

Shift Differential Rules in Kronos

Shift Differential within the Kronos system adheres to CSA Rule 9-60. It states that employees who work eligible positions may receive a percentage differential if they work the majority of their hours in an evening or night shift. The shifts are defined as:

Evening Shift – 3pm to 11 pm – 7%
Night Shift – 11pm to 7 am – 12%

Pay Rules for Shift Differential

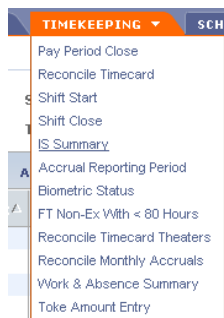
The different pay rules in Kronos that are assigned to each person are what determine whether or not the employee is eligible for the differential. There are four different pieces to the pay rule in Kronos for a CSA employee that may be eligible for shift differential.

1. Employee Type
 - a. NE – Non-Exempt
 - b. EX – Exempt
2. Shift Differential Eligibility
 - a. Shift – differential is calculated against time worked
 - b. No Shift – differential is not calculated against time worked
3. How hours over 40 are compensated to the employee
 - a. OT – time is paid to the employee in cash at the rate of 1.5 per every hour worked
 - b. Comp – time is accrued in Comp Time Bank at the rate of 1.5 per every hour worked
4. Lunch Default Times
 - a. 00 – no lunch is calculated against time worked
 - b. 30 – ½ hour lunch is subtracted from time worked
 - c. 60 – 1 hour lunch is subtracted from time worked

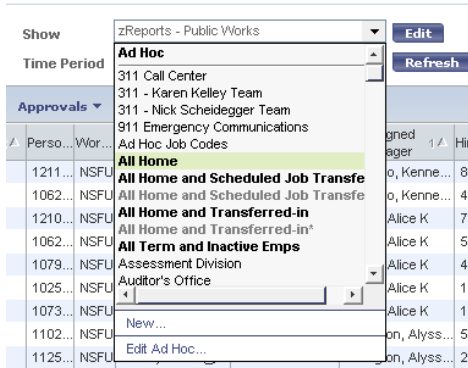
There are two ways to see the pay rule for employees:

IS Summary

1. Log on to Kronos
2. Navigate to the Timekeeping Tab
3. Choose IS Summary

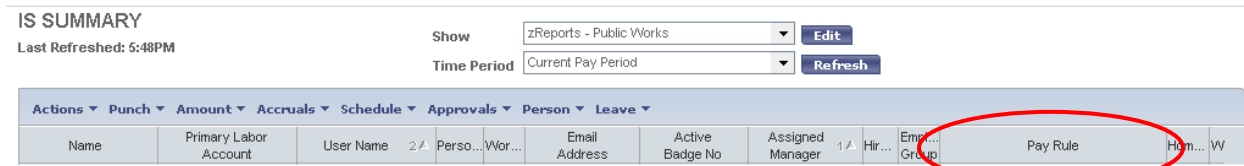


4. In the SHOW field use the pull down arrow and choose All Home



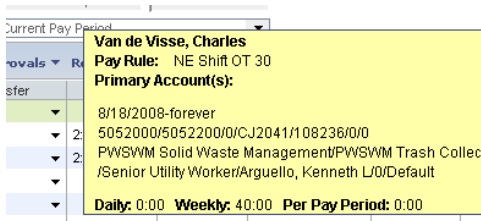
5. This will bring up a list of employees with their current IS information

6. The 11th column from the left will show the pay rule for the employee



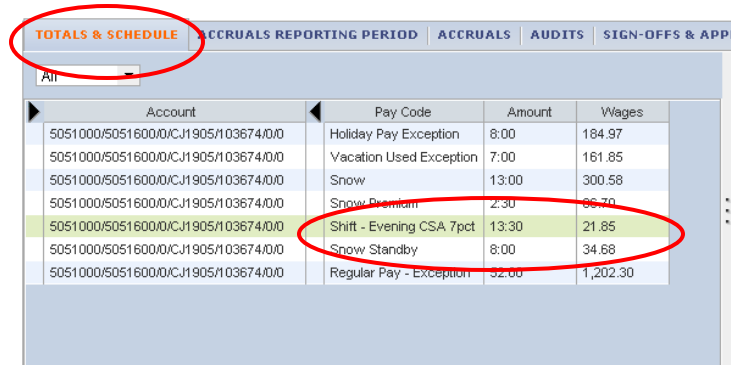
View PayRule from Timecard

1. Open the employee's timecard in the current pay period
2. Let the mouse pointer hover over the employee's name
3. This will bring up a pop-up box of data related to the employee



Shift Differential Hours to be Paid

The amount of shift differential that is calculated cannot be seen in the body of the timecard. It is shown in the Totals and Schedules tab on the bottom left of the timecard.



| Account | Pay Code | Amount | Wages |
|-------------------------------------|--------------------------|--------|----------|
| 5051000/5051600/0/C/1905/103674/0/0 | Holiday Pay Exception | 8:00 | 184.97 |
| 5051000/5051600/0/C/1905/103674/0/0 | Vacation Used Exception | 7:00 | 161.85 |
| 5051000/5051600/0/C/1905/103674/0/0 | Snow | 13:00 | 300.58 |
| 5051000/5051600/0/C/1905/103674/0/0 | Snow Premium | 2:30 | 56.70 |
| 5051000/5051600/0/C/1905/103674/0/0 | Shift - Evening CSA 7pct | 13:30 | 21.85 |
| 5051000/5051600/0/C/1905/103674/0/0 | Snow Standby | 8:00 | 34.68 |
| 5051000/5051600/0/C/1905/103674/0/0 | Regular Pay - Exception | 32:00 | 1,202.30 |

Shift Differential for an Exempt Employee

If an exempt employee is permanently eligible for shift differential there are two pieces of information that must be entered into Kronos:

1. The employee must have a schedule showing that the regular scheduled work time falls within a shift-eligible period
2. The employee must report hours worked for each day in order for Kronos to calculate the shift period against the schedule to determine the appropriate number of hours to be paid at what rate

Paying Shift Differential Intermittently

If an employee is to receive shift differential on a one-time basis, please submit a Kronos Change Form letting Payroll know what date and what time frames are to be paid. Payroll will determine, based on the time frame, which differential is to be received.