

Shift Premium Pay

Effective **October 1, 2010**, eligible employees who regularly work 2nd or 3rd will maintain their respective pay differentials while attending mandatory training or activities during 1st shift, as approved by CDOT.

Eligibility:

- Position is non-exempt
- Position is shift eligible
- Employee's SAP work schedule has at least 3 days working 2nd or 3rd shift (4:00pm-11:00pm or 11:00pm-6:00am)

Qualifying Events: Must be a business function that is held during first shift hours (6:00 am to 4:00 pm)

- Remembrance day
- Safety events
- Employee appreciation
- Mandatory meetings
- Mandatory training (required learning)

SNOW SHIFT IS **NOT** A QUALIFYING EVENT and is not eligible for premium pay

*** Work Schedules should **NOT** be changed to attend the MTA***

Approval: An employee must receive verbal permission from his or her supervisory prior to attending and using the shift premium codes on his or her timesheet. The SAP timesheet entry and its subsequent approval is the official legal time record for CDOT.

What do I do?

1. Obtain approval from supervisor **PRIOR** to attending the qualifying event
2. Enter time as you normally would for the qualifying event on your timesheet
3. Enter a second line with the wage type and the number of hours during 1st shift you attended the qualifying event
 - o Employees who have a 2nd shift work schedule use wage type **7002** – pays 7.5% premium
 - o Employees who have a 3rd shift work schedule use wage type **7003** – pays 10% premium

Time Sheet: Data Entry View

LT	Rec. Cctr	Rec. Order	Acti...	Rec.FuncAr	Work ctr	A/A...	Wage...	MU	Crcy	Total	MO	From	To	TU	From	To
								H		40	10/19/30	06:00		10/19/30	06:00	
								H		40	8			8		
		1800715180	0010		50001740	010N		H		40	8/07:30	15:30		8/07:30	15:30	
							7003	H		40	8			8		

LT	Rec. Cctr	Rec. Order	Acti...	Rec.FuncAr	Work ctr	A/A...	Wage...	MU	Crcy	Total	TU	From	To	WE	From	To
								H		32	10/19/30	06:00		10/19/30	06:00	
								H		34	12			10		
		1500132251	0010		50001740	014N		H		2	2/08:00	10:00				
							7003	H		2	2					
		1500132251	0020		50001740	010N		H		32	10/19/30	06:00		10/19/30	06:00	