



# How Pay is Calculated

Some of our team members are paid based on the number of hours they work and when they have worked them. The One UMMS pay practices and policies determine how their pay is calculated

## Tonya




## Tom



## Linda

Linda had worked 30 hours in this work week before she started her Saturday shift.



**7:00 a.m. Wednesday**

DAY SHIFT

8.0

Meal Break

EVENING SHIFT

4.0

**7:30 p.m. Wednesday**

12.0

**7:00 p.m. Friday**

EVENING SHIFT

3.5

Meal Break

WEEKEND NIGHT SHIFT

8.5

**7:30 a.m. Saturday**

12.0

**6:00 p.m. Saturday**

WEEKEND EVENING SHIFT

5.0

Meal Break  
Meal Break

WEEKEND NIGHT SHIFT

8.0

WEEKEND DAY SHIFT

1.0

**8:00 a.m. Sunday**

13.0

**8 hours** day shift zone

**4 hours** evening shift zone

**Meal Break:** 30-minute uninterrupted

**= 12 work hours**, majority worked in day shift zone

**3.5 hours** evening shift zone

**8.5 hours** weekend night shift zone

**Meal Break:** 30-minute uninterrupted

**= 12 work hours**, majority worked in night shift zone

**5 hours** weekend evening shift zone

**8 hours** weekend night shift zone


**1 hour** weekend day shift zone

**Meal Break:** two, 30-minute uninterrupted

**= 13 work hours**, majority worked in weekend night shift zone


**Pay:**


= 12 hours at day shift zone base rate




**Pay:**


= 12 hours at base rate


+ 3.5 hours night shift premium 


+ 8.5 hours weekend night shift premium 



**This Week's Pay:**

= 12.5 hours at base rate 


+ 12.5 hours weekend night shift premium 

+ 2.5 hours overtime premium 










**Next Week's Pay:**

30 minutes at base rate

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## Definitions

		<b>Day Shift</b>	7:00 a.m. to 3:00 p.m.
Times When Shift Differential Applies		<b>Evening Shift</b>	3:00 p.m. to 11:00 p.m.
		<b>Night Shift</b>	11:00 p.m. to 7:00 a.m.
		<b>Weekend Shift</b>	11:00 p.m. Friday to 7:00 a.m. Monday (includes Weekend Day, Weekend Evening and Weekend Night)
		<b>7:30 a.m. Day Divide</b>	divides hours daily, between weeks and between pay periods
		<b>Majority Rule</b>	a pay practice that establishes that if you work overlapping shifts, you will be paid the rate of the shift (Day, Evening, Night, or Weekend) where the majority of your hours are worked
		<b>Exact Timekeeping</b>	the function of tracking exact time you clock in and clock out
		<b>Overtime Pay</b>	additional compensation paid when a team member works more than 40 hours in one work week; under the Fair Labor Standards Act (FLSA), overtime pay is determined by multiplying the employee's "straight time rate of pay" by all overtime hours worked PLUS 1/2 of the employee's "hourly regular rate of pay" times all overtime hours worked
		<b>Premium Pay</b>	any pay received in addition to base pay; may include shift differentials, overtime and bonuses