

Police and Powerhouse: Examples of How to Use Special Purpose Time Codes

Please consult Human Resources Policies for complete explanation of eligibility and use of these Time Codes

DAY, AFTERNOON AND NIGHT SHIFTS

If it is NOT a HOLIDAY and you are working a DAY SHIFT:

- enter all hours worked in Time Code 100 Regular Hours

If it is NOT a HOLIDAY and you are working an AFTERNOON SHIFT:

- enter all hours worked in Time Code 420 Afternoon Shift

If it IS A HOLIDAY and you are working an AFTERNOON SHIFT:

- enter all hours worked in Time Code 465 Holiday Worked Police/PH 2.0 AND
- enter all hours worked in Time Code 419 Afternoon on Holiday

If it is NOT a Holiday and you are working a NIGHT SHIFT:

- enter all hours worked in Time Code 425 Night Shift

If it IS A HOLIDAY and you are working a NIGHT SHIFT:

- enter all hours worked in Time Code 465 Holiday Worked Premium Police/PH 2.0 AND
 - enter all hours worked in Time Code 424 Night Shift on Holiday
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HOLIDAYS

If it is HOLIDAY and you are NOT Working:

- enter your normal shift hours for that day in Time Code 410 Holiday Differential Police/PH AND
- enter your normal shift hours for that day in Time Code 540 - Holiday

If it is a HOLIDAY and you are working a DAY SHIFT:

- enter all hours worked in Time Code 465 Holiday Worked Police/PH 2.0 AND
- enter your normal shift hours for that day in Time Code 540 - Holiday

If it is a HOLIDAY and you are working an AFTERNOON SHIFT:

- enter all hours worked in Time Code 465 Holiday Worked Police/PH 2.0 AND
- enter all hours worked in Time Code 419 Afternoon on Holiday

If it IS a HOLIDAY and you are working a NIGHT SHIFT:

- enter all hours worked in Time Code 465 Holiday Worked Police/PH 2.0 AND
- enter all hours worked in Time Code 424 Night on Holiday

ON CALL and CALL OUTS

ON A HOLIDAY:

If you ARE CALLED IN TO WORK and it IS A HOLIDAY and it is DAY SHIFT:

- Enter all hours worked (at a minimum enter 4 hours) in Time Code 465 Holiday Worked Police/PH 2.0.

If you ARE CALLED IN TO WORK and it IS A HOLIDAY and you are working an AFTERNOON SHIFT:

- enter all hours worked (at a minimum enter 4 hours) in Time Code 465 Holiday Worked Police/PH 2.0 AND
- enter all hours worked (at a minimum enter 4 hours) in Time Code 419 Afternoon on Holiday

If you ARE CALLED IN TO WORK and it IS A HOLIDAY and you are working a NIGHT SHIFT:

- enter all hours worked (at a minimum enter 4 hours) in Time Code 465 Holiday Worked Police/PH 2.0 AND
- enter all hours worked (at a minimum enter 4 hours) in Time Code 424 Night on Holiday

NOT A HOLIDAY:

If you are ON CALL and you ARE NOT CALLED IN to work:

- Enter one hour of time in Time Code 450 On Call Pay

If you are CALLED IN TO WORK and it IS DAY SHIFT:

- Enter the greater of policy minimum hours* or actual hours worked in Time Code 460 Call Out Premium 1.5
 - *Policy minimum hours:
 - Call-outs using remote access at any time of day: 1 hour
 - Day Shift Call-outs: 2 hours

If you are CALLED IN TO WORK and it IS AFTERNOON SHIFT:

- Enter the greater of policy minimum hours* or actual hours worked in Time Code 460 Call Out Premium 1.5
 - *Policy minimum hours:
 - Call-outs using remote access at any time of day: 1 hour
 - Afternoon Shift Call-outs: 2 hours

AND

- Enter the greater of policy minimum hours* or actual hours worked in Time Code 420 Afternoon Shift

If you are CALLED IN TO WORK and it IS NIGHT SHIFT:

- Enter the greater of policy minimum hours* or actual hours worked in Time Code 460 Call Out Premium 1.5
 - *Policy minimum hours:
 - Call-outs using remote access at any time of day: 1 hour
 - Night Shift Call-outs prior to midnight: 2 hours
 - Night Shift Call-outs after midnight: 3 hours

AND

- Enter the greater of policy minimum hours* or actual hours worked in Time Code 425 Night Shift