

Special Pay, On Call Pay and Shift Differential Overview

Civil Service may authorize Special Pay (Premium pay) for positions in a job where employment conditions are unusual or authorize additional compensation for employees performing on-call/shift work.

The LaGOV HCM system will allow the payment of Special Pay (Premium Pay) to be automatically handled in many instances. The system is configured to base the payment of the automatically paid special pay on a wage type that has a system payroll rule “tied” to it. An example of a system payroll rule would be **Actual Hours Worked**. Using a special pay wage type tied to this payroll rule will pay an employee a certain rate per hour for all hours the employee works. Overtime will also be included in the calculation of the number of hours worked. The hourly rate associated with this wage type is entered on the **Basic Pay** infotype (0008).

When an employee is hired or transfers into a position that has been authorized by Civil Service to receive Special Pay (Premium Pay), On Call Pay, or Shift Differential Pay the employee **must** be set up with the appropriate wage type(s) and hourly rate(s) on the **Basic Pay** infotype (0008). This should **ONLY** be done for the type and amounts approved by the agency and applicable to the individual employee. For example – A position may be eligible to earn an extra hourly amount because of longevity at a particular facility. The employee may get \$.50 an hour for working over 3 years.

The automation of these additional payments is based on the regularity and rules for payment. If an employee always receives a set hourly amount based on all of the actual hours worked, regular hours worked or is paid a flat rate each pay period, the system is able to automatically compute the compensation due the employee. Automation of these payments cannot be handled if an agency is authorized to pay an employee a certain rate for working in one area of the facility and another rate if they work in yet another area of the facility in the same pay period.

Special Pay

There are two separate methods to handle the payment of Special Pay – Manual and Automatic. The one common factor between the two different methods is that **the wage type(s) and hourly rate(s) of each special pay must be entered on the Basic Pay infotype (0008) in order for the special pay to be paid.**

Manual special pay is generated when E.A enters a manual special pay wage type(s) and hourly rate(s) on the **Basic Pay** infotype and the timekeeper codes a matching attendance code on the time entry screen. For the manual special pay, the system calculates the amount to be paid utilizing the number of hours coded with that attendance type multiplied times the rate on the **Basic Pay** infotype. Automatic special pay is generated using the wage type(s) and hourly rate(s) on the **Basic Pay** infotype and calculating the hours which should be paid based on the system payroll rule attached to each wage type.

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Six system payroll rules exist for the automatic payment of special pay:

1. **ACTUAL HOURS WORKED** - A wage type tied to this rule and entered on the **Basic Pay** infotype will automatically pay the rate specified on all hours **worked**. Overtime hours are included as hours worked. Nothing is paid for hours of leave taken.
2. **ALL HRS PD EXCEPT K-TAKEN** - A wage type tied to this rule and entered on the **Basic Pay** infotype will automatically pay the rate specified for all hours paid except K leave taken. This will pay for regular hours worked, overtime hours and leave taken except K leave taken.
3. **FLAT RATE** - A wage type tied to this rule and entered on the **Basic Pay** infotype will automatically pay the specified fixed amount and will only be adjusted in the event the employee goes on LWOP.
4. **REGULAR HOURS WORKED + Holiday** - A wage type tied to this rule and entered on the **Basic Pay** infotype will automatically pay the rate specified on all regular **hours worked**, including holidays. Nothing is paid for hours of leave taken or overtime hours worked.
5. **REG. HRS + LEAVE HRS + OT HRS – (All Pd Hrs)** A wage type tied to this rule and entered on the **Basic Pay** infotype will automatically pay the rate specified for all regular hours, overtime hours and leave taken. This will only be adjusted by LWOP hours.
6. **REGULAR HOURS WORKED** - A wage type tied to this rule and entered on the **Basic Pay** infotype will automatically pay the rate specified on all regular **hours worked**. Nothing is paid for hours of leave taken or overtime hours worked.

The following manual wage types exist to provide a method for the payment of the special pay that does **not** fall in the automatic system payroll rules.

- **MANUAL ENTRY** - A wage type(s) and the rate(s) entered on the **Basic Pay** infotype will be paid **ONLY** when a matching attendance type with hours to be paid is entered by the timekeeper in time entry.

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Three **Types** of special pay:

- **Extra Duty** - an extra payment given to an employee that is required to share work of a higher responsibility for a specific time period.
- **Hazardous Duty** - an extra payment given to an employee that works in a dangerous job that requires additional skills or machinery to perform. The job the employee performs could possibly be hazardous to their health.
- **Retention/Recruitment** - an extra payment given to an employee because of the isolation of the facility, high demand of the job, extra training or education, or to bring salary up to private industry standards.

There will be sub types associated with the above types for further explanation and reporting capability. The **Sub Types** are:

- **Certification** - an extra payment given because of special certification an employee has received.
- **Chase Team, Tactical Team, Tower Climbers** - an extra payment given to a group of employees because of the additional skill needed to perform the job.
- **Duties** - an extra payment given because of specific duties an employee performs.
- **Facility** - an extra payment given because of the facility at which an employee is working.
- **Longevity** - an extra payment given because of the length of service an employee has been at a facility.
- **Position Authorized** - an extra payment given to specific positions or groups of positions.
- **Specialty Units** - an extra payment given because of work performed in a specific unit.

The following is a chart that should be used to determine the Wage Type(s) and manual Attendance Type(s) associated with the Special Pay Type, Sub Type and System Payroll rules.

An employee can be set up to receive one or more Special Pays including a combination of manual and automatic if appropriate.

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Shift Differential Pay / On Call Pay Shift Differential Pay

Shift Differential is an additional pay allowance for employees who work non-standard hours.

All Shift Differential wage types are manual. The E.A. Unit will have to enter a manual Shift Differential wage type(s) and hourly rate(s) on the **Basic Pay** infotype for an employee authorized and approved for Shift Differential Pay. When the employee is to be compensated for working non-standard hours a matching Shift Differential Pay attendance code **must** be entered by the timekeeper on the time entry screen, along with the hours the employee should be compensated.

The following Shift Differential Wage Types and matching attendance codes are available for use:

Wage Type	Attendance Type	Text
0064	0064	Shift Diff Regular
0051	0051	Shift Diff 2 nd Shift
0052	0052	Shift Diff 3 rd Shift
0053	0053	Weekend Shift Diff
0054	0054	Weekend Shift Diff 2 nd
0055	0055	Weekend Shift Diff 3 rd
0056	0056	Holiday Shift Diff
0057	0057	Holiday Shift Diff 2 nd
0058	0058	Holiday Shift Diff 3 rd
0059	0059	Weekend Hol Shift Diff
0060	0060	Weekend Hol Shift Diff 2 nd
0061	0061	Weekend Hol Shift Diff 3 rd

On Call Pay

On Call Pay compensation is for hours worked in excess of regularly scheduled hours of duty, when the worker is available for call back to his/her duty state, work-ready, within a specified period of time, at the direction of his/her appointing authority.

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There are two On Call Pay wage types in the LaGOV HCM system. The payment for On Call pay will be a manual process. The E.A. Unit will have to enter manual On Call wage type(s) and hourly rate(s) on the **Basic Pay** infotype for an employee authorized and approved for On Call Pay. When the employee is to be compensated for being On Call a matching On Call Pay attendance code will need to be entered by the timekeeper on the time entry screen along with the hours the employee should be compensated.

Below are the wage type(s) and matching attendance type(s) needed to set up and process compensation for On Call Pay:

Wage Type	Attendance	Type	Text
0062	0062		On Call Pay
0063	0063		On Call Weekend/Hol Pay