## **Entering Tools Differential for Unit E Employees Only**

## **Payroll Administration Branch**

March 12, 2024

Effective July 1, 2023, the daily flat rate for eligible **Unit E** field assigned employees who use their personal vehicle to haul District materials, tools, supplies and equipment for District business has increased.

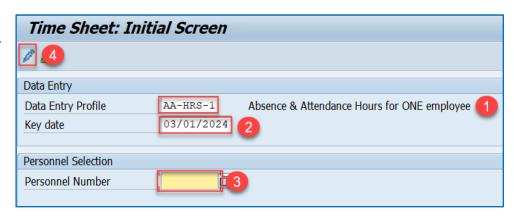
The new rates shall be \$9.00 per day for passenger car or station wagon, and \$12.00 per day for pick-up truck or van. The amount for vehicles hauling in excess of 200 pounds shall increase to \$15.00 per day. (Reference the Premium Tools Table on the following page).

The purpose of this Job Aid is to provide information to time reporting personnel on time entry instructions needed to reflect the increased daily flat rate for the tools differential for Job Cost and non-Job Cost employees.

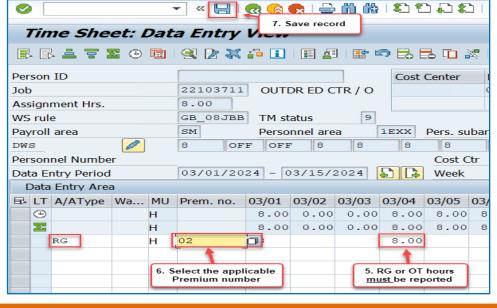


The instructions begin from the CAT2 Time Sheet: Initial Screen.

- The Time Sheet: Initial Screen will display. Select the Data Entry Profile AA-HRS-1.
- 2. Key date defaults to current date, change as applicable.
- 3. Enter Personnel Number.
- 4. Click on Enter Times icon to access the time sheet.



The **Time Sheet: Data Entry View** will display, continue instructions below.



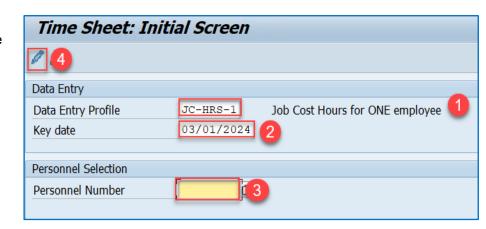
- 5. **RG** or OT hours <u>must</u> be reported, even for TMS-9 employees in order for the Tools Differential to be paid.
- 6. Select the applicable Premium number for the tools differentials.
- Save record.

Note: Entering "02" on step 6 will pay a total \$9 daily flat rate for the work day.

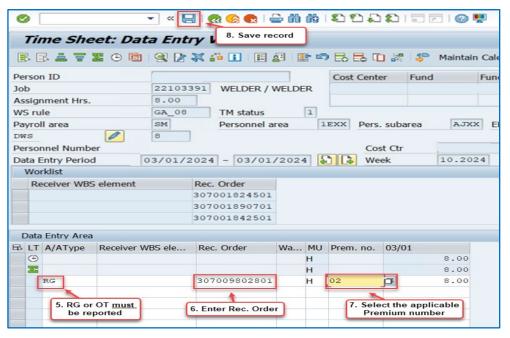
## Time entry instructions for Job Cost employees below.

The instructions begin from the CAT2 Time Sheet: Initial Screen.

- The Time Sheet: Initial Screen will display. Select the Data Entry Profile JC-HRS -1.
- 2. Key date defaults to current date, change as applicable.
- 3. Enter Personnel Number.
- Click on Enter Times icon to access the time sheet



The **Time Sheet: Data Entry View** will display, continue instructions below.



- 5. RG or OT hours must be reported, even for TMS-9 employees in order for the Tools Differential to be paid.
- 6. Enter the Rec. Order number.
- 7. Select the applicable Premium number for tools differential.
- Save record.

Note: Entering "02" on step 7 will pay a total \$9 daily flat rate for the work day.

## **Premium Tools Table**

