

Equipment Differential Processing Guide

“Equipment differential shall be paid to employees who are temporarily assigned to operate equipment, which is at a higher level classification than the employee’s current classification, and who are not receiving additional pay for a work assignment outside of job classification.” ([CS Rule 9-52 Equipment Differential](#)).

The correct equipment differential is determined by the employee’s job classification and the equipment operated. The differential selected is one of two pay codes, depending upon whether the equipment is one classification, or two or more classifications above. A 10% code is used for one classification above and a 15% code is used for two or more classifications above the employee’s. The supervisor is responsible for tracking the differential pay on the employee’s timecard and this guide is designed to show the supervisor how to choose the correct pay code, enter the pay code and hours on the timecard and then add the optional comment. For assistance, please contact the Controller’s Office, Payroll Division at PayrollDivision@denvergov.org or call 720 913-5186.

In the example to follow, the employee works as a Maintenance Technician and used a Skid Loader for three hours during a work day.

Choosing the correct equipment differential pay code

1. Verify the employee’s classification by looking in Kronos. Let your pointer hover over the employee’s name on his/her timecard. His/her classification will be listed in the string of information before the supervisor’s name. In this example, Maint Tech.

TIMECARD
Loaded: 4:10PM

Name & ID: [Dropdown] 1 of 8

Time Period: Current Pay Period

| Date | Pay Code | Amount | In | Transfer | Rep | Cumulative |
|-----------|----------|--------|--------|----------|------|------------|
| Wed 12/05 | | | 6:25AM | | 3:01 | :00 |
| Thu 12/06 | | | 6:24AM | | 2:55 | :00 |
| Fri 12/07 | | | 6:25AM | | 2:57 | :00 |
| Sat 12/08 | | | | | | :00 |
| Sun 12/09 | | | | | | :00 |
| Mon 12/10 | | | 6:24AM | | 2:53 | :00 |
| Tue 12/11 | | | 6:26AM | | 2:56 | :00 |
| Wed 12/12 | | | 6:23AM | | 2:53 | :00 |
| Thu 12/13 | | | | | | :00 |
| Fri 12/14 | | | | | | :00 |
| Sat 12/15 | | | | | | :00 |

Employee Name
Pay Rule:
NE Shift OT 30
beginning of time-forever

Employment Terms:

Primary Account(s):
Date -forever
Organization/PWROW/RESSNOW/G Job
Organization/PWRWS Right of Way Services
/PW Residential Snow Program/Generic Job
5052000/5052200/0/CT0147/108236/0/0
PWSWM Solid Waste Management/PWSWM Trash Collection/Default
/Maint Tech/ Supervisor Name /0/Default

Daily: 0:00 **Weekly:** 40:00 **Per Pay Period:** 0:00

TOTALS & SCHEDULE | ACCRUALS REPORTING PERIOD | AUDITS

| Date | Start Time | End Time | Pay Code | Amount |
|-----------|------------|----------|----------|--------|
| Sun 12/02 | | | | |
| Mon 12/03 | 6:30AM | 3:00PM | | |
| Tue 12/04 | 6:30AM | 3:00PM | | |
| Wed 12/05 | 6:30AM | 3:00PM | | |

| Account | Pay Code | Amount | Wages |
|-------------------------------------|--------------------|--------|-------|
| 5052000/5052200/0/CT0147/108236/0/0 | Regular Pay - F... | 64:00 | |

2. Verify the type of equipment in the [Equipment Differential Specifications Guide](#). By clicking on the name of the equipment within the Table of Contents it will take you to the appropriate page within the document. The Differential code is listed near the bottom of the equipment page, highlighted below in yellow.

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| Greens Mower..... | 17 | Roadway Paint Striper – Small..... | |
| Rough Mower..... | 18 | Highway Paint Striper – Medium..... | |
| Light-Duty Utility Truck..... | 19 | Highway Paint Striper – Large..... | |
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| Light-Duty Utility Truck..... | 21 | Plow Dump Truck – Large..... | |
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Skid Loader



Agency/Department: Denver International Airport

Vehicle Description: Skid Loader

Attachment(s): Post Hole Digger, Rotomill, Forklift, Trencher, Jack Hammer, and Power Snow

Manufacturer: Bobcat – Others Include: New Holland, Caterpillar, Etc.

GVWR: N/A

Used For: Year Round Excavation, Loading, and All-Round Construction Work

Qualification(s): No License Required

Differential: HEO

3. Using the information that you gathered in step one and two, find the employee's Classification below. Then look to see if the equipment differential is eligible at 10%, 15% or not eligible. ([One- page printable version](#))

| Equipment Operator Classification | Next Class Equipment | Two (+) Class Equipment |
|--|----------------------|---|
| Park Seasonal Laborer, Utility Worker, Senior Utility Worker (SUW) | Equip Dif EO 10% | Equip Dif EOS 15%, Equip Dif HEO 15%, Equip Dif PSO 15% |
| Equipment Operator (EO) | Equip Dif EOS 10% | Equip Dif HEO 15%, Equip Dif PSO 15% |
| Equipment Operator Specialist (EOS) | Equip Dif HEO 10% | Equip Dif PSO 15% |
| Heavy Equipment Operator (HEO) | Equip Dif PSO 10% | None |
| Power Shovel Operator (PSO) | None | None |
| Non Equipment Operator Classifications | Next Class Equipment | Two (+) Class Equipment |
| Accounting Tech | Equip Dif HEO 10% | Equip Dif PSO 15% |
| Admin Support Asst III | Equip Dif SUW 10% | Equip Dif EO 15%, Equip Dif EOS 15%, Equip Dif HEO 15%, Equip Dif PSO 15% |
| Admin Support Asst IV | Equip Dif EOS 10% | Equip Dif HEO 15%, Equip Dif PSO 15% |
| Arborist Tech I | Equip Dif HEO 10% | Equip Dif PSO 15% |
| Arborist Tech II | Equip Dif PSO 10% | None |
| Asphalt Plant Operator | Equip Dif PSO 10% | None |
| Aviat Customer Svc Agent | Equip Dif EOS 10% | Equip Dif HEO 15%, Equip Dif PSO 15% |
| Cement Finisher | None | None |
| Contract Compliance Tech | Equip Dif HEO 10% | Equip Dif PSO 15% |
| Crew Supervisor | None | None |
| Custodian | Equip Dif SUW 10% | Equip Dif EO 15%, Equip Dif EOS 15%, Equip Dif HEO 15%, Equip Dif PSO 15% |
| Graphics Tech | Equip Dif HEO 10% | Equip Dif PSO 15% |
| Heavy Equipment Svc Tech | Equip Dif EOS 10% | Equip Dif HEO 15%, Equip Dif PSO 15% |
| Horticultural Worker | Equip Dif EO 10% | Equip Dif EOS 15%, Equip Dif HEO 15%, Equip Dif PSO 15% |
| Maintenance Tech | Equip Dif EOS 10% | Equip Dif HEO 15%, Equip Dif PSO 15% |
| Ops Supv | None | None |
| Painter | Equip Dif PSO 10% | None |
| Park Horticulturist | Equip Dif EOS 10% | Equip Dif HEO 15%, Equip Dif PSO 15% |
| Parks Intern II | Equip Dif SUW 10% | Equip Dif EO 15%, Equip Dif EOS 15%, Equip Dif HEO 15%, Equip Dif PSO 15% |
| Recreation Facility Asst | Equip Dif SUW 10% | Equip Dif EO 15%, Equip Dif EOS 15%, Equip Dif HEO 15%, Equip Dif PSO 15% |
| Stockkeeper I | Equip Dif SUW 10% | Equip Dif EO 15%, Equip Dif EOS 15%, Equip Dif HEO 15%, Equip Dif PSO 15% |
| Stockkeeper II | Equip Dif HEO 10% | Equip Dif PSO 15% |
| Traffic Signal Tech 1 | Equip Dif PSO 10% | None |
| Turf Equipment Mechanic | Equip Dif PSO 10% | None |
| Vehicle Impound Clerk | Equip Dif EO 10% | Equip Dif EOS 15%, Equip Dif HEO 15%, Equip Dif PSO 15% |
| Zookeeper | Equip Dif HEO 10% | Equip Dif PSO 15% |

If the employee's classification is not on the list, he/she may still be eligible for equipment differential, please contact the Payroll Division at PayrollDivision@denvergov.org or call us at 720 913-5186.

Entering the equipment differential on the employee's timecard

1. Go to the employee's timecard.
2. On the day that the employee operated a piece of differential eligible equipment, click on the insert row button. Equipment differential must be entered on the actual day that the employee operated the equipment.

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumul: |
|---|-----------|----------|--------|--------|----------|--------|----|----------|-----|-------|-------|--------|
| X | Sun 12/02 | | | | | | | | | | | |
| X | Mon 12/03 | | | 6:23AM | | 2:53PM | | | | 8:00 | 8:00 | 8:00 |
| X | Tue 12/04 | | | 6:24AM | | 2:55PM | | | | 8:00 | 8:00 | 16:00 |
| X | Wed 12/05 | | | 6:25AM | | 3:01PM | | | | 8:00 | 8:00 | 24:00 |
| X | Thu 12/06 | | | 6:24AM | | 2:55PM | | | | 8:00 | 8:00 | 32:00 |
| X | Fri 12/07 | | | 6:25AM | | 2:57PM | | | | 8:00 | 8:00 | 40:00 |
| X | Sat 12/08 | | | | | | | | | | | 40:00 |
| X | Sun 12/09 | | | | | | | | | | | 40:00 |
| X | Mon 12/10 | | | 6:24AM | | 2:53PM | | | | 8:00 | 8:00 | 48:00 |

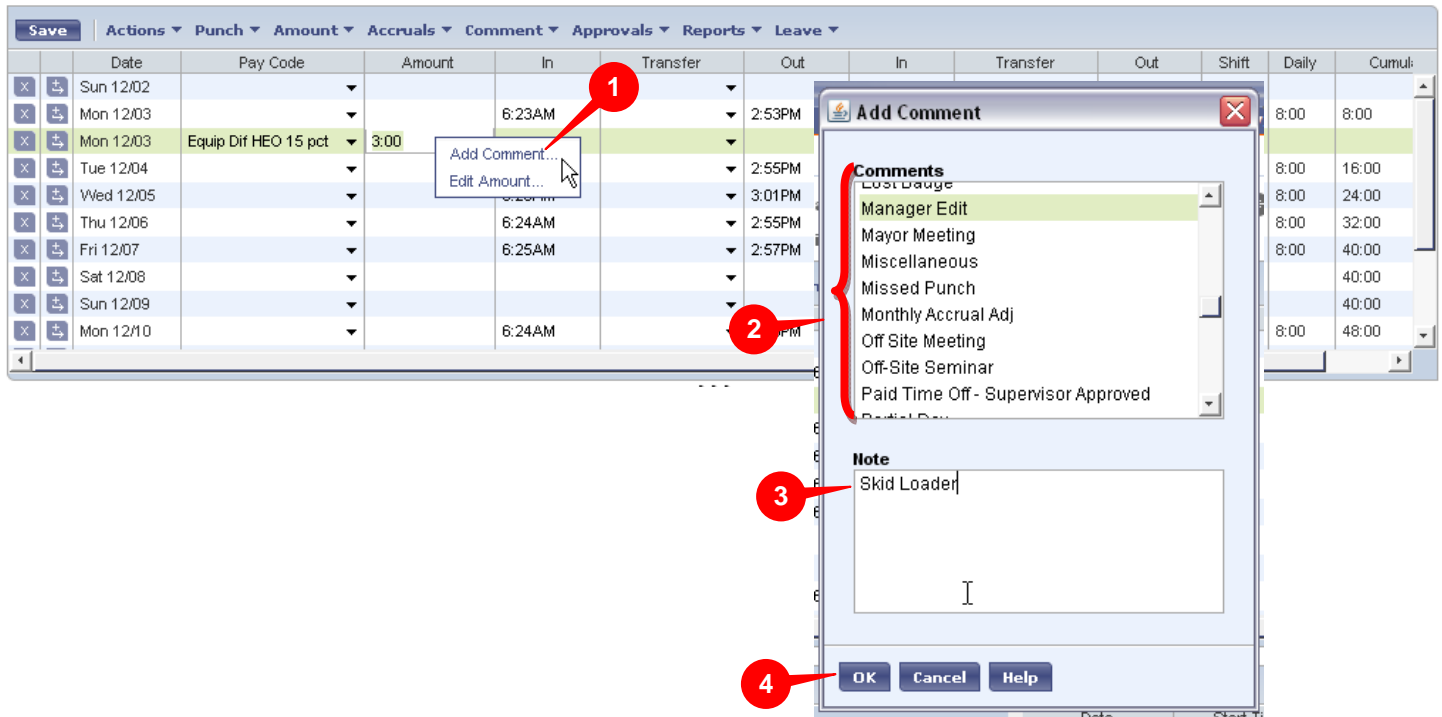
3. Make the Pay Code column wider by sliding the line between Pay Code and Amount.
4. Choose the appropriate Pay Code that you determined using the employee's classification, Equipment Differential Guide and the chart on page 2.
5. In the Amount column, to the right of the Equipment Differential pay code, type how many hours the employee used the equipment. Note: Time is tracked in hours and minutes. Please track your equipment differential in 15 minute increments such as: 2.5 equals 2 hours 30 minutes or .75 equals 45 minutes. Also, please ensure that the hours of equipment differential do not exceed the amount of hours worked that day.
6. Click Save.

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumul: |
|---|-----------|----------------------|--------|--------|----------|--------|----|----------|-----|-------|-------|--------|
| X | Sun 12/02 | | | | | | | | | | | |
| X | Mon 12/03 | | | 6:23AM | | 2:53PM | | | | 8:00 | 8:00 | 8:00 |
| X | Mon 12/03 | Equip Dif HEO 15 pct | 3:00 | | | | | | | | | |
| X | Tue 12/04 | Equip Dif EO 15 pct | | 6:24AM | | 2:55PM | | | | 8:00 | 8:00 | 16:00 |
| X | Wed 12/05 | Equip Dif EOS 10 pct | | 6:25AM | | 3:01PM | | | | 8:00 | 8:00 | 24:00 |
| X | Thu 12/06 | Equip Dif HEO 10 pct | | 6:24AM | | 2:55PM | | | | 8:00 | 8:00 | 32:00 |
| X | Fri 12/07 | Equip Dif HEO 15 pct | | 6:25AM | | 2:57PM | | | | 8:00 | 8:00 | 40:00 |
| X | Sat 12/08 | Equip Dif PSO 10 pct | | | | | | | | | | 40:00 |
| X | Sun 12/09 | Equip Dif PSO 15 pct | | | | | | | | | | 40:00 |
| X | Mon 12/10 | Equip Dif STO 10 pct | | 6:24AM | | 2:53PM | | | | 8:00 | 8:00 | 48:00 |

Optional comment

If you wish, you may add a comment to the Equipment Differential amount, to include the name of the equipment used. To do so:

1. Right click on the amount you entered for equipment differential and choose Add Comment.
2. Choose one of the Comments.
3. Type in the name of the equipment used in the Note space.
4. Click **OK**



The comment “carrot” will appear on the duration of time entered, and the comment text will show at the bottom of the employee’s timecard in the **COMMENTS** tab.

5. Click **Save**

