

## Adding Premiums

**Overview:** At times you may need to pay employees a premium for work performed. There are two types of premiums - premiums that pay based on hours worked multiplied by a pay rate, and premiums that pay a flat dollar rate. A Manager or a Timekeeper can execute this task.

### Flat Dollar Premiums

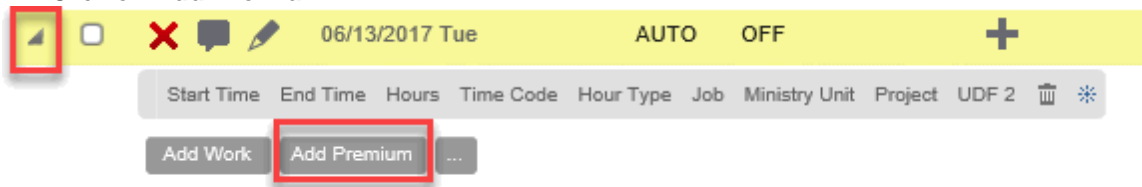
**NOTE:**

- Flat dollar premium codes are those preceded by \$\$\$. (see list on next page)

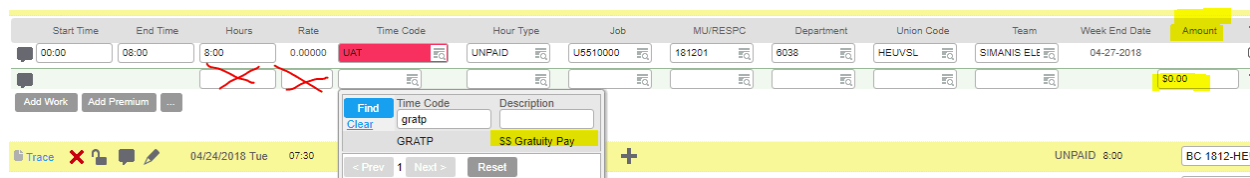
In **Time and Attendance:**

- Select **Daily TS** from the menu bar.
- Select an employee and load the timesheet for the day in question.

- Access employee timesheet for day in question
- Click on arrow beside day in question
- Click on **Add Premium**




- Hours and rate field is not required for flat dollar premium entry
- Click in **time code** field. Select from the list.
- Select entries for job, ministry unit, department if necessary. Otherwise it will default to the primary.
- Type in dollar amount
- Click **Save** at timesheet bottom left

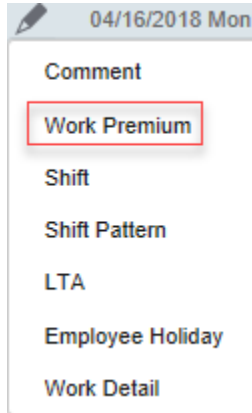


Premiums that are not flat dollar (Hours multiplied by rate)

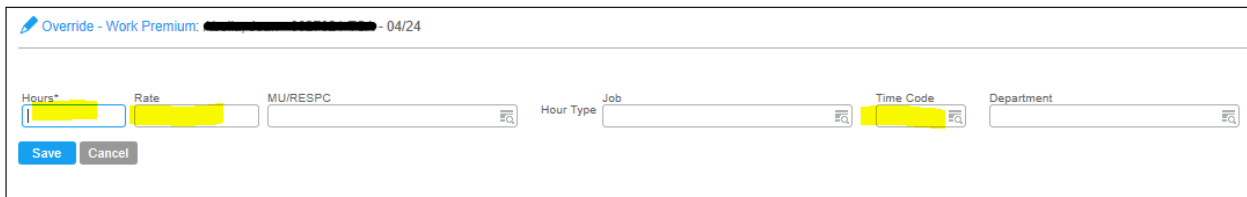
**Note:** For Bill 148 emergency days – use EMERLEAVE & UNPAID EMERG.

**In Time and Attendance:**

1. Select **Daily TS** from the menu bar.
2. Select an employee and load the timesheet for the day in question.
3. Beside the day in question select the edit icon  and choose **“Work Premium”**



4. The **Override-Work Premium** panel displays.



- Enter in the hours and the pay rate. **NOTE:** Ensure that the rate is correct. There is no checking done by the system.
- Click the **Time Code** field to view the list of premiums. Click the code you want (available premiums are shown on the next page). Click **Next** to page through the selections. If the premium you want is not shown, select **“PREM”**.
- Click **Save**.

## Premium Time Codes (\$\$= flat dollar amount codes)

Premium Codes	Description
HOL	Holiday (Public)
SB	Standby
GUAR	guaranteed time
REST	rest time paid
UBNKHOL	Unpaid Banked Holiday
RESP	\$\$ Responsibility Allowance
RESP .75	Responsibility Allowance .75
RESP 1.25	Responsibility Allowance 1.25
RESP 2.00	Responsibility Allowance 2.00
ACTPY	\$\$ Acting Pay - FLAT DOLLAR
DCPRM	\$\$ Day Care Premium
DEDUC	\$\$ Distant Education
EDPRM	Education Premium
FAID	First Aid 4.30
FSCDV	FSCDIV Shelter Difference 3.00
GRATP	\$\$ Gratuity Pay
INTEN	\$\$ Intensive
MALLW	\$\$ Meal Allowance
OC200	On Call 2.00
ONCAL	\$\$ On Call - Flat Dollar ONLY
PREC	Preceptor Pay
RELSO	Relief S/O Broadview Sleepover
RSO15	Relief S/O 1.5 (Broadview) Sleepover
SESS	\$\$ Sessional
SLEEP	Sleepover London
SLPOV	Sleepover Broadview
STIPD	\$\$ Stipend
TEAMP	\$\$ Team Premium

WGENH	Wage Enhancement \$2.00 (Ontario Only)
PREM - AFT	PREM - AFT
PREM - NIGHT	PREM - NIGHT
PREM - WKND	PREM - WKND
STAT	Holiday (Public)
RETRO	\$\$ Retro Pay - with RRSP
PREM - SUPER	PREM - SUPER
UBNKHOL1.0	Unpaid Stat Holiday
WGEN1	\$\$ Wage Enhancement
WGEN2	\$\$ Provincial Wage Enhancement
LEEPC	\$\$ LEEP Payment Class
COLA	\$\$ Cost of Living Allowance
DOC	\$\$ Director of Care Premium
HSA	\$\$ Health Spending Account
ONCAL WKND	ONCAL WKND
PREM	Premium
RETR1	\$\$ Retroactive Pay - No RRSP
CALLED IN 1.5	CALLED IN 1.5
RESP PREM	RESP PREM
VTALL	\$\$ Vacation Travel Allowance
UNALL	Uniform Allowance
SLPOL	Sleepover Hamilton Lawson