

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 2024-25 Lump Sum Payment.

- ❖ **REF-1802.22 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 1/12/2025.

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 timesheet.

Time Sheet: Initial Screen		
 4. Select Enter Times		
1. Select the appropriate Data Entry Profile		
Data Entry	AA-HRS-1	Absence & Attendance Hours for ONE employee
Data Entry Profile	01/12/2025	3. Change Key date if necessary
Key date		
Personnel Selection		
Personnel Number	<input type="text"/>	2. Enter Personnel Number

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

Examples of Wage Types

Wage Type (1) 30 Entries found				
Restrictions				
WT	Wage Type Long Text	Start Date	End Date	
0472	Offst-Prior Per TempDisab	01/01/1900	12/31/9999	
1308	Coord Assignment Rate 1	01/01/1990	12/31/9999	
1309	Climate Lit Champ Diff	01/01/2024	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	
1386	Diff Lib MDI Tchr	01/01/1990	12/31/9999	
1391	Spvn, El Voluntary	01/01/1990	12/31/9999	

 For a complete list of lump sum differentials, please refer to **REF-1802.22**.

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, 6, or 8) on the appropriate day of the month.
4. Select Save.

4. Select Save

Time Sheet: Data Entry View

Person ID		Cost Center	Fund	Functional Area	Percent...
Job	11100736 SEC TCHR / SECON		010-0000	1110-1000-10989	100.00
Assignment Hrs.	6.00				
WS rule	1CA06JBB	TM status	9		
Payroll area	CE	Personnel area	2UTK	Pers. subarea	CSXX
DWS	6	6	OFF	OFF	6
			6	6	6
			6	6	6
			OFF	OFF	6
			6	6	6
Personnel Number		Cost Ctr			
Data Entry Period	01/16/2025 - 01/31/2025	Week	03.2025		

Data Entry Area		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
LT	A/A...													
	H	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
		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
	1313 HR	6.0	6.0				6.0	6.0	6.0	6.0				

1. Enter Wage Type

2. Select HR

3. Enter Number of Hours