

## Important Time Entry Information Regarding Shift Differentials, Overtime and Time from a Previous Pay Period

Beginning 12AM, Monday, July 14, 2008, Middlebury will offer shift differentials to hourly (non-exempt) staff members who work evenings and nights. As an employee using Banner Web time entry, this sheet will provide all the information you need to successfully enter your time. ***Even if you do not work evenings or nights it is important you review these changes*** because they also impact how overtime hours, and any pay that was not entered from a previous period, will be entered. Please review this document and the attached time entry instructions. Feel free to call any of the Human Resources contacts listed below if you need additional assistance.

### Shift Differentials

Shift differentials are an hourly wage supplement added to each hour worked during a specified time period. The table below defines Middlebury's shifts. Keep in mind that, for time keeping purposes, the day of the week begins at midnight.

Shift Code	Description	Definition	Hourly Wage Supplement
1	Days	7AM to 6 PM	Not Applicable
2	Evenings	6 PM to 12 AM	\$0.60 per hour
3	Nights	12 AM to 7 AM	\$1.50 per hour

All non-exempt (hourly) staff working between 6 PM and 7AM are eligible for shift differentials. **In order to receive the differential for any hours worked during the designated hours, you must enter the correct shift code in your Banner Web time sheet as described below:**

Once you have opened your time sheet and selected "Enter Time" for a day of the week, the shift field is available. For example, if you work from 3 PM to 11 PM, you would enter:

- Regular shift 1 3 hours (3PM-6PM)
- Regular shift 2 5 hours (6PM-11PM)

The screenshot shows the Banner Web interface for Time and Leave Reporting. The browser window title is "Time and Leave Reporting - Microsoft Internet Explorer". The address bar shows the URL: [https://emerald.middlebury.edu/PRCT/bwpkctetm.P\\_EnterTimeSheet?JobsSeqNo=225337&TypeEntry=D&LastDate=](https://emerald.middlebury.edu/PRCT/bwpkctetm.P_EnterTimeSheet?JobsSeqNo=225337&TypeEntry=D&LastDate=)

The page has tabs for "Personal Information", "Employee", and "Finance". The "Employee" tab is active. There is a search bar and links for "SITE MAP", "HELP", and "EXIT".

The main heading is "Time and Leave Reporting". Below it is a instruction: "Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period."

The "Time Sheet" section includes fields for:
 

- Title and Number: Your Title
- Department and Number: Your Department and Number
- Time Sheet Period: Jul 29, 2008 by 12:00 P.M.
- Earning: Regular
- Date: Jul 16, 2008
- Shift:  (A red arrow points to this field with a callout box saying "Enter 2 for Evenings and 3 for Nights")
- Hours:

Buttons for "Save", "Copy", and "Account Distribution" are visible.

At the bottom, there is a table showing hours for each day of the week:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Jul 14, 2008	Tuesday Jul 15, 2008	Wednesday Jul 16, 2008	Thursday Jul 17, 2008	Friday Jul 18, 2008	Saturday Jul 19, 2008	Sunday Jul 20, 2008
Regular	1	0	80		8	8	8	8	8	Enter Hours	Enter Hours

The attached document provides step by step instructions.

### **Overtime**

Beginning on the same date (July 14, 2008), you will no longer need to enter overtime hours as a separate line on your timesheet. All hours, including Regular hours and time away from work (CTO and SLR) should be entered on the day they occur. All hours over 40 in a week will still be paid at time-and-a-half, but **overtime will be calculated by the Banner Payroll system**. Automating this calculation will simplify the process, reduce time entry mistakes, and allow differentials to be included in the calculation of overtime as a weighted average for the additional half time wages.

In addition, all CTO and SLR hours will be counted in the hours needed to reach 40 before overtime is paid. In the past, only scheduled CTO and SLR were included.

### **Time from a Previous Period**

If you have forgotten to enter time from a pay period that has passed, you can still enter it in the next pay period. However, you must use new codes created for this purpose. If you have “missed” time for which you need to be paid, enter these hours in the categories: “Regular Previous Pay”, “CTO Previous Pay”, “SLR Previous Pay”. Effective July 15, 2008, you will see these options on your time sheet. In a situation where overtime hours should have been paid in a previous pay period, notify Human Resources.

**Additional Questions:** Please contact Ellen Usilton or Erin Fierman or your HR Generalist:

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