

Human Resource Services SHIFT DIFFERENTIAL PAY REQUEST

Any employee who is required to work between 6 P.M. and 10 P.M. as part of the employee's **regularly** scheduled work hours shall receive differential pay of 3%.

Any employee who is required to work between 10 P.M. and 6 A.M. as part of the employee's **regularly** scheduled work hours shall receive differential pay of 6%.

Section I: Supervisor Request			
☐ New Request ☐ Chan	ge Cancel		
Employee Name:		Employee ID:	
Supervisor Name:		Department:	
Regular Work Schedule (please	list days and times o	of regular work schedule)	
<u>Comments</u>			
Effective Date:		(Any request received after the 1 st of the month,	will
Section II: Employee/Superviso	r Acknowledgemen	nt	
I acknowledge that this informa future changes to a regular wor	ition is correct. Huma king schedule.	nan Resource Services must be notified of any	
Employee Signature	Date	Supervisor Signature Date	
Section III: Approval			
Dean/Director Signature	Date	Human Resource Services Use Only	
		Effective Date: Entry Date:	
Vice President Signature	Date	Hours at 3% Total 3% Shift Pay \$ Hours at 6%	
Human Resources Signature	Date	Total 6% Shift Pay \$	

Original: Human Resource Services Copy: Payroll, Department, Employee