

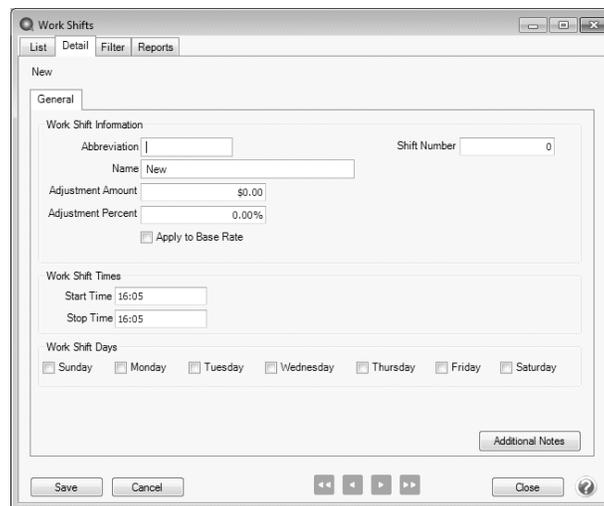
Work Shifts

Document #:	3158	Product:	CenterPoint® Payroll
--------------------	------	-----------------	----------------------

The purpose of work shifts is to allow an employer to set up multiple shifts with an optional shift differential being paid on shifts that the employer selects. Shifts generally pertain to hourly employees, however; they can be set up for any earning type.

Setup Work Shifts:

1. Select **Setup > Payroll Details > Work Shifts**. Click **New**.



2. Enter a unique **Abbreviation** for the work shift (up to 10 characters).
3. Enter a **Name** for this work shift, for example "3rd Shift".
4. If applicable, a **Shift Number** can be entered also.
5. If shift differentials are paid for working this shift, the differential amount should be entered in the **Adjustment Amount** field. For example, if an employee's hourly wage is \$7.50 and the work shift Adjustment Amount is .75, they will be paid \$8.25 when they work this shift. If employees are paid piece work then the Adjustment Amount is added to their piece work rate.

or

In the **Adjustment Percentage**, enter the percentage (zero - 9999) to be used to calculate an adjustment that is a percentage of the base earning rate. When a work shift used in Pay Employees or Time Sheets is configured to do a percentage adjustment, the following calculation is performed: $\text{Base Rate} + (\text{Base Rate} * (\text{Work Shift Percentage} / 100)) = \text{Rate}$. For example, a work shift that is configured to be 25% applied to an earning rate of \$10 would result in: $\$10 + (\$10 * (25/100)) = \$12.50$.

6. If you want to calculate overtime on the hourly rate plus the shift differential, select the **Apply to Base Rate** check box (For example, \$15 an hour + \$1 shift differential x 1.5 OT Multiplier = \$24/hr over time rate.) or if you want to calculate overtime on the hourly rate and then add the shift differential, leave the **Apply to Base Rate** check box unselected (For example, $\$15 \times 1.5 = 22.50 + \$1 \text{ shift differential} = 23.50/\text{hr over time rate}$).
7. Click **Save**.

Setup Work Shift Differentials on Earnings

Earning codes have an option to setup for work shifts. This selection enables the system to automatically add the shift differential amount to the employee's normal wage.

1. Select **Setup > Payroll Details > Earnings**.
2. **Edit** an **Earning** that work shifts apply to.

The screenshot shows the 'Earnings' window with the 'Detail' tab selected. The 'Hourly Pay' earning is being edited. In the 'Earning Information' section, the 'Work Shifts Apply' checkbox is checked. Other fields include 'Abbreviation' (Hourly Pay), 'Name' (Hourly Pay), 'Type' (Regular Pay), 'Method' (Hourly), 'Expense Account' (Salary & Wages Expense), and 'Author' (Red Wing Software). The 'Earning Detail' section shows 'Base Hourly Rate' at \$0.00, 'Multiplier' at 1.00, 'Hourly Rate' at \$0.00, and 'Allocation Rate' at 8.00. There are also radio buttons for 'Tips' and a 'Pay Overtime' checkbox.

3. Select the **Work Shifts Apply** box on the right. Click **Save**.
4. Repeat for each earning that work shifts apply to.

Assign a Work Shift to an Employee

If an employee always works a certain work shift, then the shift can be assigned directly to the employee. If an employee works a variety of shifts, the work shift can be assigned when time is entered or imported from a time clock. When hours are entered into Enter Pay for an employee with a work shift assigned, the work shift will automatically be assigned to the time.

1. Select **Setup > Employees**.
2. Highlight the appropriate employee and click **Edit**.

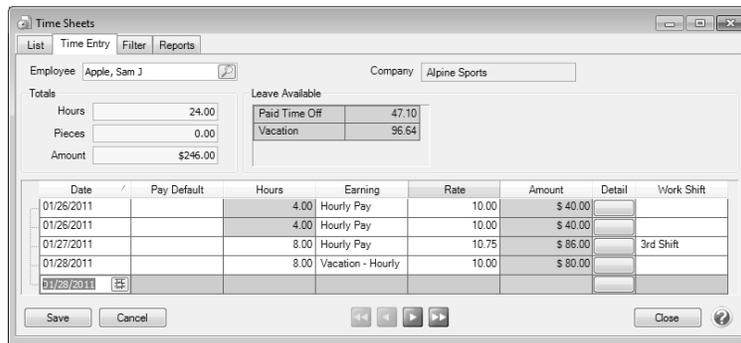
The screenshot shows the 'Employees' window for 'Apple, Sam J.'. The 'Payroll' tab is selected. In the 'Pay Information' section, the 'Work Shift' is set to 'Bird Shift'. Other fields include 'Pay Period' (Weekly), 'Tax State' (IL), 'SUTA State' (IL), 'Workers' Comp Class' (Salesperson), 'Pay Method' (Hourly), and 'Bilingual Check Stub' (English). There are also sections for 'Retirement Plan Information' and 'Federal Reporting Information'.

3. Select the **Payroll** tab. In the **Work Shift** field on the right, specify the appropriate work shift.
4. Click **Save**. Repeat for each employee that is assigned to one work shift.

Processing Payrolls with Work Shifts

If a work shift differential (Adjustment Amount) was assigned to the work shift, when processing a payroll that amount will automatically be assigned to time entered with that work shift. The work shift must be assigned to pay entries in order for it to calculate the adjusted rate.

- » **Importing Time from a Time Clock:** We recommend the work shift information be imported as a field in the time clock import.
- » **Time Sheets:** When entering time in Time Sheets, a column is available for Work Shift. If the Work Shift column is not displayed, **right-click** in the grid and select **Add/Remove Columns** and select **Work Shift**. A different work shift can be specified for each record entered in time sheets. If a work shift is assigned to an employee, that work shift will be assigned to all time records entered for the employee.



- » **Pay Employees:** The Work Shift can be specified on each record entered in Pay Employees. It is accessible by adding the Work Shift column to the Pay Employees screen. **Right-click** in the grid, select **Add/Remove Columns**, and then select **Work Shift**. If a work shift is assigned to an employee, that work shift will by default be assigned to hours entered in Pay Employees.

