

Help Sheet / Procedure for COLTS II Employees — #109

CURRENT PAY PERIOD: ENTERING SHIFT DIFFERENTIAL HOURS

(Note: only employees who are regularly scheduled to work four or more hours between 6:00pm and 6:00am are eligible for shift differential pay for those hours. Only these employees will see a **Shift** tab. This kind of pay was previously called "inconvenience units" or "inconvenience pay". You are entitled to this pay for hours worked as well as leave hours taken if you would have been scheduled to work between 6:00pm and 6:00am if you had not taken leave.)

1. Launch Bear Access.
2. Launch COLTS II, signing in with your NetID and password.
3. If you see the word "Function" in the menu bar near the top of the COLTS II window, click on it and select "My Time Cards" (see figure 1). (If you do not use COLTS II as a supervisor or payroll rep, you will not see the word "Function" in the menu bar.) In the blue Selector Bar, you will see only one blue tab, marked "Job". Under that tab you will see a number of pay periods listed with the current pay period at the top.
4. If you have only one job for which you report hours through COLTS II, click on the current pay period (see figure 2).

If you have more than one job for which you report hours through COLTS II, you will see a list of your jobs under the dates of the current pay period. (If you do not see a list of your jobs, click on the plus sign next to the current pay period and the list will be displayed.) Click on the job for which you are entering time now (see figure 3).

5. In the main panel, click on the **Shift** tab. The **Shift** panel will be displayed (see figure 4).



Figure 1

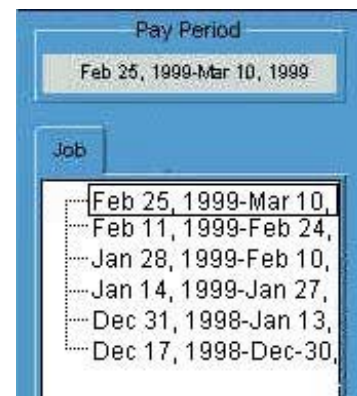


Figure 2

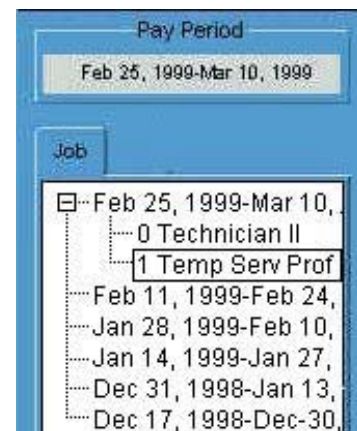


Figure 3

Summary			
	Work	Leave	Total
Thu 10/22	0	0	0
Fri 10/23	0	0	0
Sat 10/24	0	0	0
Sun 10/25	0	0	0
Mon 10/26	0	0	0
Tue 10/27	0	0	0
Wed 10/28	0	0	0
	0	0	0
Thu 10/29	0	0	0
Fri 10/30	0	0	0
Sat 10/31	0	0	0
Sun 11/1	0	0	0
Mon 11/2	0	0	0
Tue 11/3	0	0	0
Wed 11/4	0	0	0
	0	0	0
	0	0	0

Shift Pay

Select

Figure 4

6. If the category of shift differential pay that applies to you does not appear on the **Shift** panel, click on the “Select” button at the right side of the **Shift** panel.
7. In the Selection window that appears (see figure 5) you will see only the shift differential codes that apply to your job. Click in the small box to the left of the type(s) of shift differential pay you need to report during this pay period. A check mark will appear to indicate each type of shift pay you have selected. To remove the check mark, click on it. (You will not be able to un-select any category that already has hours entered into it on any day in the current pay period.) When you have selected the type(s) of shift pay you need, click on the “Done” button to return to the **Shift** panel. The categories you selected will now appear on the **Shift** panel. If you have selected more than three categories there will be a scroll bar near the bottom of the panel.

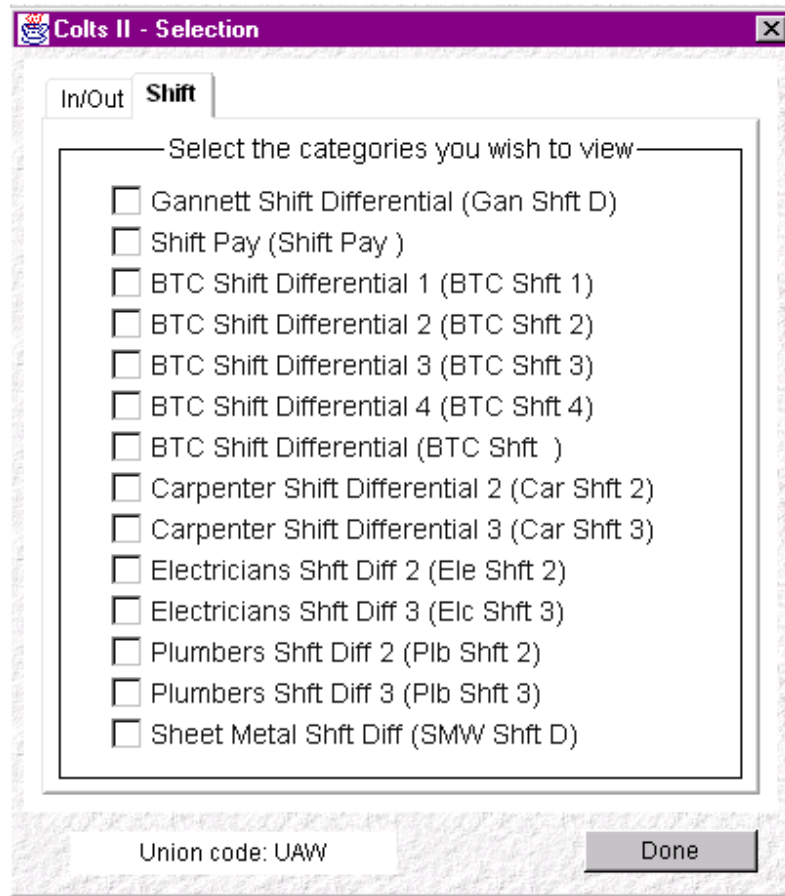


Figure 5

8. For each day you need to report shift differential hours, type in the number of hours (to the nearest tenth of an hour) in the appropriate column. When you click in an entry field you will notice a blue arrow appears, pointing at the field you have clicked in. Clicking on this arrow will bring up the In/Out calculator which, if you wish, can help you to calculate the number of hours. (See the procedure "Using the In/Out Calculator on the Work, Shift, Corrections, or Leave Panels.")

Note: The number of hours you record here must be less than or equal to the total number of hours you reported on the **In/Out** or **Work** panels, or on the **Leave** panel. In other words:

- On the days you work, all the hours you work are reported on the **In/Out** panel or **Work** panel AND the number of hours qualifying for shift differential pay also are reported on the **Shift** panel.
- On the days you take leave (sick time, vacation, etc.) but would have been scheduled to work between 6:00pm and 6:00am if you had not taken leave, all of your leave hours are reported on the **Leave** panel AND the hours qualifying for shift differential pay also appear on the **Shift** panel.