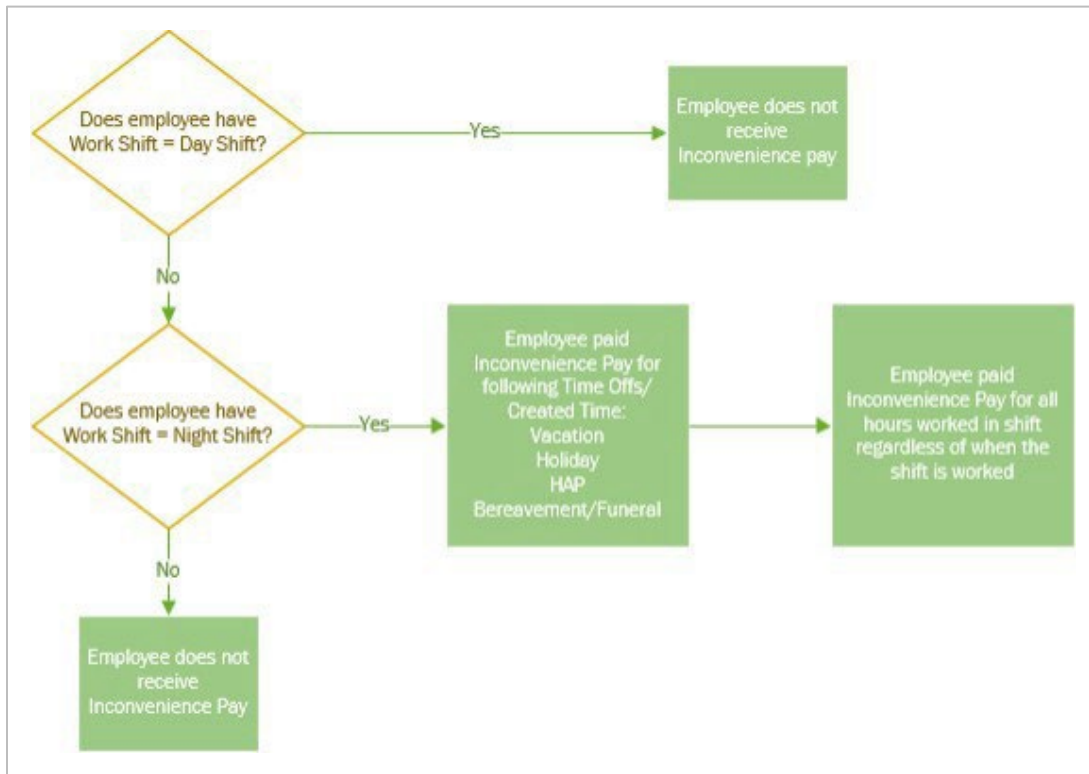Cornell University

Diagram: Who gets Inconvenience Pay?

About Inconvenience Pay in Workday

- Ensure all employees have the appropriate **Work Shift** designated in Workday, either *Night Shift* or *Day Shift*.
- Designate an employee as night shift only if an employee *regularly* works four or more hours between 6 p.m. and 6 a.m. *Regularly* is defined according to the department's needs.
- The decision to make an employee Day Shift or Night Shift (and therefore, eligible or ineligible for Inconvenience Pay) is up to the department.
- With the **Work Shift**=*Night Shift*, the employee will receive Inconvenience Pay on all hours reported and certain time off types (as outlined in the linked diagram). This follows University Policy.
- Inconvenience Pay is not intended to be used as an incentive for an employee to cover a shift.

Note: Union members could have different procedures depending on their contract.

Additional Time Types for Inconvenience Pay

We have added additional Time Types to track the entry of inconvenience pay in Workday. Please click the link to see the details of the [inconvenience pay policy](#).

The following scenarios apply to the time types added for inconvenience pay:

- An employee regularly works night shift and works an occasional day shift. In Workday, the field **Work Shift** = **Night Shift** for the employee**.**
  1. Employee records all time worked with a Time Type of **Regular**.
  2. For the occasional day shift, record an additional block with the time type **Remove Inconvenience Pay**. Enter the hours that do not qualify for Inconvenience pay.
- An employee regularly works day shift and works an occasional night shift. In Workday, the field **Work Shift** = **Day Shift** for the employee.
  1. Employee records all time worked with a Time Type of Regular.
  2. For the occasional night shift, record an additional block with the time type **Add Inconvenience Pay**. Enter the hours that qualify for Inconvenience pay.

Important: The weekly totals on the timecard will reflect the total hours and Premium hours appropriately.

Change to labels of Inconvenience Pay on the Timecard

When an employee, supervisor, or Payrep enters time that meets the inconvenience criteria, you will see the following labels on the top of the timecard.

- **Worked Inconvenience Pay** – Calculated on hours worked when an employee enters time type *Regular*.

- **Unworked Inconvenience Pay** – Calculated on unworked time when an employee enters the time type *Emergency Call Back – Unworked, Unscheduled Closure Unworked,* etc.

- **Time Away Inconvenience Pay** – Calculated on time off, when employee enters time off using time off types *Vacation*, *Sick*, etc.

Why did we do this?

- There were issues with the time worked entry when a time off was added after a timecard was already submitted and/or approved. It would recalculate the time worked and put the time for that day back into an *Unsubmitted* status.

- It will help employees and Payreps understand what blocks of time the Inconvenience is calculating on.