

AI5 5% Acting Incumbency

Article 26 Acting Incumbency
An Employee who is required by the Board to perform, on an acting basis, a

PeopleSoft Time and Labour
Time Reporting Codes

CTK	CTO Taken	
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PeopleSoft Time and Labour Time Reporting Codes

OT	Overtime Pd	Article 19 Overtime for Full-time employees only. To be used when an Employee wishes to have OT paid out. Cannot claim Shift Diff and Overtime at the same time, employee has to choose one or the other.

PeopleSoft Time and Labour Time Reporting Codes

SMN	Shift Diff Night	<p>Article 24 Shift differential Used to manually generate Night Shift Differential with the majority of the shift falling after 6 pm. Can only be claimed during regularly scheduled hours or up to the weekly maximum of their job code. Shift differential is built into employee schedules and is usually represented with a time. If it is represented in the schedule, you DO NOT have to code it in the timesheet, it will be system generated. Cannot claim Shift Diff and Overtime at the same time. Can find schedules under Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule.</p>
SMS	Shift Diff Saturday	<p>Article 25 Weekend Premiums Used to manually generate Saturday Premium Can only be claimed during regularly scheduled hours or up to the weekly maximum of their job code. Shift differential is built into employee schedules and is usually represented by the S in the schedule. If it is represented in the schedule, you DO NOT have to code it in the timesheet, it will be system generated. Cannot claim Shift Diff and Overtime at the same time. Can find schedules under Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule.</p>
SMU	Shift Diff Sunday	<p>Article 25 Weekend Premiums Used to manually generate Sunday Premium Can only be claimed during regularly scheduled hours or up to the weekly maximum of their job code. Shift differential is built into employee schedules and is usually represented by the U in the schedule. If it is represented in the schedule, you DO NOT have to code it in the timesheet, it will be system generated. Cannot claim Shift Diff and Overtime at the same time. Can find schedules under Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule.</p>
STA	Stampede 1/2 Day	Article 28 Paid Holidays

PeopleSoft Time and Labour Time Reporting Codes

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UBP

Union Business Pd

Article 9 Time Off for Union Officers and Members

To record hours attribu262.44 462.12 470.64 46.44 reW nBT-0.002 Tc(U)-29.96 10B (hor)-2.ttrtd20]TJETQ462.12 159.96

PeopleSoft Time and Labour
Time Reporting Codes

AI5	5% Acting Incumbency	Article 26 Acting Incumbency An Employee who is required by the Board to perform, on an acting basis, a majority of the principal duties of a more senior position within the Department for a minimum period of one (1) work day will be paid an acting premium.
APT	Appt < 2.0 Hrs	Article 30 Sick Leave A period of absence which is due to a Medical Appointment for a period of not greater than 2.0 hours.
ARC	Additional Regular Comp Time	Article 19 Overtime for Part-time Employees only To be used when an Employee wishes to bank time worked as CTO (time in lieu). Cannot claim ARC and ART on the same day. <i>The system rules will calculate the applicable OT rates and apply them.</i>
ART	Additional Regular Time	Article 19 Overtime for Part-time Employees only. To be used when an Employee wishes to have OT paid out. <i>The system rules will calculate the applicable OT rates and apply them.</i>
BRV	Bereavement Leave	Article 31 Special Leaves Leave of absence shall be granted if a death occurs in an employee's family, provided the employee attends the funeral. Family shall mean an employee's spouse, child, child of spouse, parent, parent-in-law, guardian, ward, grandparent, grand-parent-in-law, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, nephew, niece, aunt or uncle. Never draws down, always remains at 3.
CCO	COT Call-Out	Article 20 Call-Out Pay To be used when an employee is called from home to work at a time outside normal working hours and banked as CTO for the appropriate hours.
COP	OT Call-Out	Article 20 Call-Out Pay To be used when an employee is called from home to work at a time outside normal working hours and paid out as OT for the appropriate hours.
COT	\$10 Call-Out Travel	Article 20.03 Call-Out Pay Except when call-out forms a continuous period with the Employee's normal working hours, the Employee shall be paid \$10.00 as compensation for travel expenses.
CTC	CTO Phone Call	Article 20.04 Call-Out Pay To be used when an employee receives a phone call at home outside of normal working hours and banked as CTO for the appropriate hours.

CTK

PeopleSoft Time and Labour
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CTL

CTO in Lieu of Stat

Article 28.05 Paid Holidays

To be used if the stat day falls on a Full-Time Salaried AUPE employee's regularly scheduled day off. This is to compensate him/her with the option of a day off. Will be banked as CTO. CT beh]1.3 (t)]TJ0TJ0i 52 ref733.08 5-0.0

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OTS	OT Standby	
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PeopleSoft Time and Labour Time Reporting Codes

SUSP	Suspension Pd	To record hours attributed to Paid Suspension
SUSU	Suspension Unpaid	To record hours attributed to unpaid Suspension
UBP	Union Business Pd	Article 9 Time Off for Union Officers and Members To record hours attributed to Union Business paid. If employee normally qua

489.72 0.96 0.96 ref101.52 489.72 159.96 0.96 ref26d Tc 0 T59.96a24.4 (pl)16 (q)-3 0 Td(512

PeopleSoft Time and Labour
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SMS Shift Diff Saturday

Article 25 Weekend Premiums
Used to manually generate Saturday Premium.

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HOT	OT Holiday @ 1.5	This is a Labour Standards rule and is used only for hourly employees when a hourly employee works on a Statutory Holiday. Paid at OT @ 1.5 of standard hours. Is not meant for claiming overtime on a regular workday.
HOT2	OT Holiday @ 2.0	To be used when a Casual Augmentation, Casual Replacement, Student or Recurring Part Time employee works on a Statutory Holiday for hours greater than Job Standards hours. It is paid OT @ 2.0 of standard hours.
MGR_H	MGR Approved Pd Leave	To be used to capture Management Approved Paid Leave - for hourly employees

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CR	Reg Classified Hrly	Default salary for Casual Replacement employees - to be used for regular hours worked.
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HOT2	OT Holiday @ 2.0	To be used when a Casual Augmentation, Casual Replacement, Student or Recurring Part Time employee works on a Statutory Holiday for hours greater than Job Standards hours. It is paid OT @ 2.0 of standard hours.
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ONC	On-Call FHOB	To be used when a Trust hourly employee is on call. Hourly rate is required.
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STAT	Stat Pay	To be used for Trust and Non-Classified Hourly employees who are eligible for Stat Pay. Must work 3 days prior to and 1 day after the Statutory Holiday to be eligible for Stat Pay. Add up the hours on the 4