

Human Resources Management System Pay Differential For Supervisors and Approvers

Pay differential is additional compensation intended to compensate time worked outside of the regular day shifts; for example 8:00 am – 5:00 pm. Employees are paid Pay Differential based on the appropriate policy manual.

Pay Differential applies to hours taken for paid time off such as sick leave, vacation, etc., only if the employee is normally scheduled to work an eligible shift.

Managers or supervisors will enter Pay Differential every fiscal year for all eligible employees. However, the time entered must be approved every pay period.

Pay Differential schedules have already been entered for Fiscal Year 2007/2008 for existing eligible employees.

The Employee Services Department will enter the initial Pay Differential for all new employees.

For additional information on the Pay Differential policy, contact the Employee Services Department at 480-731-8313.

Pay Differential policies by policy group may be reviewed at the following links:

College Safety - <http://www.maricopa.edu/hrweb/emplrel/polpdf/pol0506/cspol.pdf>
Section 11

Crafts - <http://www.maricopa.edu/hrweb/emplrel/polpdf/pol0506/craftpol.pdf>
Section 9

M&O - <http://www.maricopa.edu/hrweb/emplrel/polpdf/pol0506/mopol.pdf>
Section 9

PSA - <http://www.maricopa.edu/hrweb/emplrel/polpdf/pol0708/psapol.pdf>
Section 4

MAT - <http://www.maricopa.edu/hrweb/emplrel/polpdf/pol0708/matpol.pdf>
Section 11 (Computer Staff)

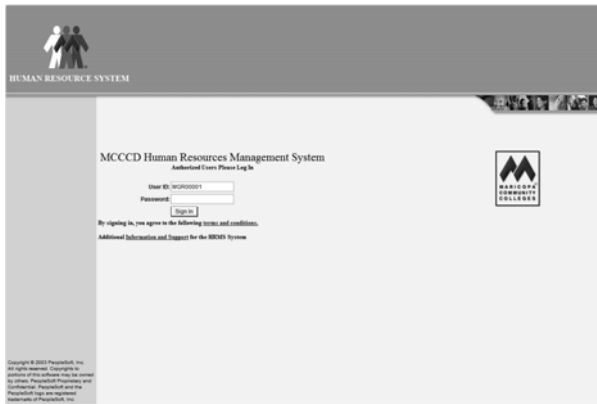
Please Note: Call-Back, Call-Out, and On-Call are not considered Pay Differential. These are considered exceptions, which are entered by the employee and approved by the supervisor in the Time and Labor system, based on the applicable policy manual.

The instructions in this training guide will take supervisors through entering Pay Differential hours/schedule for eligible employees.

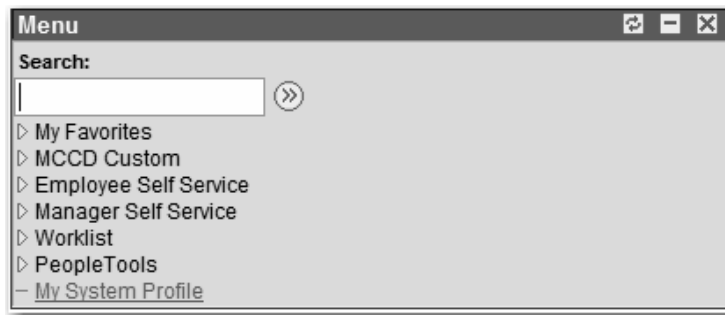


Sign in to HRMS

1. Start Internet Explorer.
2. In the Address field, enter <http://www.maricopa.edu/hrms>.



3. At the HRMS login screen, in the **User ID** field, enter your Enterprise ID.
 4. In the **Password** field, enter your MEMO password.
 5. Press **Enter** or click the **Sign In** button.
- Your HRMS Self-Service menu displays:



- The menu choices displayed vary among employees based on job responsibilities.



Assigning Pay Differential

1. From the Menu, select the path:

Manager Self Service >> Time Management >> Assign Pay Differential

- The **Find an Existing Value** search screen will display.

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with []

Empl Rcd Nbr: = []

Name: begins with []

Include History Correct History

Search Clear Basic Search Save Search Criteria

2. Enter the Employee ID and click the **Search** button.

- If the Employee ID is not known, click in the name field, enter the employee's name and click the **Search** button.
- Click the name of the employee receiving Pay Differential from the search results.
- When the search is complete, the **Assign Pay Differentials** screen will display.

Assign Pay Differentials

Employee: 10110116 **PATRICIA BURSELL**

Job 0 Job Title: PBX Operator Location: Phoenix College
Department: Admissions & Records Supervisor: Blackwell, Mary D.

Pay Differentials 1 of 1

*Effective Date 08/30/2007 *End Date 06/30/2008 Pay Differential Codes

*Schedule	Week One	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Week Two	Sat	Sun	Mon	Tue	Wed	Thu	Fri
1																

Save Return to Search Update/Display Include History Correct History



Entering Pay Differential Hours

1. Click the **drop down arrow** below the word **Schedule**. A list of Pay Differential schedules will display.
 - Click the Pay Differential schedule that applies, based on the employee's work schedule.
 - Refer to the websites on page one of this document for Pay Differential policies by policy group.
2. In the **Week One** and **Week Two** fields below the days of the week, enter the Pay Differential hours. Press **Tab** or click in a field to advance to the next field.
3. Click the plus sign on the right to add an extra line(s) for any additional Pay Differential schedule entries.
4. Enter the work schedule description for the Pay Differential in the large box below the **Schedule** field.

Assign Pay Differentials

Employee: 10110116 **PATRICIA BURSELL**

Job: 0 Job Title: PBX Operator Location: Phoenix College
Department: Admissions & Records Supervisor: Blackwell, Mary D.

Pay Differentials 1 of 1

*Effective: 08/30/2007 *End Date: 08/30/2007 Pay Differential Codes

*Schedule	Week One					Week Two								
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
1 SDS401P - Min (2) Hrs Beyond 5:00pm			2.0	2.0	2.0					2.0	2.0	2.0		
2 SDS4WP - Weekend: Saturday/Sund:	8.0	8.0						8.0	8.0					

Saturday thru Monday 12 am - 9 am.

Click here for a list of Pay Differential Schedules.

Save Return to Search Update/Display Include History Correct Histo

5. Click the **Save** button when the entries are complete.



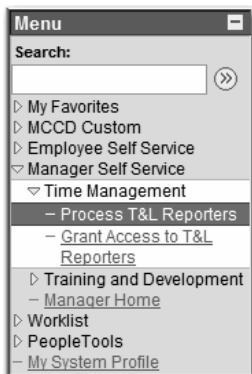
Pay Differential Approval

The supervisor who entered the Pay Differential hours will also approve those hours every pay period, in Time and Labor.

- Managers or supervisors enter the Pay Differential every fiscal year for all eligible employees. These hours are approved every pay period.
- The supervisor approves the Pay Differential in Time and Labor.

1. Select the following path in the HRMS Self-Service Menu:

Manager Self Service > Time Management > Process T & L Reporters



- The Process T&L Reporters page below will display. (If there are multiple employees assigned to a supervisor, all will display on this page.)



	Urs, Cristian T 15000002 Active	110-700-151090-51230 0 Science Lab Technician Elapsed Time Reporter	10101131 Little, Heidi L.	700-PAYDIF Pay Differential Testing	
		Time Reporting Code		Hours	APPROVE TIME
		Shift Differential - \$.40/hr		12.00	
		Shift Diff PS Weekend \$.40/hr		32.00	
		-- Total Hours		44.00	
		-- Work Schedule Hours		0.00	

OPEN MESSAGE BOARD

Click here to view details

2. Click the **Time Reporting Code - Total Hours** located in the blue box for the employee receiving Pay Differential to view a detailed summary of Pay Differential and Exceptions.
3. Click the **Approve Time** button, if the Pay Differential schedule is correct.



4. To make modifications, click the **Return to Job Search** button.
 - Click the employee name link and make modifications as necessary.
 - Click the **Submit Time** button.
5. Click the Return to Job Search button after reviewing and approving an individual employee to return to the **Process T&L Reporters** page and continue the approval process.
 - If there are no modifications needed for any employees on your list, click the **Approve All** button.

Sign Out of HRMS

1. At the top right corner, click **Sign Out**.
 - HRMS will automatically sign out after twenty (20) minutes of no activity.
2. From the **File menu**, select **Close** or click on the red X at the top right of your screen.

Modifications to Approved Pay Differential

Any modifications or back dating to approved Pay Differential entries will require a Personal Action Request (PAR). The PAR form may be downloaded from <http://www.maricopa.edu/hrweb/download.php>.

It is recommended that all changes occur at the beginning of a pay period.

Exceptions: Those not on a standard schedule are required to complete a time card and RPS, i.e. one day pay differential.

Retro Corrections: Corrections can not be processed without a Personnel Action Request (PAR) form and given to the appropriate District Coordinator of Employee Services.

