

# Shift Differential Timekeeper Guide

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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.

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:

## REGULAR 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 that is 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.

**Note:** Overtime worked before or after a regular work shift for which shift differential is not applicable whether or not the overtime work is for a full 7.5 or 8.0 hour work shift, shall not receive shift differential or have shift differential included in the base rate for computing the overtime premium rate.

**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 9 of this guide.
2. The beginning of the regular work shift defines the rate of shift differential to be paid. This is also true for overtime that is connected to a shift differential qualifying work shift.
3. Shift differential that is *auto generated* based upon the employee's regular work shift will pay at the rate in effect on the last day of the pay period.
4. If the shift differential is *manually entered*, the shift differential will pay at the rate in effect on the date of the record.
5. Shift differential associated with a mandated overtime assignment must be manually coded.

**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. (PENNDOT ZIPY Users – see section for ZIPY on Page 10 of this guide).**

Scenario 1 – Work Schedule Auto Generates Shift Differential

Scenario 2 & 2a – Overtime Worked Before a Regular Scheduled Work Shift Eligible for Shift Differential

Scenario 3 – Overtime Worked Before a Regular Scheduled Work Shift That is Not Eligible for Shift Differential

Scenario 4 – *Mandated* Overtime Worked After a Regular Scheduled Work Shift that is Eligible for Shift Differential

Scenario 5 – Overtime Worked on an OFF Day

Scenario 6 – A Full Shift of *Mandated* Overtime Worked on an OFF Day

**Scenario 1 – Work Schedule Auto Generates Shift Differential:** A 7.5-hour AFSCME employee (PSA AG11) whose regular scheduled work shift is 1500-2300 (\$1.25 shift differential).

Data Entry Period		01/12/2020		- 01/25/2020																							
Data Entry Area																											
LT	Act...	A/...	O.	Val. ...	P	P..	ID	Po...	Total	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To
									75.00	0.00	00:00	00:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00
									0.00	0.00			0.00			0.00			0.00			0.00			0.00		

### Time wage types

Data select. period 01/12/2020 - 01/17/2020

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
		202001	01/13/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/13/2020	2100	Normal working hours	7.50	
		202001	01/14/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/14/2020	2100	Normal working hours	7.50	
		202001	01/15/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/15/2020	2100	Normal working hours	7.50	
		202001	01/16/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/16/2020	2100	Normal working hours	7.50	
		202001	01/17/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/17/2020	2100	Normal working hours	7.50	

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

**Scenario 2 - Overtime Worked Before a Regular Scheduled Work Shift Eligible for Shift Differential:** A 7.5-hour AFSCME employee (PSA AG11) whose regular scheduled work shift is 1500-2300 (\$1.25 shift differential) works overtime before the regular scheduled work shift from 1230-1500. The overtime is directly connected to a regular scheduled work shift that is entitled to shift differential.

Data Entry Period		01/12/2020 - 01/25/2020																							
Data Entry Area																									
LT	Act...	A/...	O.	Val. basis	P P.. ID	Po...	Total	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To
							75.00	0.00	00:00	00:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00
							15.00	0.00			0.00			5.00			5.00			5.00			0.00		
		T1					1.50							0.50	12:30	13:00	0.50	12:30	13:00	0.50	12:30	13:00	0.50	12:30	13:00
		DIFF			P3 1		1.50							0.50	12:30	13:00	0.50	12:30	13:00	0.50	12:30	13:00	0.50	12:30	13:00
		T2					6.00							2.00	13:00	15:00	2.00	13:00	15:00	2.00	13:00	15:00	2.00	13:00	15:00
		DIFF			P5 1		6.00							2.00	13:00	15:00	2.00	13:00	15:00	2.00	13:00	15:00	2.00	13:00	15:00

**Time wage types**

Data select. period 01/12/2020 - 01/17/2020

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
202001		01/13/2020	01/13/2020	2681	SDiff 1.0 Prem-Mandated	7.50	7.50
202001		01/13/2020	01/13/2020	2100	Normal working hours	7.50	7.50
202001		01/14/2020	01/14/2020	2681	SDiff 1.0 Prem-Mandated	7.50	7.50
202001		01/14/2020	01/14/2020	2100	Normal working hours	7.50	7.50
202001		01/14/2020	01/14/2020	2400	OT 1.0	0.50	0.50
202001		01/14/2020	01/14/2020	2481	SDiff 1.0 Prem	0.50	0.50
202001		01/14/2020	01/14/2020	2410	OT 1.5	2.00	2.00
202001		01/14/2020	01/14/2020	2487	SDiff 1.5 Prem	2.00	2.00
202001		01/15/2020	01/15/2020	2681	SDiff 1.0 Prem-Mandated	7.50	7.50
202001		01/15/2020	01/15/2020	2100	Normal working hours	7.50	7.50
202001		01/15/2020	01/15/2020	2400	OT 1.0	0.50	0.50
202001		01/15/2020	01/15/2020	2481	SDiff 1.0 Prem	0.50	0.50
202001		01/15/2020	01/15/2020	2410	OT 1.5	2.00	2.00
202001		01/15/2020	01/15/2020	2487	SDiff 1.5 Prem	2.00	2.00
202001		01/16/2020	01/16/2020	2681	SDiff 1.0 Prem-Mandated	7.50	7.50
202001		01/16/2020	01/16/2020	2100	Normal working hours	7.50	7.50
202001		01/16/2020	01/16/2020	2400	OT 1.0	0.50	0.50
202001		01/16/2020	01/16/2020	2481	SDiff 1.0 Prem	0.50	0.50
202001		01/16/2020	01/16/2020	2410	OT 1.5	2.00	2.00
202001		01/16/2020	01/16/2020	2487	SDiff 1.5 Prem	2.00	2.00
202001		01/17/2020	01/17/2020	2681	SDiff 1.0 Prem-Mandated	7.50	7.50
202001		01/17/2020	01/17/2020	2100	Normal working hours	7.50	7.50

“Prem. no.” P3 and P5 entered via CATS to pay shift differential at the appropriate pay rate for overtime connected to a regular scheduled work shift that is eligible for shift differential.

**Scenario 2a - Overtime Worked Before a Regular Scheduled Work Shift Eligible for Shift Differential:** A 7.5-hour AFSCME employee (PSA AG11) whose regular scheduled work shift is 2100-0500 (\$1.15 shift differential) works overtime before the regular scheduled work shift from 1600-2100. The overtime is directly connected to a regular scheduled work shift that is entitled to shift differential.

Data Entry Area																													
LT	Act...	A/...	O.	Val. b...	P P..	ID	P...	Total	01/11	From	To	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To
								75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	21:00	05:00	7.50	21:00	05:00	7.50	21:00	05:00	7.50	21:00	05:00	7.50	21:00	05:00
								10.00	0.00			0.00			10.00			0.00			0.00			0.00			0.00		
								0.50										0.50	16:00	16:30									
								0.50										0.50	16:00	16:30									
								4.50										4.50	16:30	21:00									
								4.50										4.50	16:30	21:00									

Time wage types							
Data select. period 01/11/2020 - 01/17/2020							
Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	z	No.
		202001	01/13/2020	2680	SDiff 1.0-Mandated		7.50
		202001	01/13/2020	2100	Normal working hours		7.50
		202001	01/13/2020	2400	OT 1.0		0.50
		202001	01/13/2020	2480	SDiff 1.0		0.50
		202001	01/13/2020	2410	OT 1.5		4.50
		202001	01/13/2020	2482	SDiff 1.5		4.50
		202001	01/14/2020	2680	SDiff 1.0-Mandated		7.50
		202001	01/14/2020	2100	Normal working hours		7.50
		202001	01/15/2020	2680	SDiff 1.0-Mandated		7.50
		202001	01/15/2020	2100	Normal working hours		7.50
		202001	01/16/2020	2680	SDiff 1.0-Mandated		7.50
		202001	01/16/2020	2100	Normal working hours		7.50
		202001	01/17/2020	2680	SDiff 1.0-Mandated		7.50
		202001	01/17/2020	2100	Normal working hours		7.50

The beginning of the regular work shift defines the rate of shift differential to be paid.

“Prem. no.” S1 and S4 entered via CATS to pay shift differential at the appropriate pay rate for overtime connected to a regular scheduled work shift that is eligible for shift differential.

**Scenario 3 – Overtime Worked Before a Regular Scheduled Work Shift that is NOT Eligible for Shift Differential:** A 7.5-hour AFSCME employee (PSA AA11) whose regular scheduled work shift is 0700-1500 (no shift differential) works overtime before the regular shift from 2300-0700.

Data Entry Period		01/11/2020 - 01/24/2020																									
Data Entry Area																											
LT	Act...	A/...	O. V...	P P..	ID P..	Total	01/11	From	To	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	From	To
						75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	07:00	15:00	7.50	07:00	15:00	7.50	07:00	15:00	7.50	07:00	15:00	7.50	07:00	15:00
						7.50	0.00			0.00			7.50			0.00			0.00			0.00			0.00		
		T1				0.50							0.50	23:00	23:30												
		T2				2.50							2.50	23:30	02:00												
		T2				4.50										4.50	02:30	07:00									

**Time wage types**

Data select. period 01/11/2020 - 01/17/2020

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
		202001	01/13/2020	2100	Normal working hours	7.50	
		202001	01/13/2020	2400	OT 1.0	0.50	
		202001	01/13/2020	2410	OT 1.5	7.00	
		202001	01/14/2020	2100	Normal working hours	7.50	
		202001	01/15/2020	2100	Normal working hours	7.50	
		202001	01/16/2020	2100	Normal working hours	7.50	
		202001	01/17/2020	2100	Normal working hours	7.50	

Employee **is not** eligible for shift differential. Overtime is connected to a regular scheduled work shift that is *not* eligible for shift differential.

**Scenario 4 – Mandated Overtime Worked After a Regular Scheduled Work Shift that is Eligible for Shift Differential:** A 7.5-hour AFSCME employee (PSA AA11) whose regular scheduled work shift is 1500-2300 (\$1.25 shift differential) works mandated overtime at the end of a regular scheduled work shift from 2300-0700.

Data Entry Period		01/25/2020 - 02/07/2020																										
Data Entry Area																												
LT	Act...	A/...	O. Val. basis	P P..	ID	Po...	Total	01/25	From	To	01/26	From	To	01/27	From	To	01/28	From	To	01/29	From	To	01/30	From	To	01/31	From	To
							75.00	0.00	00:00	00:00	0.00	00:00	00:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00	7.50	15:00	23:00
							15.00	0.00			0.00			0.00			15.00			0.00			0.00			0.00		
		T1	X				0.50										0.50	23:00	23:30									
		DIFF	X		P3	1	0.50										0.50	23:00	23:30									
		T2	X				7.00										2.50	23:30	02:00			4.50	02:30	07:00				
		DIFF	X		P5	1	7.00										2.50	23:30	02:00			4.50	02:30	07:00				

**Time wage types**

Data select. period 01/25/2020 - 01/31/2020

Pers.No.	Name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
		202001	01/27/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/27/2020	2100	Normal working hours	7.50	
		202001	01/28/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/28/2020	2100	Normal working hours	7.50	
		202001	01/28/2020	2600	OT 1.0-Mandated	0.50	
		202001	01/28/2020	2681	SDiff 1.0 Prem-Mandated	0.50	
		202001	01/28/2020	2610	OT 1.5-Mandated	7.00	
		202001	01/28/2020	2687	SDiff 1.5 Prem-Mandated	2.50	
		202001	01/28/2020	2687	SDiff 1.5 Prem-Mandated	4.50	
		202001	01/29/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/29/2020	2100	Normal working hours	7.50	
		202001	01/30/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/30/2020	2100	Normal working hours	7.50	
		202001	01/31/2020	2681	SDiff 1.0 Prem-Mandated	7.50	
		202001	01/31/2020	2100	Normal working hours	7.50	

The beginning of the regular work shift defines the rate of shift differential to be paid. "Prem. no." P3 and P5 entered via CATS to pay shift differential for mandated ("X" entered in OC Field) overtime connected to a regular scheduled work shift that is eligible for shift differential.

**Scenario 5 – Overtime Worked on an Off Day:** A 7.5-hour AFSCME employee (PSA AJ11) whose regular scheduled work shift is M-F 0800-1630, works overtime on Saturday (off day) from 0530-1330. (24-hour rule; not due shift diff)

Data Entry Area												
LT	Act...	A/...	O.	Val. ...	P P..	ID	Posit...	Total	01/10	From	To	
								75.00	7.50	08:00	16:30	
								2.50	2.50			

Data Entry Period 01/11/2020 - 01/24/2020																													
Data Entry Area																													
LT	Act...	A/...	O.	Val. ...	P P..	ID	P...	Total	01/11	From	To	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	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	7.50	08:00	16:30	7.50	08:00	16:30	7.50	08:00	16:30
								5.00	5.00			0.00			0.00			0.00			0.00			0.00			0.00		
		T1						0.50	0.50	05:30	06:00																		
		T2						2.00	2.00	06:00	08:00																		
		T1						2.50	2.50	08:00	10:30																		
		T2						0.50	0.50	10:30	11:00																		
		T2						2.00	2.00	11:30	13:30																		

## Time wage types

Data select. period 01/10/2020 - 01/17/2020

Pers.No.	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
		202001	01/10/2020	2100	Normal working hours	7.50	
		202001	01/10/2020	2400	OT 1.0	0.50	
		202001	01/10/2020	2410	OT 1.5	2.00	
		202001	01/11/2020	2400	OT 1.0	2.50	
		202001	01/11/2020	2410	OT 1.5	2.50	
		202001	01/13/2020	2100	Normal working hours	7.50	
		202001	01/14/2020	2100	Normal working hours	7.50	
		202001	01/15/2020	2100	Normal working hours	7.50	
		202001	01/16/2020	2100	Normal working hours	7.50	
		202001	01/17/2020	2100	Normal working hours	7.50	

The employee did not work a full shift on an OFF day. The hours worked from 0530-0800 belong to the previous day (24-hour rule).

**Scenario 6 – A Full Shift of Mandated Overtime Worked on an Off Day:** A 7.5-hour AFSCME employee (PSA AJ11) whose scheduled work shift is M-F 0800-1630, works mandated overtime on Saturday (OFF day) from 2100-0500. (24-hour rule; due shift diff)

Data Entry Period		01/11/2020 - 01/24/2020																										
Data Entry Area																												
LT	Act...	A/...	O.	Val. basis	P P.. ID	P...	Total	01/11	From	To	01/12	From	To	01/13	From	To	01/14	From	To	01/15	From	To	01/16	From	To	01/17	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	7.50	08:00	16:30	7.50	08:00	16:30	7.50	08:00	16:30
							15.00	15.00			0.00			0.00			0.00			0.00			0.00			0.00		
		T1	X				2.50	2.50	21:00	23:30																		
		DIFF	X			S1 1	2.50	2.50	21:00	23:30																		
		T2	X				5.00				5.00	00:00	05:00															
		DIFF	X			S4 1	5.00				5.00	00:00	05:00															

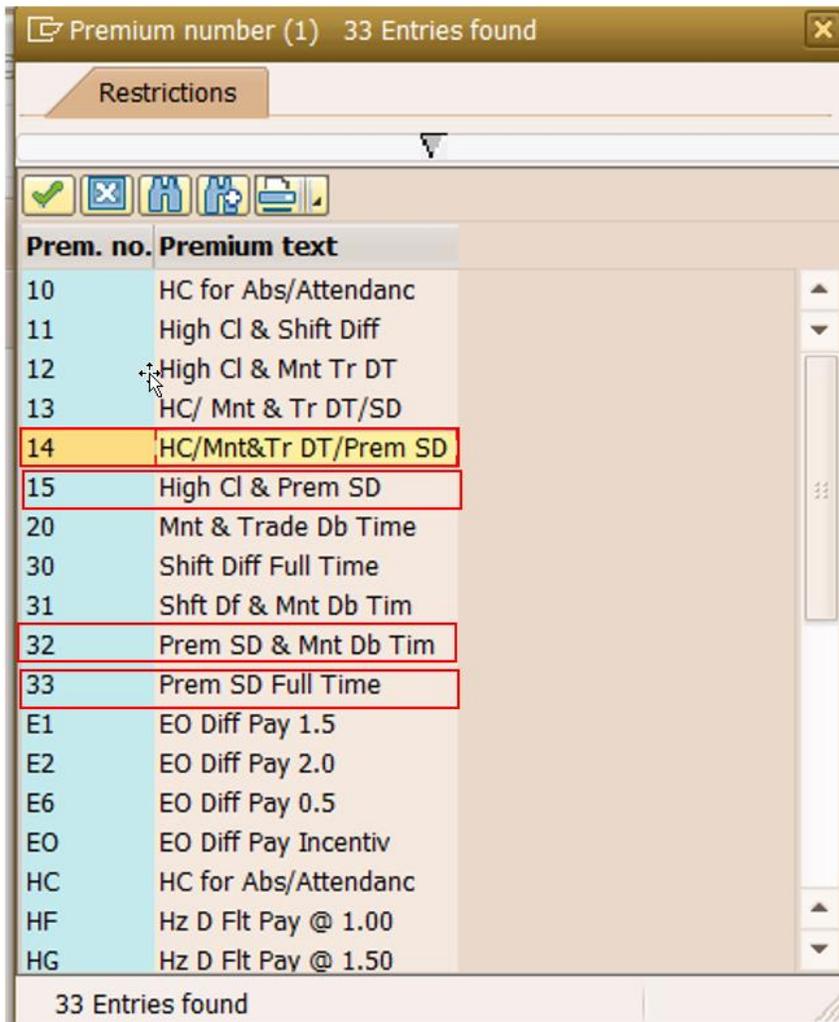
Time wage types							
Data select. period 01/11/2020 - 01/17/2020							
Pers.No.	Empl./appl.name	Period	Current Date	WT	Wage Type Long Text	Σ	No.
		202001	01/11/2020	2600	OT 1.0-Mandated	2.50	
		202001	01/11/2020	2680	SDiff 1.0-Mandated	2.50	
		202001	01/11/2020	2610	OT 1.5-Mandated	5.00	
		202001	01/11/2020	2682	SDiff 1.5-Mandated	5.00	
		202001	01/13/2020	2100	Normal working hours	7.50	
		202001	01/14/2020	2100	Normal working hours	7.50	
		202001	01/15/2020	2100	Normal working hours	7.50	
		202001	01/16/2020	2100	Normal working hours	7.50	
		202001	01/17/2020	2100	Normal working hours	7.50	

The employee worked a full shift of mandated overtime on an OFF day which is eligible for shift differential.

## Shift Differential Premium Codes

<b>Premium</b>	<b>Wage Type &amp; Text</b>	<b>Mandated Wage Type &amp; Text</b>
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

## PENNDOT ZIPY Users:



Prem. no.	Premium text
10	HC for Abs/Attendanc
11	High Cl & Shift Diff
12	High Cl & Mnt Tr DT
13	HC/ Mnt & Tr DT/SD
14	HC/Mnt&Tr DT/Prem SD
15	High Cl & Prem SD
20	Mnt & Trade Db Time
30	Shift Diff Full Time
31	Shft Df & Mnt Db Tim
32	Prem SD & Mnt Db Tim
33	Prem SD Full Time
E1	EO Diff Pay 1.5
E2	EO Diff Pay 2.0
E6	EO Diff Pay 0.5
EO	EO Diff Pay Incentiv
HC	HC for Abs/Attendanc
HF	Hz D Flt Pay @ 1.00
HG	Hz D Flt Pay @ 1.50

New premium codes (14, 15, 32 and 33) will be available in ZIPY as of 1/4/2020 and are to be used to pay shift differential at the \$1.25 per hour rate. Premium codes 13, 20, 30 and 31 should continue to be used to pay shift differential at the \$1.15 per hour rate.

- 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 8.00 work hours on a scheduled workday which begins at or 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.