



## Shift Differential Pay Form

Employee Name:	Employee ID:
Home Dept Name:	Home Department Number:
Job Title:	Job Code:
Position Number (n/a for OPS):	USPS <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Liability Department:	Effective Date:

Complete A or B and obtain appropriate authorization under Section C:

**A. Certification to Provide Shift Differential Pay (SDP) – Start**

The above position is deemed a SDP-designated position. The employee who is currently in this position is scheduled to work at least 4 hours of their regular eight (8) hour shift. In accordance with the UCF SDP Policy, the employee in this position shall receive the following SDP for the total hours worked on their shift:

- 5% on classification minimum for evening hours (6:00 p.m. to 12:00 a.m.)
- 10% on classification minimum for night hours (12:00 a.m. to 6:00 a.m.)

**B. Certification to Remove Shift Differential Pay (SDP) – Stop**

Please remove the SDP from the above position. The employee who is currently in this position is no longer eligible to receive SDP.

**C. Authorization**

\_\_\_\_\_  
Dean/Director/Authorized Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Compensation

\_\_\_\_\_  
Date