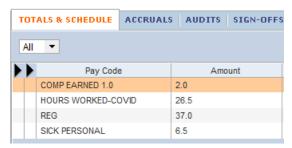## ENTERING YOUR HOURS WORKED

It is your responsibility to ensure that your paid hours add up to your regular FTE hours.

Pay Code	Amount
COMP EARNED 1.0	2.0
HOURS WORKED-COVID	26.5
REG	37.0
SICK PERSONAL	6.5

THIS EXAMPLE HAS TOTAL PAID HOURS = 70

Do NOT include the following Pay Codes when calculating your Totals:

COMP EARNED 1.0
COMP EARNED 1.5
FLEX TIME EARNED
SHIFTPREM
STAT PAID REG
OVT 1.0 PAID

PLEASE NOTE: The "Hours Worked COVID" pay code is only for use for regular WEEKDAY (Monday to Friday) hours; **DO NOT** use it for weekend hours worked, or in conjunction with any Transfer Code (you will not be paid correctly if you do).

A note regarding the Comp Bank maximums: If your accrual has reached the 35 hour maximum allowable, it is YOUR responsibility to ensure that any additional time you work gets coded as paid time.
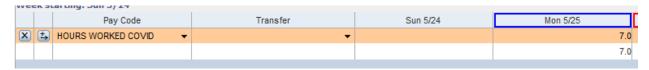
Full-Time & Part-Time Employees

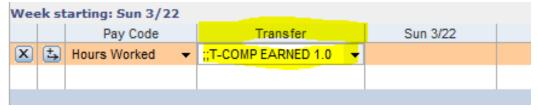### WEEKDAY HOURS WORKED (Monday to Friday)

HOURS UP TO 7:

- If any of the hours you worked Monday to Friday (up to 7 regular hours) are attributed to COVID-19, please use the pay code "Hours Worked COVID". Your direct supervisor can instruct you whether or not you are to use this coding.
- For all other hours worked that are NOT attributed to COVID-19, please continue to use the "Hours Worked" pay code.

		Pay Code	Transfer	Sun 5/24	Mon 5/25
☒	⤵	HOURS WORKED COVID ▼	▼		7.0
					7.0

HOURS OVER 7:

1) To Bank Your Excess Hours:

   For the hours *over* 7, <u>on a separate line</u> use the pay code "Hours Worked", <u>with</u> the Transfer Code "T-COMP EARNED 1.0". If you don't have this transfer code, please follow <u>link</u> for instructions.

Week starting: Sun 3/22

		Pay Code	Transfer	Sun 3/22	
☒	⤵	Hours Worked ▼	;;T-COMP EARNED 1.0 ▼		

2) To Have The Excess Hours Paid:

   For the hours *over* 7, <u>on a separate line</u> use the pay code "OVT 1.0 PAID". These additional hours will be paid to you at straight time.

	Pay Code	Transfer	Sun 2/21	Mon 2/22
☒	Hours Worked			7.0
☒	OVT 1.0 PAID			3.0
☒	<Enter Pay Code>			
☒	Schedule			8:30AM-4:30PM
☒	Daily Total			10.0

WEEKEND HOURS WORKED (Saturday & Sunday)

1) To Bank Your Time

    Enter weekend hours on a separate line, using the Pay Code "Hours Worked" and the Transfer Code **"T-COMP EARNED 1.0 SHIFT PREM"**. These hours will be added to your ONA Comp 1.0 accrual bank, as well as immediately pay the Shift Premium of $3.50 per hour. If you don't have this transfer code, please follow this link for instructions.

		Pay Code		Transfer		Sun 4/19
☒	⤵	Hours Worked	▼	;;T-COMP EARNED 1.0 SHIFT PREM	▼	7.0
						7.0

2) To Be Paid

    Enter weekend hours on a separate line, using the Pay Code "Hours Worked" and the Transfer Code **"T – ONA HBHC PERM 4HR SHIFT GUAR"**. These hours will be paid to you at straight time, as well as paying the Shift Premium of $3.50 per hour.

		Pay Code		Transfer		Sun 4/19
☒	⤵	Hours Worked	▼	;;T-ONA HBHC PERM 4HR SHIFT GUAR	▼	7.0
						7.0

Temporary & Casual Employees

↓ If any of the hours you work Monday to Friday are attributed to COVID-19, please use the pay code "**Hours Worked-COVID**". Your direct supervisor can instruct you whether or not you are to use this coding.

↓ For all other hours worked that are NOT attributed to COVID-19, please continue to use the **"Hours Worked"** pay code.

	Pay Code	Transfer	Sun 2/07	Mon 2/08	Tue 2/09
☒	Hours Worked			7.0	
☒	HOURS WORKED-COVID				7.0
☒	<Enter Pay Code>				
☒	Daily Total			7.0	7.0

↓ Enter WEEKEND hours using the pay code "Hours Worked". All hours will be paid to you at straight time, PLUS the shift premium.

	Pay Code	Transfer	Sun 2/07
☒	Hours Worked		7.0
☒	<Enter Pay Code>		
☒	Daily Total		7.0

Instructions for Entering Hours When Working on a Statutory Holiday

Full-Time & Part-Time Employees

1. **How do I enter my hours worked if I work on a Statutory Holiday?**

Enter ALL hours worked on the Stat Holiday(s) using the pay code "Hours Worked", and the Transfer Code **"T – ONA HBHC PERM 4HR SHIFT GUAR"**.

		Pay Code	Transfer	Sun 4/05	Mon 4/06	Tue 4/07	Wed 4/08	Thu 4/09	Fri 4/10
X		Hours Worked			7.0	7.0	7.0	7.0	
		Hours Worked	;T-ONA HBHC PERM 4HR SHIFT GUAR						7.0
X		GOOD FRIDAY							7.0
					7.0	7.0	7.0	7.0	14.0

2. **How much will I be paid for the hours that I worked on a Statutory Holiday?**

Hours worked on a Statutory Holiday are paid at time and a half, plus the Stat Holiday pay.

Note: We recognize that the above Transfer Code may not make sense to each employee based on the wording, but it is the Transfer Code that needs to be used to ensure you are paid correctly.

Temporary & Casual Employees

1. **How do I enter my hours worked if I work on a Statutory Holiday?**

Enter ALL hours worked on the Stat Holiday(s) using the pay code "Hours Worked".

	Pay Code	Transfer	Sun 2/14	Mon 2/15
X	Hours Worked			7.0
X	FAMILY DAY			0.02
X	<Enter Pay Code>			
X	Daily Total			7.02

2. **How much will I be paid for the hours that I worked on a Statutory Holiday?**

Hours worked on a Statutory Holiday are paid at time and a half, plus the Stat Holiday pay.

COVID-19 Kronos Timecard Instructions – ONA Employees
(Effective February 20, 2021)

Please see the Employee Compensation Support document effective May 16, 2020. The directions below are for completing your timecard in Kronos/WTK. Please remember to consult with your direct supervisor. **Please read this document carefully as there are some changes to normal processes.**

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IF YOU ARE IN SELF ISOLATION/QUARANTINE
ONA Full-Time, Part-Time, Casual and Temporary Employees

(1) **If you are directed to self-isolate/quarantine by the acting CNO or designate, you will either;**
- o Work from Home (WFH), fulfilling all of your regular FTE, or
- o WFH for some of your FTE, with the approval of your direct supervisor.

   Hours worked to be recorded using the "Hours Worked" or "==Hours Worked COVID==" (see below) pay codes.

(2) **If you are directed to self-isolate/quarantine by the acting CNO or designate and are unable WFH to fulfill your regular FTE, you will be compensated as follows;**
- o If you are waiting for COVID-19 test results you will be paid for your scheduled hours of work using the "LOA PAID" code in Kronos. Employees will not be required to use personal sick leave or STD at this time.

(3) **If you are released from self-isolation/quarantine or have negative COVID-19 test results and continue to be off due to illness;**
- o You will be considered off due to illness or injury unrelated to COVID-19. Personal sick leave/STD/LTD benefits will apply to eligible employees per the Collective Agreement. Staff without benefits will be on an LOA UNPAID.

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IF YOU HAVE CHILDCARE RESPONSIBILITIES
ONA Full-Time, Part-Time, Casual and Temporary Employees

(1) **If you are able to WFH to fulfill your regular FTE;**
- o You should do so, with the approval of your direct supervisor. Hours of work to be recorded as using the "Hours Worked" or "==Hours Worked-COVID==" (see below) pay codes.

(2) **If you are unable to WFH to fulfill your regular FTE;**
- o You may utilize a combination of Sick Family Related (if you have benefits) up to the maximum allowance, or you may use your vacation, float, comp and flex leave banks. Staff without benefits may request an "LOA UNPAID". Please explore other possible options including government assistance and refer to the COVID-19 Employee Compensation Support document for further details.