

County of San Bernardino Override Employee Shift for Relief Work by MANAGER/SUPERVISOR

Overview

Currently when a Day-Shift employee provides relief work for another employee who is regularly assigned to an Evening/Night Shift, the employee providing the relief-work employee is eligible to receive shift pay for those hours, swing shift/REG2 or night shift/REG3. Instead of submitting payroll adjustments after the event occurred, Managers can now Override the employees Day Shift to a Rotating Shift allowing the employee to now be paid the shift differential when worked.

A new page will allow eTime Managers, Alternate Managers and Data Time Administrators (DTA) to initiate the process by using the **Override Shift - Relief Work** page. The process overrides the employee's shift for one pay period at a time. If employee provides shift work longer than one or two pay periods, a JAR should then be processed to 'permanently' move to a rotating shift until relief work is complete. At that time another JAR should be processed putting the employee back on day shift.

Overrides can begin on Saturday after the processing payroll cycles closes for the next pay period. Normal eTime deadlines are enforced. Only employees whose MOUs allow for relief work AND those employees must be currently assigned to a Day Shift, may have the override applied.

Navigation:

Main Menu > Manager Self Service > eTime Management > Override Shift – Relief Work

Procedures:

Add a New Override Request

1. Click on **Add a New Value** tab and type in the employee's ID number. EMACS will infer the next *Pay Period End Date*.
2. Click on the **Add** button.

Override Shift - Relief Work

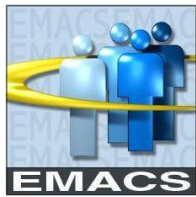
Find an Existing Value Add a New Value

Empl ID: 🔍

Empl Rcd Nbr: 🔍

Pay Period End Date: 📅

Add



County of San Bernardino Override Employee Shift for Relief Work by MANAGER/SUPERVISOR

3. Click the **Approve** button.

Employee ID: S3070	Empl Rcd Nbr: 0	Duck,Daffy	Job Title: Sheriff's CustodySpecial 12 hr	Pay Period End: 02/19/2016
Job Information				
Job Code: 19461	Std Hrs: 42.00	Reg/Temp:Regular	Workgroup: T&I114CS	
Department:44710 Sheriff Central Detent Ctr	Pay Group: C14	Union Cd: TI	TRC Program ID: T&I17	
Supervisor: Mouse,Mickey				
Override Information				
Start Date Override	End Date Override	Override Workgroup	Original Workgroup	
02/06/2016	02/19/2016	T&IR14CS	T&I114CS	
Approved:		by		
Withdrawn:		by		
<input type="button" value="Approve"/> <input type="button" value="Withdraw"/>				
<input type="button" value="Notify"/>				

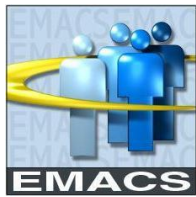
4. Click the **OK** button.

Message
Approval of this request was successful (31000,19)
<input type="button" value="OK"/>

5. Request is now complete.

Employee ID: S3070	Empl Rcd Nbr: 0	Duck,Daffy	Job Title: Sheriff's CustodySpecial 12 hr	Pay Period End: 02/19/2016
Job Information				
Job Code: 19461	Std Hrs: 42.00	Reg/Temp:Regular	Workgroup: T&I114CS	
Department:44710 Sheriff Central Detent Ctr	Pay Group: C14	Union Cd: TI	TRC Program ID: T&I17	
Supervisor: Mouse,Mickey				
Override Information				
Start Date Override	End Date Override	Override Workgroup	Original Workgroup	
02/06/2016	02/19/2016	T&IR14CS	T&I114CS	
Approved: 02/13/2016 10:21:13AM		by Mouse,Mickey		
Withdrawn:		by		
<input type="button" value="Approve"/> <input type="button" value="Withdraw"/>				

6. Hit the **Home** link in the upper right hand of the page to continue working.



County of San Bernardino Override Employee Shift for Relief Work by MANAGER/SUPERVISOR

Withdraw an Existing Request

1. On the **Find an Existing Value** tab and type in the employee's ID number. EMACS will infer the next *Pay Period End Date*.
2. Click on the **Search** button.

Override Shift - Relief Work

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Empl ID:

Empl Rcd Nbr:

Pay Period End Date:

Request Number:

Last Name:

Department:

Search View:

3. Click on the **Withdraw** button.

Employee ID: S3070 Empl Rcd Nbr: 0 Duck,Daffy Job Title: Sheriff's CustodySpecial 12 hr Pay Period End: 02/19/2016

Job Information

Job Code: 19461	Std Hrs: 42.00	Reg/Temp:Regular	Workgroup: T&I14CS
Department: 44710 Sheriff Central Detent Ctr	Pay Group: C14	Union Cd: TI	TRC Program ID: T&I17
Supervisor: Mouse,Mickey			

Override Information

Start Date Override	End Date Override	Override Workgroup	Original Workgroup
02/06/2016	02/19/2016	T&IR14CS	T&I14CS

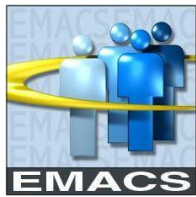
Approved: 02/13/2016 10:21:13AM by Mouse,Mickey

Withdrawn: by

4. Click the **OK** button.

Message

Approval of this request was successful (31000,19)



County of San Bernardino Override Employee Shift for Relief Work by MANAGER/SUPERVISOR

5. Request is now withdrawn.

Employee ID: S3070	Empl Rcd Nbr: 0	Duck,Daffy	Job Title: Sheriff's CustodySpecial 12 hr	Pay Period End: 02/19/2016
Job Information				
Job Code: 19461	Std Hrs: 42.00	Reg/Temp:Regular	Workgroup: T&I114CS	
Department: 44710 Sheriff Central Detent Ctr	Pay Group: C14	Union Cd: TI	TRC Program ID: T&I17	
Supervisor: Mouse,Mickey				
Override Information				
Start Date Override	End Date Override	Override Workgroup	Original Workgroup	
02/06/2016	02/19/2016	T&IR14CS	T&I114CS	
Approved: 02/13/2016 10:21:13AM by Mouse,Mickey				
Withdrawn: 02/13/2016 11:00:15AM by Mouse,Mickey				
<input type="button" value="Approve"/> <input type="button" value="Withdraw"/>				

6. Hit the **Home** link in the upper right hand of the page to continue working.

Interfacing Departments

Interfacing departments may also use this process if you have employees who are eligible for relief work. You'll need to submit a Security Access Request for EMACS form for perform the functions of **Other** specifically requesting M_INF_MGR access for the Override Shift – Relief Work Page. You will also need to establish the eTime Manager/Employee relations in EMACS.

The Manager Deadline of Tuesday at 11pm on the payroll processing week is your cutoff. If any changes needed after the deadline, contact Central Payroll directly.