Job Aid

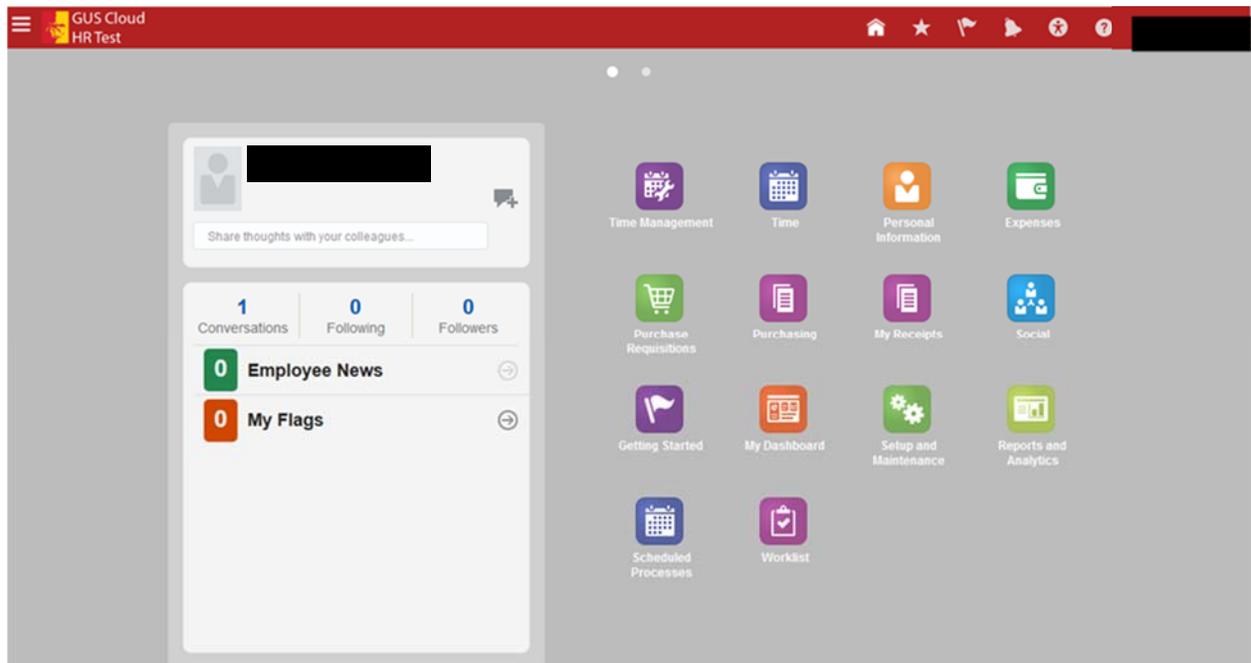## *Entering Shift Differential on Time Card*

This Job Aid walks you through the process of entering shift differential on a time card in GUS HR. This job aid can be used by hourly employees with benefits. For more information about Shift Differential go to http://www.pittstate.edu/office/hr/policies-and-procedures/shift-differential.dot

Step	Action
1.	Click the **Time** icon on the Gus Cloud Springboard.
2.	To begin entering time worked or leave taken, **click** and **drag** the appropriate button to the desired date.

3.	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 Regular and Shift Differential on Monday – Thursday and 8 hours of Regular for Friday.
4.	To begin entering Shift Differential, double click on the day that the Shift Differential needs to be reported on.

5.	The report time dialog box will open. Select the **Assignment Number** and **Position**. Select Overtime or Comptime, if needed. The **Time Type** will be **Shift Differential**. Verify that the **Start Date** and **End Date** are correct. Input the **Daily Hours**.
	Report Time Save and Close Cancel
	* Assignment Number ▼
	Position ▼
	* Time Type Shift Differential ▼
	Overtime/Comptime ▼
	Start Date 4/10/17
	End Date 4/13/17
	Daily Hours 8
	Hours Selector ─ ─┼─┼─┼─┼─┼─┼─┼─┼─┼─┼─ ＋ 0 1 2 3 4 5 6 7 8 9 10 8
6.	Select **Save and Close**. Save and Close
7.	This employee did not get to report shift differential on Friday because shift differential can only be used when the regularly scheduled hours begin before 6:00 am or end after 5:59 pm. Continue to add time as needed to the two week pay period.

8.	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 Regular and 8 hours of Shift Differential on Tuesday – Friday.
9.	This employee did not get to report shift differential on Monday with the vacation because shift differential can only be used on hours worked and not used on leave taken.

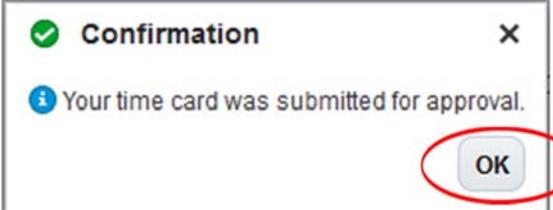| 10.	Once you have completed filling in the two week pay period, click **Review and Submit.**

11.	Review the timecard details.

12.	If everything is correct, click **Submit**.

13.	Click **OK**.
	Confirmation ✕ ℹ Your time card was submitted for approval. OK