What is Split/Spread and why is it on my timecard?

Whenever an employee has the following:

1. **Split between 2 time blocks > 1 hour**
   Example:
   EE clocks out at 12:30 for meal/out
   EE clocks back in at 2 pm (because they took a long lunch)
   The block between 12:30 & 2 pm is > 1 hour, so a block of time in WDTT will display as Split/Spread

2. **Spread of hours > 10**
   Example:
   EE clocks in at 7 am
   EE takes a lunch from 12 – 12:30
   EE clocks out at 6 pm
   The spread of hours between the 1st punch (7am) and last punch (6pm) is > 10 hours, so a block of time in WDTT will display as Split/Spread

- EE will only get 1 split/spread block per day when applicable (max of 1 flag/day)
- Determination of monies due is decided in the payroll calc, so even though you see a time block flag on your timecard, it does not mean you will be paid. It's dependent upon several factors involving your rate of pay per hour and the number of hours worked in a week.
- Extension employee and Student employees are exempt from this calculation

Want more information?

https://www.labor.ny.gov/formsdocs/wp/CR142.pdf

Review sections: 142-2.17 Split Shift & 142-2.18 Spread of Hours on pages 14 & 15

How Split/Spread is calculated in Payroll

1. (Total Weekly Hours * NYS Minimum Wage) + (NYS Minimum Wage* The number of Split/Spread flags on time card for week)
2. Total Weekly Wage (Total Weekly Hours * Regular Rate)

If, #1 > #2, then employee due;

NYS Minimum Wage * The number of Split/Spread flags on time card for week

Example:

1. Employee worked 30 hours in Week 1 at a rate of $10/hour, and had 1 split/spread flag. Total weekly wages = $300

2. NYS Split Spread equation –
(30 x 9.70) + (9.70 x 1) = $291 + $9.70 = $300.70

3. $300.70 > $300. Employee would be due another $9.70 (1 flag x NYS Min Wage)