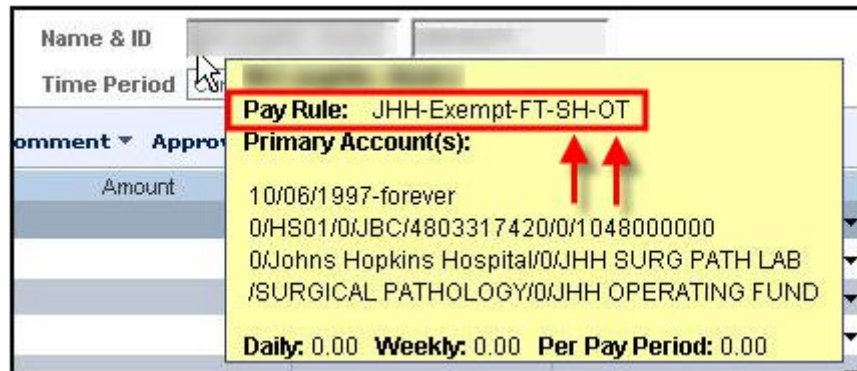


Eliminating Shift Differential Pay

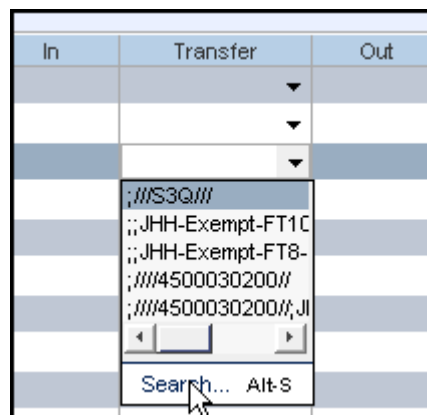
A. Identify Shift Eligibility

- If an employee is receiving Shift pay but shouldn't then in KRONOS you need to confirm their pay rule.
 - Hold your mouse over the employee's name to view their pay rule
 - Pay Rule – Shift Pay: SH indicates eligible for Shift pay
 - Pay Rule – Overtime Pay: OT indicates eligible for Overtime pay

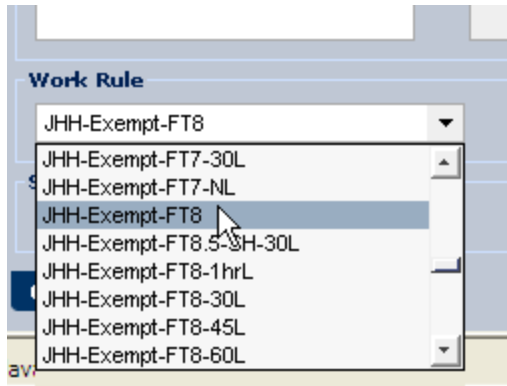


B. Eliminate Shift Pay for a Particular Day

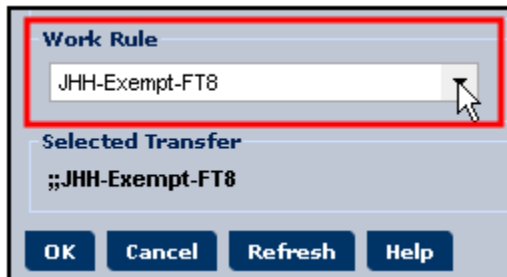
- If you want the employee to receive Shift pay in the future but not for a particular day then you will apply a Transfer Work Rule that does not include the SH (shift).
- Open the employee's Timecard.
- For the day in question, click in the Transfer box next to the In Punch.
- Click the down arrow.
- Click Search.



- This will open the Select Transfer box.
- Focus on the bottom left of the Select Transfer box where Work Rule is.



- Click the down arrow in the Work Rule box.
- Scroll down until you find the appropriate work rule.
- Highlight the work rule.
- In our example, the employee's Pay Rule is **JHH-Exempt-FT-SH**, we chose a Transfer Work Rule that reads **JHH-Exempt-FT**, without the SH for shift differential.
- **Please Note:** If you work at Bayview, the work rule would begin with BMC.



- Once the correct Transfer Work Rule is selected, click OK.
- On the employee's timecard, the Transfer Work Rule will be shown in the Transfer column.

In	Transfer	Out
	▼	
	▼	
12:00PM	;;JHH-Exempt-FT8 ▼	8:30PM

- Click **Save** on the Timecard.
- The Shift pay should go away.
- Follow the same instructions for each day where Shift pay calculated.

C. Eliminate Shift Pay Eligibility

- To eliminate shift pay eligibility you must contact your Internal Service Request (ISR) Initiator to send an ISR Form to Human Resources.