/2020	2100	Normal working hours		8.00
			07/15/2020				8.00
		202007	07/16/2020	2100	Normal working hours		8.00
			07/16/2020				8.00
		202007	07/17/2020	2100	Normal working hours		8.00
			07/17/2020				8.00
		202007	07/18/2020	2100	Normal working hours		8.00
		202007		2610	OT 1.5-Mandated		0.50
			07/18/2020				8.50
		202007	07/19/2020	2610	OT 1.5-Mandated		7.50
			07/19/2020				7.50
		202007	07/21/2020	2100	Normal working hours		8.00
			07/21/2020				8.00
		202007	07/22/2020	2100	Normal working hours		8.00
			07/22/2020				8.00
		202007	07/23/2020	2100	Normal working hours		8.00
			07/23/2020				8.00
		202007	07/24/2020	2100	Normal working hours		8.00
			07/24/2020				8.00
		202007	07/25/2020	2100	Normal working hours		8.00
			07/25/2020				8.00

EE is not 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.

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