

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**.

1. 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 timesheet.

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. Select the applicable Premium number for the tools differentials.
7. 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**.

1. 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.
4. Click on Enter Times icon to access the timesheet.

Time Sheet: Initial Screen

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Data Entry

Data Entry Profile **JC-HRS-1** Job Cost Hours for ONE employee 1

Key date **03/01/2024** 2

Personnel Selection

Personnel Number 3

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

8. Save record

Time Sheet: Data Entry View

Person ID 22103391 Job WELDER / WELDER

Assignment Hrs. 8.00 WS rule GA_08 TM status 1

Payroll area SM Personnel area 1EXX Pers. subarea AJXX

DWS 8

Personnel Number

Data Entry Period 03/01/2024 - 03/01/2024 Cost Ctr Week 10.2024

Worklist

Receiver WBS element	Rec. Order
	307001824501
	307001890701
	307001842501

Data Entry Area

LT	A/AType	Receiver WBS ele...	Rec. Order	Wa...	MU	Prem. no.	03/01
					H		8.00
					H		8.00
					H	02	8.00

5. RG or OT must be reported

6. Enter Rec. Order

7. Select the applicable Premium number

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.
8. Save record.

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

Premium Tools Table

Premium ID 3 Entries			
PSG	Prem. no.	ID	Premium text
47	02	0000	Tool Rate E \$9
47	03	0000	Tool Rate E \$12
47	08	0000	Tool Rate E \$15