

Partial Shift Reporting Pay California

Last Modified on 12/24/2023 2:01 pm MST

The following summarizes requirements for California operators to assure thresholds for pay in the event a scheduled shift is cut short or called off. See:

https://www.dir.ca.gov/dlse/faq_reportingtimepay.htm

Q. What is "reporting time pay?"

A. "Reporting time pay" is a form of wages that compensate employees who are scheduled to report to work but who are not put to work or furnished with less than half of their usual or scheduled day's work because of inadequate scheduling or lack of proper notice by the employer. The provisions of the law regarding reporting time pay are as follows:

1. Each workday an employee is required to report to work, but is not put to work or is furnished with less than half of his or her usual or scheduled day's work, he or she must be paid for half the usual or scheduled day's work, but in no event for less than two hours nor more than four hours, at his or her regular rate of pay.
2. If an employee is required to report to work a second time in any one workday and is furnished less than two hours of work on the second reporting, he or she must be paid for two hours at his or her regular rate of pay.

To turn on Partial Shift / Reporting Time Pay, enter the data-points in the Pay Group that contains the target location. For Start Date, enter the date that you wish to begin applying this feature. Remember to SAVE SETTINGS when editing pay-group settings.

Partial Shift Worked Pay

Start Date

% of Shift Length

Hours min Hours max

In the Daily Summary views, Teamwork flags a potential penalty, as shown below. If the cause for the Partial Shift flag is due to the employee's initiative to call off or cut short a shift, or if the penalty does not apply for another exempt reason, then the flag should be left unchecked. If a penalty should be applied, then the checkbox should be set. Whether the penalty is applied or not, managers are encouraged to use the Shift Audit Notes, shown below, to keep the shift circumstances documented. *NOTE: Managers should be aware that the flag may present in the event an employee clocked into a different role, leaving the scheduled shift to present as a No-Show. To remedy, users are advised to update the role in the originally scheduled shift, and link the unscheduled punch.*

Brandon
Bartender
Add Clock-In



Scheduled: 7:00pm 11:45pm 4.75

Worked: **NO SHOW** Sick Day 0.00
no show notes

Shift Audit:
May 14
Copied from week of May 2, 2022

update shift notes

Approved by Daniel Meraz
 Partial Shift Penalty: 2.4 hrs



Penalties flow into payroll, and should be mapped to payroll provider.