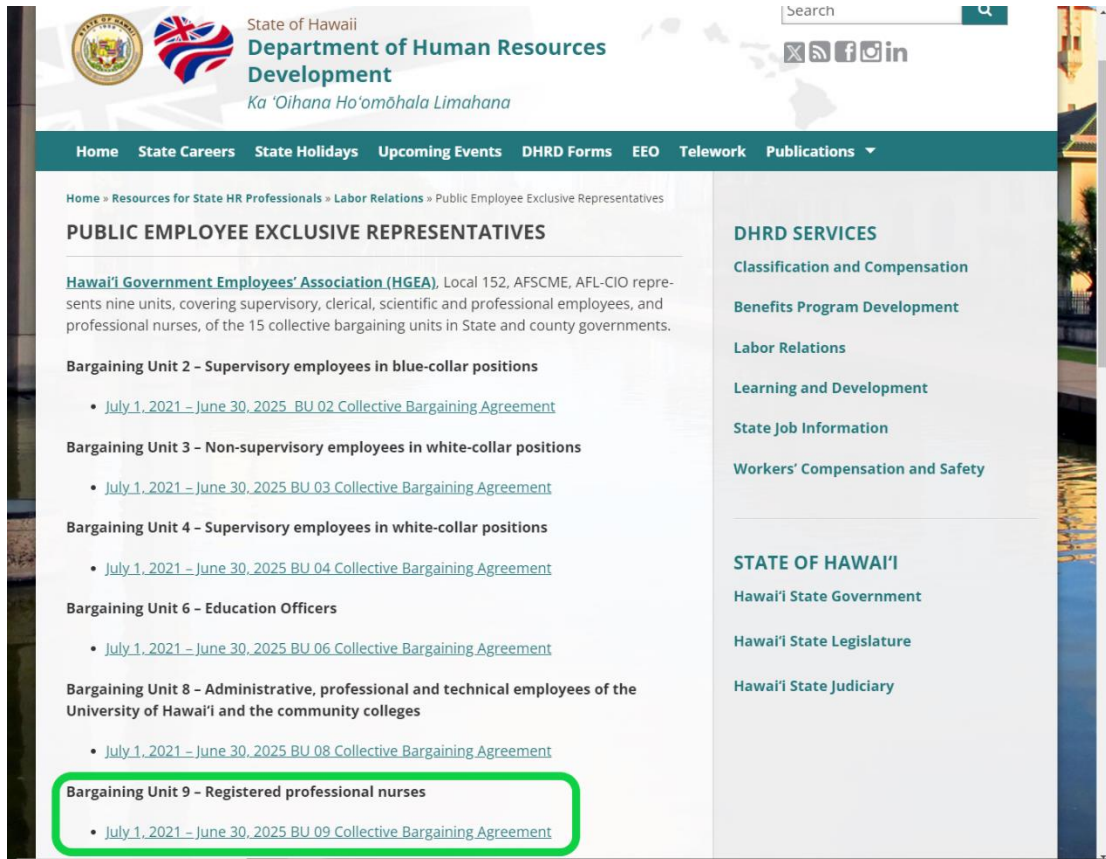# WKEND – Weekend Differential Time Reporting Code (TRC)

- Effective July 1, 2024, a new Weekend Differential Time Reporter Code (TRC) labeled **WKEND** is available to record weekend differential time worked. Please refer to the Bargaining Unit 9 – Registered professional nurses information under article 60 referenced here: [unit-9-contract-2021-2025.pdf (hawaii.gov)](unit-9-contract-2021-2025.pdf).

The screenshot above may be referenced at https://dhrd.hawaii.gov/state-hr-professionals/lro/public-emp-excl-reps/

- **IMPORTANT:** HIP will not determine or calculate eligibility or entitlement for Weekend Differential. Any WKEND time worked needs to be input to the HIP timesheet by employees (or employee may seek assistance from supervisor or Time Keeper). Employees, Supervisors and Time Keepers may consult department HR/Payroll if any questions should arise regarding determining WKEND differential eligibility or entitlement.

- **NOTE 1**: Input TRC WKEND on **Saturday** or **Sunday ONLY** (do not input TRC WKEND on weekdays). HIP is configured to allow TRC WKEND to be input on Saturday or Sunday only. Should there be other eligible time worked during shifts that overlap with the weekend (such as overtime or other time on Friday or Monday), these may be input separately on the actual dates worked, however **TRC WKEND must be entered only on Saturday or Sunday.** Timely and accurate input of Weekend Differential time is needed in order for timely payment to be processed.

- **_Example 1_**: Employee works scheduled shift hours for a total of 12 hours from 7:00 PM Sunday to 7:00 AM Monday.
    - The employee is entitled to 5 hours of weekend differential therefore, 5 hours WKEND is input on the timesheet for Sunday

- **NOTE 2**: Input of weekend differential time on days other than Saturday or Sunday will generate an exception.

- **_Example 2_**: Employee works scheduled shift hours for a total of 12 hours from 7:00 PM Friday to 7:00 AM Saturday.
  - The employee is entitled to 12 hours of weekend differential because one-half or more of the scheduled 12 hours worked fell between 12:00 AM Saturday and 11:59:59 PM Sunday. Therefore, 12 hours of TRC WKEND is input on the timesheet for Saturday.

- Any WKEND input and submitted on Friday will generate an exception MTLX0025 .

Enter Time

BU9 Nurse

Job Title Registered Nurse V

July 16, 2024 - July 31, 2024

Scheduled 96.00 | Reported 12.00

1 unresolved High Severity exception(s) in the time period. Please review.
High Severity Exceptions exist in the time period. Please work with your department timekeeper or Supervisor to resolve the exception(s) and process the timesheet entries.

OK

Time Reporting Code / Time Detail: Row Totals	16 Tue ⊙	17 Wed ⊙	18 Thu ⊙	19 Fri ⊙	20 Sat ⊙	21 Sun ⊙	22 Mon ⊙
	0 of 8	0 of 8	0 of 8	5 of 8	7 of 0	0 of 0	0 of 8
	💬	💬	💬	⚠💬	💬	💬	💬

WKEND - Weekend ▾	≡	12.00	+	−				5.00	7.00		

View Exceptions

Job Title Registered Nurse V

View All Exceptions   ⇅

Invalid Day for Weekend Differential   High

Explanation   07/19/2024   >

Exception Information   ⊗

Exception ID MTLX0025

Description Weekend Differential Reported

Action Required: Weekend Differential can not be reported on other days than Saturday and/or Sunday.

o Note the exception above generated after timesheet submit due to TRC WKEND input on Friday (shown in the screenshot below). To resolve the exception TRC WKEND must be input on Saturday or Sunday and the timesheet needs to be submitted again.

- *__Example 3__*: Employee works scheduled shift hours for a total of 8 hours from 7:00 PM Sunday to 3:00 AM Monday but is asked to work an additional 4 hours of post-shift overtime (O.T.) from 3:00 AM Monday to 7:00AM.
  - The employee is entitled to 8 hours of weekend differential because one-half or more of the scheduled 8 hours worked fell between 12:00 AM Saturday and 11:59:59 PM Sunday. Therefore, 8 hours of TRC WKEND is input on the timesheet for Sunday and 4 hours of O.T. is input on Monday. As the O.T. isn't preapproved an exception is expected to be generated. The exception for O.T. is reviewed by the supervisor as normal to determine whether to allow the exception or work with the employee to edit the time and resubmit.

HAWAII Information Portal

< Time   Enter Time

BU9 Nurse

Job Title   Registered Nurse V

July 16, 2024 - July 31, 2024

Scheduled   96.00 | Reported   12.00

Save for Later   Submit

1 unresolved High Severity exception(s) in the time period. Please review.
High Severity Exceptions exist in the time period. Please work with your department timekeeper or Supervisor to resolve the exception(s) and process the timesheet entries.

OK

Time Reporting Code / Time Details	Row Totals	16 Tue ⊘ 0 of 8	17 Wed ⊘ 0 of 8	18 Thu ⊘ 0 of 8	19 Fri ⊘ 0 of 8	20 Sat ⊘ 0 of 0	21 Sun ⊘ 8 of 0	22 Mon ⊘ 4 of 8
OT - Overtime Pay ⌄	4.00 + −							4.00
WKEND - Weekend Diffe ⌄	8.00 + −						8.00	

HAWAII Information Portal

< Time   View Exceptions

Job Title   Registered Nurse V

View All Exceptions   ⇅

Action Required: Overtime request is not pre-approved in the system.   High   >
Explanation   07/22/2024

Exception Information   ⊗

Exception ID   MTLX0001

Description   Overtime is not pre-approved

Overtime request is not pre-approved in the system. All overtime must be pre-approved in the system.

Action Required: This needs to be either allowed or edited if not correct. Check your department policies for pre-approve

- o Any WKEND input and submitted on Monday will generate an exception MTLX0025.

- o To resolve the exception MTLX0025 TRC WKEND must be input on Sunday or Saturday and the timesheet needs to be resubmitted again.