



# 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      Change      Cancel

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Department: \_\_\_\_\_

**Regular Work Schedule** (please list days and times of regular work schedule)

\_\_\_\_\_  
\_\_\_\_\_

### Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective Date: \_\_\_\_\_ (Any request received after the 1<sup>st</sup> of the month, will be effective the following month)

## Section II: Employee/Supervisor Acknowledgement

I acknowledge that this information is correct. Human Resource Services must be notified of any future changes to a regular working schedule.

\_\_\_\_\_  
Employee Signature                      Date                      Supervisor Signature                      Date

## Section III: Approval

\_\_\_\_\_  
Dean/Director Signature                      Date

\_\_\_\_\_  
Vice President Signature                      Date

\_\_\_\_\_  
Human Resources Signature                      Date

<i>Human Resource Services Use Only</i>	
Effective Date: _____	Entry Date: _____
Hours at 3% _____	
Total 3% Shift Pay \$ _____	
Hours at 6% _____	
Total 6% Shift Pay \$ _____	