

Payroll Reporting of Shift Differential (Non-Exempt)

Policy and Procedure

Campus: All

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Department: Swedish Research Center

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Purpose

To provide guidelines for reporting the shift worked by a non-exempt employee.

Population Covered

All Swedish Research Center (SRC) non-exempt staff and their managers.

Responsible Persons

All SRC non-exempt staff, their managers, the SRC Administration Department Administrative Assistant, and the T&E Administrator.

Definitions

Brost Report – The report submitted to the Payroll Department for each employee, which documents the time for which they must be paid, along with the type of hours, the project and/or department number to which the hours should be charged, and the shift in which the hours occurred. The employee is paid based on the information itemized on this report.

Non-Exempt Staff – Staff who are paid in hourly wage increments.

Time & Effort (T&E) System – The application used by the Research Center to track time and effort worked by all staff. The data in this system is used to produce the Brost Reports.

Supplemental Information

None

Content

Overview

1. The Time & Effort System can only accommodate a single shift code per pay period for each non-exempt staff, which should be the primary shift of that person.
2. The primary shift of a non-exempt staff is tracked within the Personnel table of the Prgms98 database, which is maintained by the SRC Administration Department Administrative Assistant.

3. Managers are responsible for notifying the SRC Administration Department Administrative Assistant about the primary shift of their non-exempt staff.
4. Non-exempt staff are responsible for notifying their manager if they work a shift other than their primary shift during the current pay period.
5. If a non-exempt staff works multiple shifts during the current pay period, even if it only occurs once, then that staff must submit a hard-copy hospital time card in addition to completing their electronic Time & Effort record.
6. If a non-exempt staff works multiple shifts during a single pay period, then their manager must notify the T&E Administrator prior to the designated time when the T&E Administrator runs the payroll reports.

Guidelines for SRC Non-Exempt Staff

1. If a non-exempt staff works a shift other than their primary shift during the current pay period – even if it just happens one time – then the following procedures must be followed.
2. The Time & Effort report must be filled out at usual.
3. A hard-copy hospital time card must also be filled out prior to the payroll deadline, making sure that the correct shifts are specified.
4. The manager must be notified prior to the payroll deadline that multiple shifts have been worked during the pay period.
5. The hard-copy time card must be delivered to the T&E Administrator prior to the payroll deadline.

Guidelines for the SRC Managers

1. The manager must inform the SRC Administration Department Administrative Assistant of a non-exempt staff's primary shift immediately when that staff is first hired.
2. Any subsequent changes to the primary shift must also be reported to the SRC Administration Department Administrative Assistant prior to the payroll deadline for the pay period in which the change takes effect.
3. If the manager is informed by a non-exempt staff that he or she worked more than one shift during the current pay period, the manager must inform the T&E Administrator of the situation prior to the designated time when the T&E Administrator runs the payroll reports.
4. The manager should approve the staff's Time & Effort report as usual.
5. The manager must also review and sign off on the staff's hard-copy time card and ensure that it is delivered to the T&E Administrator prior to the payroll deadline.

Guidelines for the SRC Administration Department Administrative Assistant

1. The SRC Administration Department Administrative Assistant will ensure that the shift field is kept up to date for all active non-exempt staff in the Personnel table of the Pgrms98 database.
2. All submitted changes to the primary shift of non-exempt staff must be entered into the system prior to the designated time when the T&E Administrator runs the payroll reports.
3. If the SRC Administration Department Administrative Assistant is made aware that a non-exempt staff in the Research Center has worked multiple shifts during the current pay period, he or she should immediately notify the T&E Administrator.

Guidelines for the T&E Administrator

1. If the T&E Administrator is informed that a non-exempt staff in the Research Center has worked multiple shifts during the current pay period, he or she must ensure that the Brost report flag (in the Personnel table of the Pgrms98 database) is turned off for that pay period so that the report does not run.
2. The T&E Administrator should ensure that a Time & Effort report has been submitted for that staff.

3. The T&E Administrator should ensure that a hard-copy time card has been submitted for that staff, which should be submitted to the Payroll Department in the same packet as the rest of the Brost reports.
 4. A brief description of the situation must be included in the exception report that is emailed to the Payroll Specialist when the Brost reports are submitted.
 5. The Brost report flag for that staff must be turned on again after the Brost reports have been run.
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Regulatory Requirement

N/A

References

Hospital Time Card

Manual

SRC Department Manual

Additional Computer Search Words/Terms

Brost Report, Non-Exempt, Shift, Time & Effort, Time Card

Addendum (Addenda, if plural)

None