

# How to enter paid shift differential in NEATS

Start by recording your regular hours.

The screenshot shows the NEATS software interface. At the top right, there is a status bar with 'SICK' and '479:16'. Below this is a row of buttons: 'Save', 'Validate', 'Submit', 'Copy...', 'Print...', and 'Cancel'. To the right of these buttons are two text boxes: 'Hash Total: 40.00' and 'Time Total'. Below the buttons is a header row for a table with columns: 'Line', 'Activity', 'Project/Job', 'Req#', 'Event', 'Rsn', 'Mon 03/07', 'Tue 03/08', 'Wed 03/09', 'Thu 03/10', 'Fri 03/11', and 'Sat 03/12'. The first row of data is under the 'Standard Events' section, with values: Line 1, Activity 170, Project/Job ISAGA, Event PRT, and hours of 8.00 for each day from Monday to Friday, and 0.00 for Saturday. Below this row are three sections: 'Leave [ ]' and 'Overtime [ ]', each with a '1' in a box and a link to 'Add a new row...'. A mouse cursor is pointing at the 'Validate' button.

Assuming each hour worked qualifies for shift-differential pay, add a new row to record the shift-differential hours.

This is a close-up screenshot of the NEATS software interface, focusing on the 'Standard Events' section. A red circle highlights the 'Add a new row...' link, which is preceded by a '1' in a box. A mouse cursor is pointing at this link. The background shows the same table structure as the previous screenshot, with the first row containing '1', '170', 'ISAGA', 'PRT', and 8.00 hours for each day.

Use the **PSD** event code for this new row. And don't forget to add a valid activity and job.

Line	Activity	Project/Job	Req#	Event	Rsn	M
1						0
2	170	ISAGA		PSD		

Fill in the paid shift differential (PSD) hours.

This timesheet says that for each hour worked, the employee qualifies for shift-differential pay.

Line	Activity	Project/Job	Req#	Event	8.00	8.00	8.00	8.00	8.00	0.00
1	170	ISAGA		PRT	8.00	8.00	8.00	8.00	8.00	0.00
2	170	ISAGA		PSD	8.00	8.00	8.00	8.00	8.00	0.00

If you split your time between job numbers (funding sources), the timesheet might look like this...

**Hours worked are split between two job numbers (ISAGA and ISAUI). For each job number within each day, paid shift differential is applied.**

1	170	ISAGA	PRT	4.00	4.00	4.00	4.00	4.00	0.00
2	170	ISAGA	PSD	4.00	4.00	4.00	4.00	4.00	0.00
3	170	ISAUI	PRT	4.00	4.00	4.00	4.00	4.00	0.00
4	170	ISAUI	PSD	4.00	4.00	4.00	4.00	4.00	0.00

1 \* Add a new row...

Leave [ ]

1 \* Add a new Leave row...

Leave typically qualifies for Shift differential...

**Annual is taken on Friday. The employee qualifies for shift-diff while on annual, so this is recorded in the Standard Event section of the timesheet.**

SICK 479:16

Time Total: 80

1	170	ISAGA	PRT	4.00	4.00	4.00	4.00	0.00	0.00
2	170	ISAGA	PSD	4.00	4.00	4.00	4.00	4.00	0.00
3	170	ISAUI	PRT	4.00	4.00	4.00	4.00	0.00	0.00
4	170	ISAUI	PSD	4.00	4.00	4.00	4.00	4.00	0.00

1 \* Add a new row...

Leave [ ]

5			UAL	0.00	0.00	0.00	0.00	8.00	0.00
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1 \* Add a new Leave row...

Overtime [ ]

Please contact DETR-HR for more information on recording paid shift differential in NEATS.