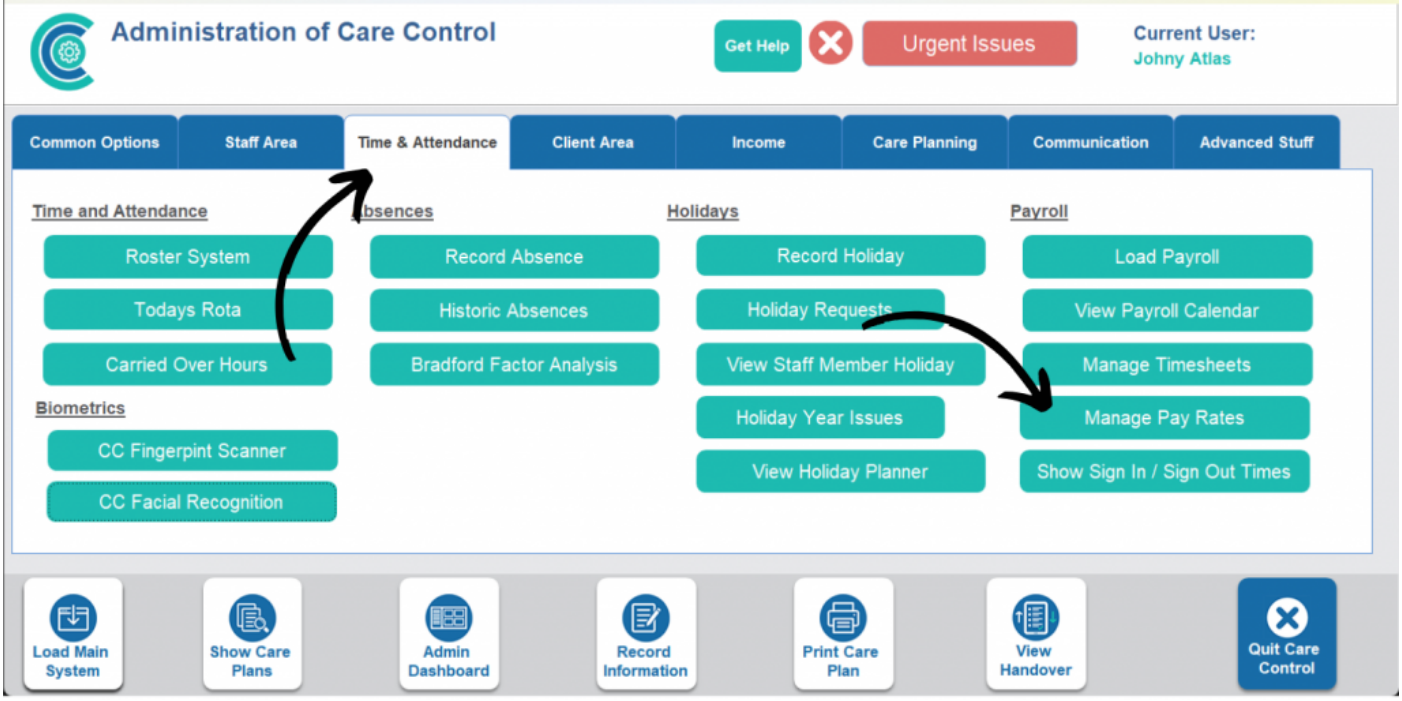
Shift Indicators

Payroll Windows · https://cclearninghub.co.uk/docs/shift-indicators/

Creating Shift Indicators

This guide will cover how to create a shift indicator for your payroll and roster systems. These indicators can be used to mark certain shift types with altered rates of pay.





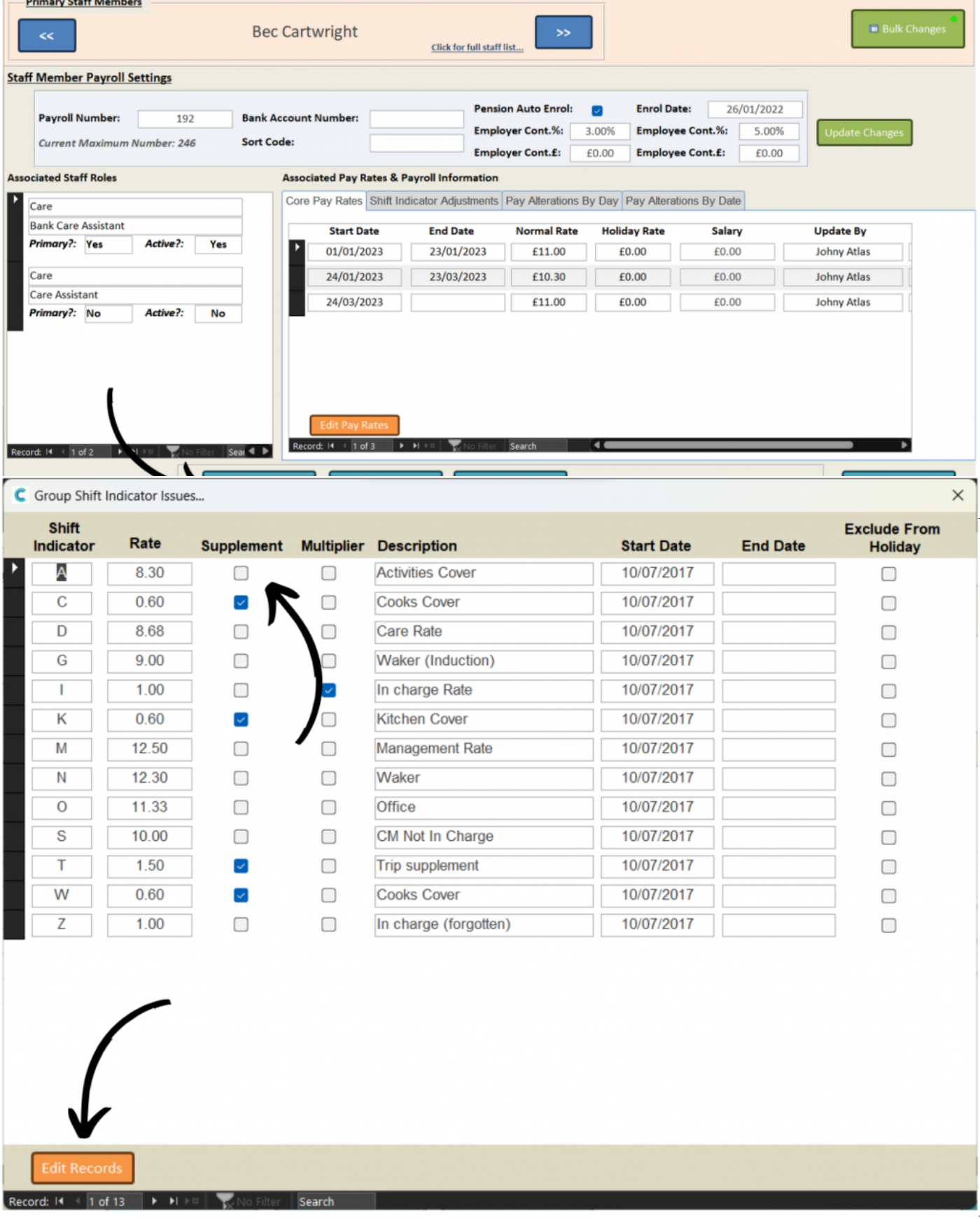
1

In the Administration of Care Control Windows, navigate to the **Manage Pay Rates** tool, which can be found under the Time & Attendance tab.

2

A new window will open. Here, a summary of pay rates for your staff members will be displayed.

At the bottom, select **Pay Alterations by Shift**.


Primary Staff Members
<<
Bec Cartwright
Click for full staff list...
>>
Bulk Changes
Staff Member Payroll Settings
Payroll Number: 192
Current Maximum Number: 246
Bank Account Number:
Sort Code:
Pension Auto Enrol:
Enrol Date: 26/01/2022
Employer Cont.%: 3.00%
Employee Cont.%: 5.00%
Employer Cont.£: £0.00
Employee Cont.£: £0.00
Update Changes
Associated Staff Roles
Care
Bank Care Assistant
Primary?: Yes
Active?: Yes
Care
Care Assistant
Primary?: No
Active?: No
Associated Pay Rates & Payroll Information
Core Pay Rates
Shift Indicator Adjustments
Pay Alterations By Day
Pay Alterations By Date
Start Date
End Date
Normal Rate
Holiday Rate
Salary
Update By
01/01/2023
23/01/2023
£11.00
£0.00
£0.00
Johny Atlas
24/01/2023
23/03/2023
£10.30
£0.00
£0.00
Johny Atlas
24/03/2023
£11.00
£0.00
£0.00
Johny Atlas
Edit Pay Rates
Record: 1 of 2
Record: 1 of 3
No Filter
Search
Group Shift Indicator Issues...
Shift Indicator
Rate
Supplement
Multiplier
Description
Start Date
End Date
Exclude From Holiday
A 8.30 Activities Cover 10/07/2017
C 0.60 Cooks Cover 10/07/2017
D 8.68 Care Rate 10/07/2017
G 9.00 Waker (Induction) 10/07/2017
I 1.00 In charge Rate 10/07/2017
K 0.60 Kitchen Cover 10/07/2017
M 12.50 Management Rate 10/07/2017
N 12.30 Waker 10/07/2017
O 11.33 Office 10/07/2017
S 10.00 CM Not In Charge 10/07/2017
T 1.50 Trip supplement 10/07/2017
W 0.60 Cooks Cover 10/07/2017
Z 1.00 In charge (forgotten) 10/07/2017
Edit Records
Record: 1 of 13
No Filter
Search

3

A list of active indicators will appear.

An explanation of each column can be seen below.

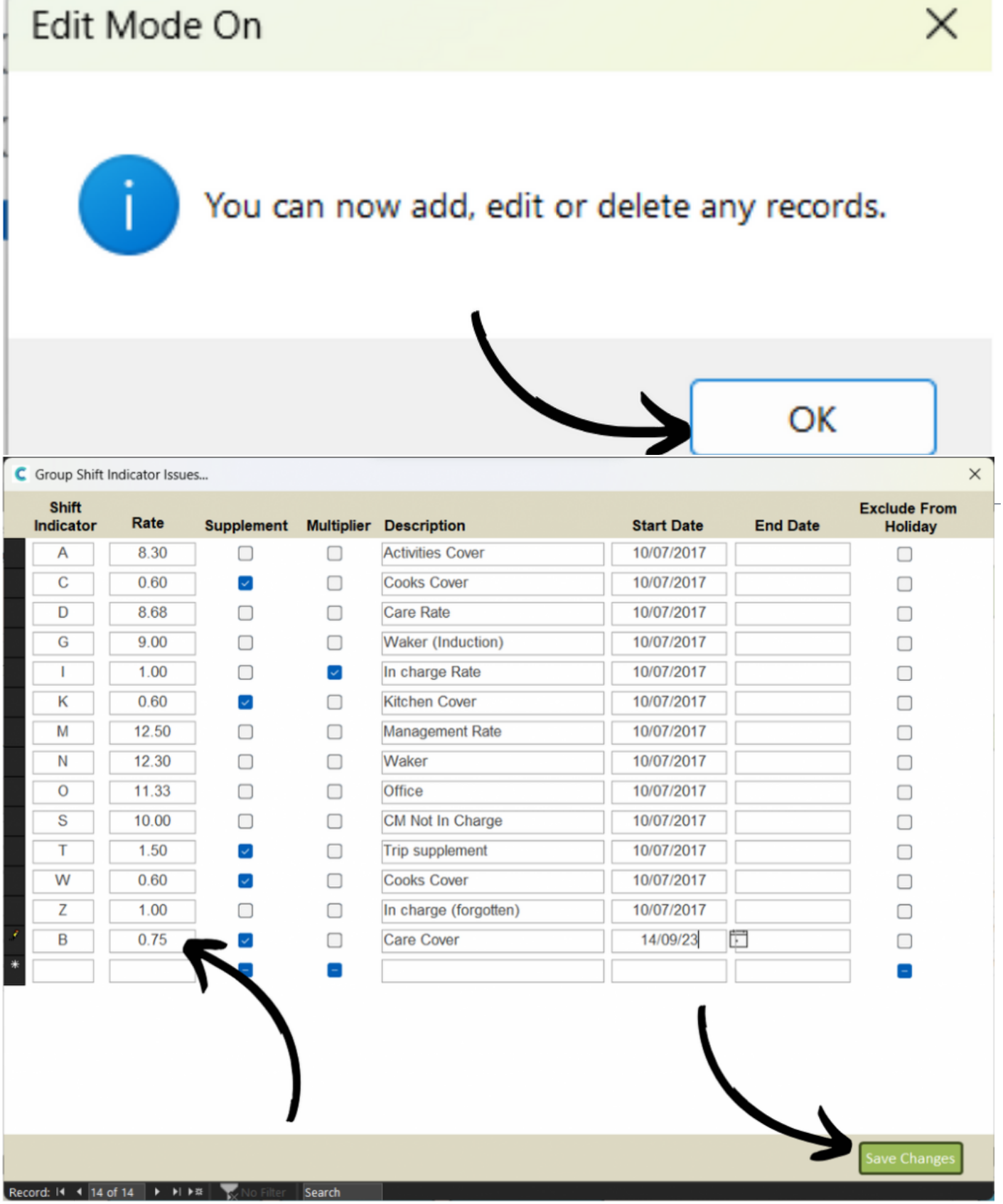
Press **Edit Records** to create a new one or amend an existing one.

- **Shift Indicator** – a letter to identify the indicator.
- **Rate** – this can be an hourly rate, supplement to a rate or a multiplier to a rate. Example below.
- **Supplement** – if ticked, the rate will be added to the staff members wage.
- **Multiplier** – if ticked, the rate will be multiplied by the staff members wage.
- **Description** – a brief description of the indicator.
- **Start Date** – when the indicator will become active on the system.
- **End Date** – when the indicator will become inactive on the system (optional).
- **Exclude from Holiday** – if ticked, the shift indicator will be ignored for the staff member who was meant to be working.

Example – if you enter 5 in the **rate** box – leaving **multiplier** and **supplement** un-ticked will result in the staff member being paid £5 per hour for the shift. If the **supplement** is ticked, £5 will be added onto their normal wage for the shift. If the **multiplier** is ticked, their normal wage will be multiplied by 5.

4

Press **OK**.


Edit Mode On
You can now add, edit or delete any records.
OK
Group Shift Indicator Issues...
Shift Indicator
Rate
Supplement
Multiplier
Description
Start Date
End Date
Exclude From Holiday
A 8.30 Activities Cover 10/07/2017
C 0.60 Cooks Cover 10/07/2017
D 8.68 Care Rate 10/07/2017
G 9.00 Waker (Induction) 10/07/2017
I 1.00 In charge Rate 10/07/2017
K 0.60 Kitchen Cover 10/07/2017
M 12.50 Management Rate 10/07/2017
N 12.30 Waker 10/07/2017
O 11.33 Office 10/07/2017
S 10.00 CM Not In Charge 10/07/2017
T 1.50 Trip supplement 10/07/2017
W 0.60 Cooks Cover 10/07/2017
Z 1.00 In charge (forgotten) 10/07/2017
B 0.75 Care Cover 14/09/23
Save Changes
Record: 14 of 14
No Filter
Search

5

Enter a letter for the **Shift Indicator**. Next, enter the **Rate** and choose whether the figure is the **wage**, a **supplement** or a **multiplier**.

Then, enter a **Description** for the indicator, as well as a **Start Date** and **End Date** if required.

Finally, choose whether to **Exclude** the indicator from holiday and press **Save Changes**.