**SMDHU COVID 19 Immunization Program - New SMDHU Employees in temporary and casual positions**

**Frequently Asked Questions**

**Q: I am a temporary/ casual employee how should I enter hours worked into my timecard? What if my day totals more than 7 hours? What about shift premium for weekend shifts?**

**A:** Please refer to the timecard instructions sent to you by Heather DeWilde upon your orientation for more detail. This applies temporary and casual employees  **(Includes Temporary and Casual positions at 1.0 FTE 0.8 FTE 0.6 FTE and Casual as Required)**

**Temporary & Casual Employees**

The hours you work Monday to Friday are attributed to COVID-19, please use the pay code “Hours Worked-COVID”. Enter Total hours worked. For example if you worked 8 hours on a clinic day enter 8 hours on one line. Do not enter hours for the day in more than one line. If you have heard differently from your colleagues please note the requirements for full and part time (not temporary or casual contract) SMDHU employees is different.

**ONA Union Employees**

Enter **WEEKEND hours using the pay code “Hours Worked**”. All hours will be paid to you at straight time, PLUS the shift premium automatically. **Do not enter** a transfer code for shift premium

If you worked both weekday and weekend hours you will have two pay code lines Hours worked COVID – Monday.



**Non Union Employees**

WEEKEND HOURS WORKED (Saturday & Sunday)

a) ALTERNATE WORK SCHEDULE (Employees in the COVID 19 immunization program are on a alternate work schedule)

If you are on an alternate work schedule (consisting of up to five days including a Saturday, a Sunday or both weekend days), please use the following instructions:

ALL HOURS WORKED (Saturday & Sunday):

Record your regular hours using pay code “Hours Worked” with the Transfer Code “T – NU WEEKEND.

If you worked both week day and weekend shifts you should have two different pay code rows.

