How is Shift Differential determined in TimeClock Plus?

- Supervisors and Department HR staff are responsible for ensuring that their employees hours are being assigned the appropriate shifts.
- Shift Differential is automatically calculated for eligible State Classified employees in TimeClock Plus.
- A process runs once per hour to assign shifts to eligible employees' hours segments. In the Individual Hours or Group Hours section, a "Shift" column will appear to the left of the "Time In" and be populated with a 1, 2, or 3. For more information on eligibility and the differential for these shifts, see the State Classified section of the HR Manual.
- The shift definitions are:
  - Shift 1: 6:00am to 4:00pm
  - Shift 2: 4:00pm to 11:00pm
  - Shift 3: 11:00pm to 6:00am
- If an employee's hours worked cross between shifts, the entire segment is assignment the shift where the majority of the time falls. If the split between shifts is exactly even, the segment is assigned the shift of the higher number.
- In order for TimeClock Plus to determine a segment's shift, there *must* be a "Time In" and "Time Out" on the shift. This will happen when the employee punches in and out using the mobile app, website, or a standalone clock *or* the employee uses the Timesheet *with* the time in and out option. By default, salaried employees using the Timesheet only have a Time In option:

- If an employee uses this Timesheet, the Shift column will remain blank:

Shift	Time In	Time Out
	Mon 4/26/2021 8:00 AM	<< Time sheet >>

- Email HR_IS@mail.colostate.edu to request that employee switch to the Timesheet option that includes a "Time Out":

- And the employee's segments will have a shift calculated for each:

Shift	Time In	Time Out	Hours
1	Mon 3/1/2021 7:30 AM	Mon 3/1/2021 4:00 PM	8.00
1	Tue 3/2/2021 7:30 AM	Tue 3/2/2021 4:00 PM	8.00
1	Wed 3/3/2021 7:30 AM	Wed 3/3/2021 4:30 PM	8.50

- No special configuration is required if the employee is clocking in and out.

Correcting Shift Differential

- There may be times that the shift assigned to a segment is inaccurate. For example, if an employee clocks out and back in for a break instead of using the Break feature, this will result in the two segments having shift calculated separately on each instead of treating the two together as one shift.
- If the shift needs to be corrected on a single segment, right-click the unapproved segment and choose Edit (or double-click the segment) and click Custom in the bottom left corner:

- Enter the correct shift number in the Shift field, click Save, and approve the segment:

- Note that the number in the Shift column will *not* change, but the custom shift entered will be the one processed in payroll.

- For corrections to shift differential in a previous, locked pay period, submit the corrections to Payroll on a Complete Payroll report.

Other Potential Shift Issues

- If an employee has a missed punch in or out, the shift will not be calculated for that segment until the Missed Punch Exception (*not* just the segment itself) has been approved. Missed Punches can be identified by the blue text color of the "Time In" or "Time Out" and the exception text that appears when rolling over the blue dot in the Exceptions column:

- To approve the Missed Punch Exception, select the segment(s) by clicking the far left checkbox:

- Click the Approve radio button next to "Missed In/Out Punch" and click Apply:

- After approval, the segment will be processed for Shift Differential within the next hour.
- Holidays are not defined in TimeClock Plus for the purposes of shift differential. If an employee should receive shift differential for working on a University holiday, please contact HR_Payroll@mail.colostate.edu.

Manually Initiating Shift Processing

- As stated above, shift processing occurs hourly automatically, but there may be situations where the supervisor or Department HR staff wishes to process shifts on segments manually, such as immediately after adding hours worked to ensure that the correct shift is assigned.

- To initiate shift processing, go to Individual Hours or Group Hours, find the segments to be processed, and select them in the left-most checkbox.
- The segment needs to be unapproved to process shift differential manually.
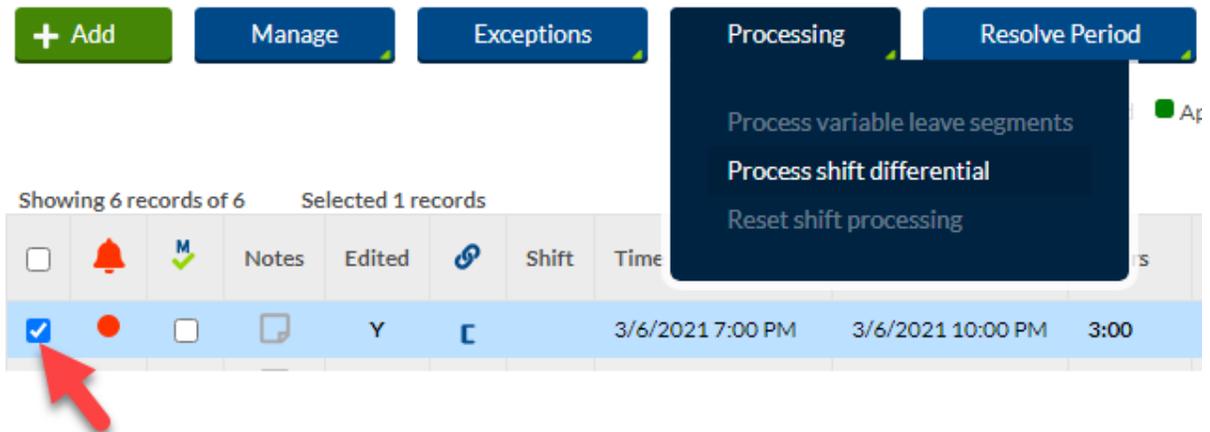
- Above the segments, click the Processing button and choose, "Process shift differential."