Job Aid

Reporting Time – Call Back, Shift Differential, or Standby Pay – USS Hourly Employees with Benefits

This Job Aid walks through the process of entering Call Back, Shift Differential, or Standby Pay on a time card for **USS Hourly Employees with Benefits**.

*Note that the procedures will be the same for both the desktop and mobile applications.

Audience: **University Support Staff Hourly Employees with Benefits**

*Important: Time cards are due every two weeks. Please reference the HR & Payroll Calendar to review deadlines.

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Entering Call Back Hours

Summary
University support staff employees in hourly positions (that are eligible for overtime compensation) and who are called in to work on a regular day off or called back to work after a regular work schedule shall be paid at the appropriate rate of pay for the hours worked. Employees shall be paid for a minimum of 2 hours of call-back pay. The minimum of two hours shall not apply if the employee was on stand-by when called in or called back. The 2 hour minimum shall also not apply if the employee was called in or called back during the 2 hour period immediately prior to the beginning of his or her next regularly scheduled work shift. Only hours actually worked shall be credited in determining eligibility for overtime compensation.
Procedures for Entry on Time Card
If you **DO** get called into work on a regular day off or called back to work after a regular work schedule then you will report **Call Back** time for those hours worked in accordance with the information provided above.

Call Back Hour Examples
Example 1: This employee worked Monday through Friday 8:00 am to 4:30 pm. On Saturday, the employee is called back from 9:00 am to 11:00 am. The employee **wants overtime pay for the extra hours**. This employee would report 8 hours of **Regular** time Monday through Friday. For Saturday, 2 hours of **Call Back** would be reported with **Over Time** selected in the **Over Time/Comp Time** field.
Example 2: This employee worked Monday through Friday 8:00 am to 4:30 pm. On Wednesday night the employee is called in from 8 pm to 9 pm. The employee wants **compensatory time** for the extra hours. This employee will report 8 hours of Regular time for Monday through Friday. In a separate entry for Wednesday they would report 1 hour of Call Back with **Comp Time** selected in the **Over Time/Comp Time** field. In this example the system would automatically calculate two hours of Call Back time.

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Entering Shift Differential

Summary
Shift differential is paid for the total hours worked on a regular work schedule when the regularly scheduled hours begin before 6:00 a.m. or end after 5:59 p.m. An employee is not eligible for shift differential pay if they occasionally start work before or end work after these times. Shift differential is paid only on hours worked during the employee's regular work schedule. It is not paid on leave taken (i.e. holiday credit, vacation or sick leave, compensatory time used, etc.) or when the employee works unscheduled hours before or after a normal day shift
Procedures for Entry on Time Card
If you **DO** work on a shift that has a regular work schedule beginning before 6:00 a.m. or ending after 5:59 p.m. and you work before 6:00 a.m. or after 5:59 p.m. on that day then you will report **Shift Differential** and **Regular** for all hours worked on that day.

Shift Differential Examples
Example 1: An employee's regular schedule is 1:30 pm – 10 pm Monday - Friday. This employee worked Monday – Thursday, 1:30 pm – 10 pm. On Friday, the employee worked 8:00 am – 4:30 pm. This employee would report 8 hours of both **Regular** and **Shift Differential** on Monday – Thursday and 8 hours of **Regular** for Friday.
Example 2: An employee's regular schedule is 1:30 pm - 10:00 pm Monday - Friday. This employee had a **vacation day** on Monday but worked Tuesday – Friday 1:30 pm – 10:00 pm. This employee would report 8 hours of **Vacation** for Monday and 8 hours of both **Regular** and **Shift Differential** on Tuesday – Friday.

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Standby Pay

Summary
Stand-by pay is two dollars and twenty-five cents ($2.25) per hour for each hour the employee is required to serve on stand-by time. Stand-by time means a period of time outside an employee's regularly scheduled work hours, during which the employee is requested, at University direction, to remain available to the University within a specified response time of not less than one (1) hour or more than two (2) hours. Stand-by assignments shall be limited to work situations where a probability for emergency recall of an employee exists. Employees on stand-by who are called in to work shall be compensated for the actual hours worked at the appropriate rate of pay. They shall not be paid stand-by compensation in addition to the appropriate compensation for the hours actually worked. Only the hours actually worked by the employee shall be credited in determining eligibility for overtime compensation.
Procedures for Entry on Time Card
If you are designated as being on Standby and **are not called into work**, report those hours on Standby as **Standby Pay**. If you are designated as being on Standby and **are called into work**, report hours worked as **Regular** and not as Standby Pay.

Standby Pay Example
Example 1: This employee regularly works from 8:00 a.m. to 4:30 p.m. Monday through Friday. This employee is on Standby starting at 4:31 p.m. and ending at 7:59 a.m. Monday through Thursday 03/9/2020 – 03/12/2020. During this period this employee works 8:00 a.m. to 4:30 p.m. This employee would enter 8 hours of **Regular** and 15.5 hours of **Standby Pay** for 03/9/2020 – 03/12/2020.