

Entering Wage Type Differentials

Payroll Administration

November 1, 2018

Lump Sum Payment of Differentials

The purpose of this Job Aid is to provide information to time-reporting personnel, on time entry instructions for lump sum payment of differentials. Such differentials are calculated on a seasonal or semestral basis, and payment will be made in a lump sum amount following the end of the semester or season.



Please refer to the following Reference Guide for more details regarding the 2018-2019 Lump Sum Payment.

- ❖ BUL-3856.5 | **Guidelines for Supplemental Assignment Differentials**
- ❖ REF-1802.15 | **Time Reporting Instructions for Lump Sum Payment of Differentials**

Use the following instructions to time report seasonal or semestral basis Lump Sum Payment of Differentials. The instructions begin from the **CAT2 Time Sheet: Initial Screen**.

The Time Sheet: Initial Screen will display. The Key date default is the current date.

Note: In this example, we are using Data Entry Profile AA-HRS-1 and Key date 1/8/2019.

1. From the Drop-Down, select the appropriate Data Entry Profile for Regular Assignment.
2. Enter the Personnel Number.
3. Change the Key date if necessary.
4. Click on Enter Times to access the time sheet.

A screenshot of the "Time Sheet: Initial Screen" web interface. The screen is divided into two main sections: "Data Entry" and "Personnel Selection". In the "Data Entry" section, there is a "Data Entry Profile" dropdown menu set to "AA-HRS-1" and a "Key date" field set to "01/08/2019". In the "Personnel Selection" section, there is a "Personnel Number" field with a yellow highlight and a search icon. Four red callout boxes with white text and arrows point to specific elements: "4. Select Enter Times" points to a pencil icon in the top left; "1. Select the appropriate Data Entry Profile" points to the dropdown menu; "3. Change the Key date if necessary" points to the key date field; and "2. Enter Personnel Number" points to the personnel number field.

NOTE: Monthly differentials are system-generated and do not require entry by the timekeeper, contact Human Resources or Personnel Commission for assistance.

The Time Sheet: Data Entry View will display as shown below.

5. Enter or select the Wage Type in the first available cell under **Wage Type** column.
6. Enter or select the Percentage, example: 25, 50, 100) in the first available cell under the **MU** column.
7. On the **last day** of the month, enter the percentage for the reported Wage Type.
8. Enter Rec CCtr, Enter RecFund, and Rec.FuncAr.
9. Select Save.

Note: Multi-funded differentials must be entered on separate data entry lines for each applicable funding string and the percentage must be applied to different dates with the reporting month.

Time Sheet: Data Entry View

Person ID: [] Job: 11100731 ELEM TCHR / ELEM Cost Center: 1789001 Fund: 010-0000 Functional Area: 1110-1000-13027 Perc...: 100.00

Assignment Hrs: 6.00 WS rule: 1CA06JBB TM status: 9

Payroll area: CE Personnel area: ZUTK Pers. subarea: CSXX EE group: A EE subgroup: R1 Average Benefit Hours: 0.00

DWS: 6 6 6 OFF OFF 6 6 6 6 6 OFF OFF 6 6 6 6

Personnel Number: [] Cost Ctr: 1789001 WOODLAND HILLS CES

Data Entry Period: 01/16/2019 - 01/31/2019 Week: 03.2019

LT	A	Wage Type	MU	01/16	01/17	01/18	01/19	01/20	01/21	01/22	01...	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	Rec. C...	RecFund	Rec.FuncAr	
				6.00	6.00	6.00	0.00	0.00	0.00	6.00	6.00	6.00	6.00	0.00	0.00	6.00	6.00	6.00	6.00				
		1310	%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
		1311	%																50	1789001	010-0000	1110-1000-11260	
																				50	1789001	010-0000	1110-1000-13027

* Enter funding as directed if the differential will be paid from an account other than the one displayed in the position window at the top of the Time Sheet: Data Entry View (Cost Center, Fund, Functional Area, and Percentage) enter the appropriate budget information.

Examples of Wage Types

Wage Type (1) 29 Entries found			
Restrictions			
WT	Wage Type Long Text	Start Date	End Date
0112	Mileage Pay	01/01/1900	12/31/9999
0432	FMLA/CFRA Half-Illness	01/01/2017	12/31/9999
0471	Comp-Prior Per Temp Disab	01/01/1900	12/31/9999
0472	Offst-Prior Per TempDisab	01/01/1900	12/31/9999
1308	Coord Assignment Rate 1	01/01/1990	12/31/9999
1310	GATE Coordinator Diff	01/01/2016	12/31/9999
1311	Coord Assignment Rate 2	01/01/1900	12/31/9999
1313	Tchr, Suppl Home Tchr	01/01/1990	12/31/9999



For a complete list of lump sum differentials, please refer to **REF-1802.15**.

Differentials Reported as Hours:

1. Enter or select the Wage Type in the first available cell under **Wage Type** column.
2. Enter or select "HR" In the MU column.
3. Type the number of hours of the differential that the employee worked (example: 5, 8, or 12) on the appropriate day of the month.
4. Select Save.

Time Sheet: Data Entry View

Person ID: [] Cost Center: 1194401 Fund: 010-6500 Functional Area: 5750-1110-12005 Perc...: 100.00

Job: 11100740 SP ED TCHR / SPE Assignment Hrs.: 6.00

WS rule: 1CA06JBB TM status: 9

Payroll area: CE Personnel area: 2UTK Pers. subarea: CSXX EE group: A EE subgroup: R1 Average Benefit Hours: 0.00

DWS: 6 6 6 OFF OFF 6 6 6 6 6 OFF OFF 6 6 6 6

Personnel Number: [] Cost Ctr: 1194401 CARLSON HOSP (K-12)

Data Entry Period: 01/16/2019 - 01/31/2019 Week: 03.2019

LT	A	Wage Type	MU	P	01/16	01/17	01/18	01/19	01/20	01/21	01/22	01/23	01/24	01/25	01/26	01/27	01/28	01/29	01/30	01/31	Rec. Cctr	RecFund	Rec.F
					6.00	6.00	6.00						00	6.00	6.00	0.00	0.00	6.00	6.00	6.00			
					0.00	0.00	0.00						00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
		1313	HR		6	6	6																

Annotations in the screenshot:

- 1. Enter Wage Type (points to cell 1313 in Wage Type column)
- 2. Select HR (points to cell HR in MU column)
- 3. Enter Number Hours (points to cell 6 in 01/16 column)
- 4. Select Save (points to Save icon in toolbar)