



JOHNS HOPKINS
M E D I C I N E

JOHNS HOPKINS HEALTH SYSTEM CORPORATION
THE JOHNS HOPKINS HOSPITAL

JHHS Managers Handbook to Absence/Attendance Codes for Kronos and Nightingale

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Introduction

This handbook offers brief descriptors of pay codes used in the Kronos and Nightingale systems. It is intended to help managers select the appropriate pay code for common and uncommon pay situations.

Although this handbook is not intended to be a “step-by-step” guide to using Kronos and Nightingale, a brief description of both follows.

Kronos

Kronos is a workforce management system that allows the Health System to automate their payroll process. Information required to process employee paychecks is compiled and fed to the payroll system.

Kronos also achieves more accurate labor data for managers. The end results include reduced costs to the organization, increased productivity and better decision-making among your team, improved employee satisfaction and alignment with organizational objectives. Each department has a designated manager that has the ability to edit and input time into the Kronos system.

More detailed information about the Kronos system and its use can be found at the following website: <http://finance.jhmi.edu/FinanceSystems/KRONOS.html>

Nightingale

Nightingale automates the labor intensive manual system of staff scheduling, payroll preparation, and personnel management for all nursing units and other departments not using Kronos. Routine, burdensome administrative tasks such as producing staff schedules, time and attendance, credential tracking, and meeting daily skill mix requirements are streamlined using this system.

More detailed information about the Nightingale system and its use can be found at the following website: <http://www.insidehopkinsmedicine.org/> Click the Nightingale link at the left of this page and then enter your JHED ID and password.

Using the Handbook

This handbook is divided into four sections of pay codes that are used in the Kronos and Nightingale systems.

The first section contains codes that are common and frequently used.

The second section contains codes that are less frequently used or that are department/employee type specific (i.e. certain premium pays, differentials, etc.).

The third section lists pay codes that are used when an employee is on short-term disability.

The fourth section lists pay codes that should be used when the employee is absent due to Family Medical Leave (FML).

Each section contains a table of the pay codes used and examples or scenarios for pay codes that require further explanation.

Each pay code is assigned an alphabetical code that is used within the Kronos and Nightingale systems. This handbook lists each alphabetical code with its accompanying name and descriptor.

Also please note that some codes are only used by certain institutions. The “Company” column in the following tables indicates which organization uses the code. The companies mentioned in the tables are abbreviated as follows:

The Johns Hopkins Hospital (JHH)
Johns Hopkins Health System Corporation (JHHSC)
Johns Hopkins Bayview Medical Center (JHBMC)
Johns Hopkins Home Care Group (JHHCG)

The descriptor identifies the proper use of each code. Some descriptors direct the manager to view policies that provide more information about a particular pay code. The policies for JHHSC and JHH can be found at the following link:

<http://www.hopkinsmedicine.org/jhr/PoliciesProcedures/>

Policies for JHBMC can found at this link:

<http://www.insidehopkinsbayview.org/hr/policies/index.html>

Some pay codes have been established to address specific needs of a particular job or department and require the approval of the HR Office of Compensation. The pay code descriptors indicate those that require compensation approval for use.

Following are the pay codes and information for each pay code as described above. Should you have any questions regarding the use of a pay code contact the appropriate organization.

JHH/ JHHSC
HR Office of Compensation
410-955-6781

JHBMC
HR Office of Compensation
410-550-5353

Additionally, at the end of this handbook there are frequently asked questions with answers and common payroll scenarios described in more detail.

Table of Commonly Used Pay Codes

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Alpha Code	Name	Descriptor	Company
AST	Additional Straight Time	Can only be used when the employee is classified as exempt. The position must be designated for this pay code to be used. Additional pay will be at the base pay rate.	JHH, JHHSC, JHBMC, JHHCG
CBN	Call Back Non Productive	4 hours guaranteed pay for on-call employees called in to work. This code is used for hours that are not worked, but are required to make up the 4 hour guarantee. See policy JHHSC/JHH HR300, JHBMC 309 for additional details.	JHH, JHHSC, JHBMC
CBO	Call Back Overtime	To be used when an on-call employee is guaranteed overtime pay for being called back to work. See policy JHHSC/JHH HR300, JHBMC 310 for additional details.	JHH, JHHSC, JHBMC
CBR	Call Back Regular	This earnings type is used to record the number of call back hours that are actually worked, when the person works less than 4 hours. The remainder of the guaranteed 4 hours is coded under CBN. See policy JHBMC 310.	JHBMC
CLB	Call Back Pay	Paid at base pay rate. To be used when the on-call employee is called in to work. Employee is paid for the actual hours worked. See policy JHHSC/JHH HR 300, JHBMC 310 for additional details.	JHH, JHHSC
CLL	On-call Pay	Amount paid to the employee on call but has not been called back in to work. Amount to be paid is 30% of base pay rate up to a maximum of \$6 per hour while on-call. See policy JHHSC/JHH HR300, JHBMC 309 for additional details.	JHH, JHHSC, JHBMC, JHHCG
FLT	Floating Holiday		JHHCG
FRL	Funeral Leave	Leave with pay of up to 3 days for funeral attendance. Please review policy JHHSC/JHH HR326, JHBMC 201 for additional details.	JHH, JHHSC, JHBMC, JHHCG
HOL	Holiday Pay	Pays up to 8 hours of base pay (plus shift differential if applicable) for designated holidays. Please review policy JHHSC/JHH HR327, JHBMC 209 for additional details.	JHH, JHHSC, JHBMC, JHHCG

Table of Commonly Used Pay Codes

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Alpha Code	Name	Descriptor	Company
HOP	Holiday Premium	Premium pay for employees that work on designated holidays. Please review policy JHHSC/JHH HR327, JHBMC 209 for additional details.	JHH, JHHSC, JHBMC, JHHCG
HSF	Free Day Scheduled	Union employees receive up to 3 free days in a one year period and are used like paid time off. Use this code when the free day has been scheduled. See Article 7, Section 7.2 of the Bargaining Unit Agreement for additional details.	JHH, JHHSC (Bargaining Unit Employee)
JUR	Jury Duty	To be used when employee misses regularly scheduled work due to jury duty. Please review policy JHHSC/JHH HR331, JHBMC 203 for information related to compensation and jury duty.	JHH, JHHSC, JHBMC, JHHCG
LWS	Leave w/o Pay Scheduled	Scheduled leave that is not paid as specified by policy JHHSC/JHH HR329, JHBMC 202.	JHH, JHHSC, JHBMC, JHHCG
LWU	Leave w/o Pay Unscheduled	Unscheduled leave that is not paid as specified by policy JHHSC/JHH HR329, JHBMC 202.	JHH, JHHSC, JHBMC, JHHCG
MIL	Military Leave	Please refer to the further explanation of military leave in the Frequently Asked Questions section and policy JHHSC/JHH HR330, JHBMC 204 for information about this pay code.	JHH, JHHSC, JHBMC, JHHCG
NPP	Non Productive Pay	Pay at regular pay rate for off-site work related activities such as seminars, training, etc.	JHH, JHHSC
OTP	Overtime Pay	Pay at 1.5 times the regular base rate. Review policy JHHSC/JHH HR300, JHBMC 307 for additional details.	JHH, JHHSC, JHBMC, JHHCG
PER	Personal Day	Specific to Home Care Group	JHH, JHHSC, JHBMC, JHHCG
PTS	Paid Time Off Scheduled	Pre-approved paid-time-off. See policy JHHSC/JHH HR326, JHBMC 205 for additional details.	JHH, JHHSC, JHBMC, JHHCG

Table of Commonly Used Pay Codes

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Alpha Code	Name	Descriptor	Company
PTU	Paid Time Off Unscheduled	Paid-time-off used when employee calls in, or did not otherwise have the time off pre-approved. See policy JHHSC/JHH HR326, JHBMC 205 for additional details.	JHH, JHHSC, JHBMC, JHHCG
REG	Regular	This is the general pay code used for all employees and is paid at the employee's regular base rate.	JHH, JHHSC, JHBMC, JHHCG
SCS	Sick Leave Scheduled	Use of sick leave time when previously scheduled	JHH/JHHSC (Bargaining Unit Employee), JHHCG
SCU	Sick Leave Unscheduled	Use of sick leave time when previously unscheduled	JHH/JHHSC (Bargaining Unit Employee), JHHCG
VAS	Vacation Leave Scheduled	Use of vacation days when previously scheduled.	JHH/JHHSC (Bargaining Unit Employee), JHHCG
VAU	Vacation Leave Unscheduled	Use of vacation days when previously unscheduled.	JHH/JHHSC (Bargaining Unit Employee), JHHCG

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
ADD	PPV-Admit Day		JHHCG
ADS	PPV-Admit Day Supervisor		JHHCG
ADW	PPV-Admit WKND/HOL		JHHCG
AMD	Radiology Differential	Differential pay for employees of radiology departments. Must have approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.	JHH, JHHSC, JHBMC
AWS	PPV-Admit WKND/HOL Superv		JHHCG
BL1	Work Bonus LPN M-F Day	This earnings type is used to pay Licensed Practical Nurses for work bonus shifts on Mon-Fri Day shift.	JHBMC
BL2	Work Bonus LPN M-F Eve	This earnings type is used to pay Licensed Practical Nurses for work bonus shifts on Mon-Fri Evening Shift.	JHBMC
BL3	Work Bonus LPN S-Th Night	This earnings type is used to pay Licensed Practical Nurses for Work Bonus shifts on Sunday through Thursday, Night Shift.	JHBMC
BL4	Work Bonus LPN S-S Day	This earnings type is used to pay Licensed Practical Nurses for work bonus shifts on Saturday and Sunday Day shift.	JHBMC
BL5	Work Bonus LPN S-S Eve	This earnings type is used to pay Licensed Practical Nurses for work bonus shifts on Saturday and Sunday Evening Shift.	JHBMC
BL6	Work Bonus LPN F-S Night	This earnings type is used to pay Licensed Practical Nurses for Work Bonus shifts on Friday and Saturday Night Shift.	JHBMC
BR1	Work Bonus RN M-F Day	This earnings type is used to pay Registered Nurses for Work Bonus shifts on Mon-Fri Day Shift.	JHBMC

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
BR2	Work Bonus RN M-F Eve	This earnings type is used to pay Registered Nurses for Work Bonus shifts on Mon-Fri Evening Shift	JHBMC
BR3	Work Bonus RN S-TH Night	This earnings type is used to pay Registered Nurses for Work Bonus shifts on Sunday through Thursday, Night Shift.	JHBMC
BR4	Work Bonus RN S-S Day	This earnings type is used to pay Registered Nurses for Work Bonus shifts on Saturday and Sunday Day Shift.	JHBMC
BR5	Work Bonus RN S-S Eve	This earnings type is used to pay Registered Nurses for Work Bonus shifts on Saturday and Sunday Evening shift.	JHBMC
BR6	Work Bonus RN F-S Night	This earnings type is used to pay Registered Nurses for Work Bonus shifts on Friday and Saturday Night Shift. JHBCC uses for House Officer Shift work bonus to DON, ADON and PCM.	JHBMC
CC1	House Officer Diff	This earnings type is used to record hours worked by RN's in the Care Center when designated as House Officer.	JHBMC
CC2	Float Diff LPN's	This earnings type is used to record hours worked by LPN's in the Care Center Float Pool.	JHBMC
CC3	Float Diff GNA's	This earnings type is used to record hours worked by GNA's assigned to the Care Center Float Pool.	JHBMC
CLG	On-call pay CLG	This earnings type is used to record on call hours paid to employees in CPP Grant Programs where the funding does not allow them to receive the regular On Call rate.	JHBMC
CL1	On-Call Rate	Specifically designed on call rate for exempt staff of designated departments. Must have approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.	JHH, JHHSC, JHHCG

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
CL2	On-Call Rate	Specifically designed on call rate for exempt staff of designated departments. Must have approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.	JHH, JHHSC, JHHCG
CL3	On-Call Rate		JHHCG
CL4	On-Call Rate		JHHCG
CL5	On-Call Rate		JHHCG
CL6	On-Call Rate		JHHCG
CL7	On-Call Rate		JHHCG
CL8	On-Call Rate		JHHCG
CLG	On-call Pay CLG		JHBMC
CPO	Cardiology C Port	Not in use.	JHBMC
DBL	Double Time	Specifically designed pay rate for employees of designated departments. Must have approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.	JHH, JHHSC
DF1	Differential 1	Differential pay for employees of designated departments. Must have approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.	JHH, JHHSC
DF2	Differential 2	Differential pay for employees of designated departments. Must have approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.	JHH, JHHSC
DF3	Differential 3	Differential pay for employees of designated departments. Must have approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.	JHH, JHHSC
DF4	Differential 4	Differential pay for employees of designated departments. Must have approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.	JHH, JHHSC

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
DF5	Differential 5	Differential pay for employees of designated departments. Must have approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.	JHH, JHHSC
ECM	Respiratory Premium On-call ECM	On-call pay code specific to respiratory therapists. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
ECP	Respiratory ECMO Shift Premium	Premium pay code specific to respiratory therapists and determined by department. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
EDS	PPV-Eval Day Supervisor		JHHCG
EDU	Education Day	Pay for attendance at seminars and workshops and approved Educational programs.	JHH, JHHSC, JHBMC, JHHCG
EMD	PPV-EMD Admit Day		JHHCG
EMW	PPV-EMW Admit Weekend		JHHCG
EVD	PPV-Evaluation Day		JHHCG
EVW	PPV-Eval WKD/HOL		JHHCG
EWS	PPV-Eval WKND/HOL Superv		JHHCG
HEM	Hemodialysis Differential	Differential pay for RN and LPN's in the Hemodialysis Unit	JHBMC
HN2	HNU Weekday Evening	Premium pay code for specific "high need" nursing employees and units. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC
HN3	HNU Weekday Night	Premium pay code for specific "high need" nursing employees and units. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC
HND	HNU Weekend Holiday Day	Premium pay code for specific "high need" nursing employees and units. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
HNE	HNU Weekend Holiday Eve	Premium pay code for specific “high need” nursing employees and units. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC
HNN	HNU Wknd Hol Night	Premium pay code for specific “high need” nursing employees and units. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC
HNU	HNU Week day	Premium pay code for specific “high need” nursing employees and units. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC
INC	PPV-Inconvenience Visit		JHHCG
INP	Respiratory Instructor Premium	Specific to respiratory therapists. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
LDI	Line of Duty Infection	Payment for first line patient caregivers who are exposed to communicable diseases. Payments must be approved by Infection Control Department.	JHBMC
LPW	LPN Weekend Differential	This earnings type is used to record additional payment to a regular LPN for working a weekend shift.	JHBMC
LSS	Legacy Sick Scheduled	For long-term employees that still have previously unused “sick days” that were accrued prior to the change to PTO. Used when an employee schedules time off. Please refer to policy JHHSC/JHH HR 326, JHBMC 205 for additional details.	JHH, JHHSC, JHBMC
LSU	Legacy Sick Unscheduled	For long-term employees that still have previously unused “sick days” that were accrued prior to the change to PTO. If an employee has “sick days” remaining they are to be used prior to PTO. Please refer to policy JHHSC/JHH HR326, JHBMC 205 for additional details.	JHH, JHHSC, JHBMC

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
LVS	Legacy Vacation Scheduled	For long term employees that still have previously unused "vacation days" that were accrued prior to the change to PTO. Use this code when the vacation days have been scheduled. Please review policy JHHSC/JHH HR326, JHBMC 205 for additional details.	JHBMC
LVI	Legacy Vacation Unscheduled	For long term employees that still have previously unused "vacation days" that were accrued prior to the change to PTO. Use this code when the vacation days were not scheduled. Please review policy JHHSC/JHH HR326, JHBMC 205 for additional details.	JHBMC
LWB	Bonus Weekend LPN	Not in use.	JHBMC
LWD	LPN Weekend Optional Diff	Not in use.	JHBMC
LWE	Leave Weekend Option RN	Not in use.	JHBMC
MLP	Mid-level Provider Bonus	This earnings code is used to record hours worked by a Mid Level Provider (NP or PA) in the Emergency Room at a work bonus flat rate.	JHBMC
MON	Monitor Diff	Differential pay for Patient Care Technicians monitoring PCU and L&D.	JHBMC
MTG	PPV-Meeting		JHHCG
NC1	Nurse Clinician 1 Shift	Premium rates for PACE trained nurses that work Nurse coordinator shifts. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC
NC2	Nurse Clinician 2 Shift	Premium rates for PACE trained nurses that work Nurse coordinator shifts. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC
OAD	Oasis Admit Weekday		JHHCG
OAW	PPV-Oasis Admit WKND/HOL		JHHCG

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
OPO	Option Nurse OT	Not in use.	JHBMC
OPT	Option Nurse Pay	Not in use.	JHBMC
ORP	PPV-Orientation		JHHCG
ORR	Orientation	This earnings type should be used to record hours in Orientation and should be paid at the employee's base rate.	JHBMC, JHHCG
OV2	Overtime Shift 2 Pay	This is a Legacy pay code used if an employee acquires overtime during shift 2. Use of this code is not necessary as the payroll system is programmed to calculate the appropriate overtime pay according to the shift worked by the employee.	JHH, JHHSC
OV3	Overtime Shift 3 Pay	This is a Legacy pay code used if an employee acquires overtime during shift 3. Use of this code is not necessary as the payroll system is programmed to calculate the appropriate overtime pay according to the shift worked by the employee.	JHH, JHHSC
P36	Premium 36	Not in use.	JHBMC
PE1	PE1 Training Premium	Premium rates for PACE trained nurses that work shifts assisting with the Physician Order Entry System. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC
PE2	PE2 Training Premium	Premium rates for PACE trained nurses that work shifts assisting with the Physician Order Entry System. Must have approval of both the HR Office of Compensation and specific department to be used.	JHH, JHHSC
PRE	Preceptor Pay	This earnings type is used to record additional pay of \$1.00/hr for RN's assigned as preceptors to new employees.	JHBMC
PSE	Pathology Eve Shift Differential	Differential pay specific to Pathology departments. Used for evening shift. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
PSN	Pathology Night Shift Differential	Differential pay specific to Pathology departments. Used for night shift. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
RDS	PPV-Revisit Day Supv		JHHCG
RED	PPV-Revisit Day		JHHCG
REW	PPV-Revisit WKND/HOL		JHHCG
RNC	RN Charge	This earnings type is used for additional payment to RNs at JHBMC who are assigned to be in charge when the manager is not on the unit.	JHBMC
RNF	RN Float Differential	This earnings type is used to record hours worked by RN's in the Float Pool.	JHBMC
RTN	Respiratory Therapy Differential	Differential pay specific to respiratory therapists. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
RW1	Premium Pay	Respiratory therapist specific. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
RW2	Premium Pay	Respiratory therapist specific. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
RWE	Radiology Weekend Premium	Radiology employee specific. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
RWS	PPV-Revisit WKND/HOL Supv		JHHCG
RXD	Pharmacist differential	Pharmacy employee specific. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC, JHBMC, JHHCG
RXS	Pharmacy Shift Premium.	Pharmacy employee specific. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
SH2	Evening Shift	JHHSC/JHH - Pay based on set evening shift differential. A minimum of 6 hours between 3pm and 11pm must be worked to be eligible for this shift differential. See policy JHHSC/JHH HR300 for additional details. JHBMC - Pay based on set evening shift differential as defined by policy. See policy JHBMC 308 for additional details.	JHH, JHHSC, JHBMC, JHHCG
SH3	Night Shift	JHHSC/JHH -Pay based on set night shift differential. A minimum of 6 hours between 11pm and 7am must be worked to be eligible for this shift differential. See policy JHHSC/JHH HR300 for additional details. JHBMC – Pay based on set night shift differential as defined by policy. See policy JHBMC 308 for additional details.	JHH, JHHSC, JHBMC, JHHCG
SOT	Special OT RN/LPN	Not in use.	JHBMC
SSR	Security Special Response	Differential pay specific to security employees. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
TC5	Transplant Nurse Coord-OC	On-call pay for Transplant Nurse Coordinators. Must have approval of the HR Office of Compensation to be used.	JHH, JHHSC
WAL	LPN Weekend Alt. Diff	This earnings type is used to record additional pay for LPN's who are working Weekend Alternative.	JHBMC
WAR	RN Weekend Alt. Diff.	This earnings type is used to record additional pay for RN's who are working Weekend Alternative.	JHBMC
WBL	Weekend Block		JHHCG
WDD	Weekend Option Diff	Not in use.	JHBMC
WED	Weekend differential	For JHHS/JHH - Specific to nursing units. Must have approval of the HR Office of Compensation to be used. For JHBMC – Weekend Differential for RN's and LPN's. (GNA's in Care Center.)	JHH, JHHSC, JHBMC, JHHCG
WEO	Weekend Option Pay	Not in use.	JHBMC

Table of Less Frequently Used Codes or Departmental/ Employee Type Specific
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Alpha Code	Name	Descriptor	Company
WKB	Weekend Bonus RN	Not in use.	JHBMC
WRC	Workers Compensation	Code to be used for pay while employee is under workers compensation.	JHH, JHHSC, JHBMC, JHHCG

Short Term Disability Codes
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Alpha Code	Name	Descriptor	Company
SLV	STD Legacy Vacation	Short term disability for the employees with Legacy Vacation days. Compensation equals 60% of regular pay and 40% from Legacy Vacation days (if employee has vacation days). This would be the % of legacy vacation used to supplement the 60% short term disability payment.	JHBMC
STP	STD Paid Time Off	Short term disability. Compensation equals 60% of regular pay and 40% from paid time off (if employee has paid time off). Please view policy JHHSC/JHH HR334, JHBMC 207 or 208 for more information about short term disability.	JHH, JHHSC, JHBMC
STS	STD Sick Leave	This would be used to code the 40% (or less) of legacy sick time used to supplement the 60% short term disability payment. Please view policy JHHSC/JHH HR334, JHBMC 207 or 208 for more information about short term disability.	JHH, JHHSC, JHBMC, JHHCG
STV	STD Vacation Leave	Short term disability for employees supplemented by available vacation days. Please review the explanation below this table, and policy JHHSC/JHH HR 334 for additional information.	JHH/JHHSC(Bargaining Unit Employee), JHBMC, JHHCG
STW	STD Leave Without Pay	Short term disability. No paid time off is used. Please review the explanation below this table, and policy JHHSC/JHH HR 334, JHBMC 207 or 208 for additional information.	JHH, JHHSC, JHBMC, JHHCG

Short Term Disability- For periods of Short Term Disability it is necessary to record both the unpaid Short Term Disability hours (those hours paid to the employee by EHP for the STD benefit) as well as any paid absence hours, such as PTO, that the employee may be using to supplement the STD benefit.

For instance, for a full time 100% FTE employee scheduled for 40hrs/wk, we may record 3.2 hrs/day of STP-STD Paid Time Off and 4.8hrs of STW-STD Leave Without Pay, for a total of 8hrs/day. It is especially important to account for all of the employee's hours (both STD hours paid by EHP and paid absence hours) for part-time employees as these employees continue to accrue leave based on their full recorded hours until they are placed on Leave of Absence Without Pay. In cases where the employee is less than 100% FTE, it is necessary to prorate the hours accordingly so that their total daily hours are correct.

Family Medical Leave Codes

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In addition to using codes for payment, it is also necessary to use certain codes when the employee is eligible for job protection under the Family Medical Leave Act. Please refer to the policy JHHSC/JHH HR 328 and JHBMC policy 212 on specific details and procedures regarding FMLA leave.

For the absence/attendance codes, when the employee is on FMLA leave it is necessary to use the corresponding FMLA code instead of the normal absence/attendance code.

For instance, an employee is typically covered under FMLA when they are also out on Short Term Disability as long as they have met the employment service and medical eligibility conditions for Family Medical Leave. Just as in the case of STD we will need to split the paid and unpaid portion of the hours. However, for a full time 100% FTE employee scheduled for 40hrs/wk, we may record 3.2hrs/day of FSTP - FMLA STD Paid Time Off and 4.8hrs of FSTW - FMLA STD Leave W/O Pay. These would be the only codes used on these days as it is not necessary to record a second 3.2hrs of STP and 4.8hrs of STW for the same days.

In cases where the employee is less than 100% FTE it is necessary to reduce the hours accordingly. For instance, if the employee is 50% FTE then the normal daily hours would be 4hrs/day. In this example, 1.6hrs of FSTP may be recorded and 2.4hrs of FSTW.

For descriptors see the corresponding pay codes (last 3 letters of these alpha codes) in the previous three tables.

Family Medical Leave Pay Code Table

Alpha Code	Name	Company
FFLT	FMLA Floating Holiday	JHHCG
FFRL	FMLA Funeral Leave Up to 24 hours Bereavement Leave for employees on approved FML who lose an immediate family member. See JHBMC 201.	JHH, JHHSC, JHBMC, JHHCG
FHOL	FMLA Holiday Pay Holiday pay paid while employee is on an approved FML.	JHH, JHHSC, JHBMC, JHHCG
FHSF	FMLA Free Day Scheduled	JHH, JHHSC (Bargaining Unit)

Family Medical Leave Codes

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Alpha Code	Name	Company
FLSS	FMLA Legacy Sick Scheduled Legacy Sick leave paid while employee is on a pre-approved FML. Could be used to supplement short term disability.	JHH, JHHSC, JHBMC
FLSU	FMLA Legacy Sick Unscheduled Legacy Sick leave paid while employee is on an approved FML. Could be used to supplement short term disability.	JHH, JHHSC, JHBMC
FLVS	FMLA Legacy Vacation Scheduled Legacy Vacation paid while employee is on a pre-approved FML. Could be used to supplement short term disability.	JHBMC
FLVU	FMLA Legacy Vacation Unscheduled Legacy Vacation paid while employee is on an approved FML. Could be used to supplement short term disability.	JHBMC
FLWS	FMLA Leave w/o Pay Scheduled Absence that is a pre-approved FML without pay because the employee has no PTO, Legacy Sick or Vacation balances. Could be used before the start of STD.	JHH, JHHSC, JHBMC, HCG
FLWU	FMLA Leave w/o Pay Unscheduled Absence that is a pre-approved FML without pay because the employee has no PTO, Legacy Sick or Vacation balances. Could be used before the start of STD.	JHH, JHHSC, JHBMC, HCG
FPER	FMLA Personal Day	JHHCG
FPTS	FMLA Paid Time Off Scheduled Absence that is a pre-approved FML with pay when the employee has PTO balance.	JHH, JHHSC, JHBMC

Family Medical Leave Codes

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Alpha Code	Name	Company
FPTU	FMLA Paid Time Off Unscheduled Absence that is an approved FML with pay when the employee has PTO balance.	JHH, JHHSC, JHBMC
FSCS	FMLA Sick Leave Scheduled Absence that is a pre-approved FML with pay when the employee has a Legacy Sick balance. Should be used before PTO balance.	JHH/JHHSC (Bargaining Unit), JHHCG
FSCU	FMLA Sick Leave Unscheduled Absence that is an approved FML with pay when the employee has a Legacy Sick balance. Should be used before PTO balance.	JHH/JHHSC (Bargaining Unit), JHHCG
FSLV	FMLA STD Legacy Vacation Absence that is an approved FML and also qualifies for short term disability. This would be the % of legacy vacation used to supplement the 60% short term disability payment. Should be used when Legacy Sick and PTO balances are exhausted.	JHBMC
FSTP	FMLA STD Paid Time Off Absence that is an approved FML and also qualifies for short term disability. This would be the % of PTO used to supplement the 60% short term disability payment.	JHH, JHHSC, JHBMC
FSTS	FMLA STD Sick Leave Absence that is an approved FML and also qualifies for short term disability. This would be the % of legacy sick leave used to supplement the 60% short term disability payment. Should be before PTO balance.	JHH, JHHSC, JHBMC, JHHCG

Family Medical Leave Codes

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Remember:

For This FML Issue...	And it is...	Use This Code	For Company...
FML Floating Holiday		FFLT	JHHCG Only
FML Free Day	Scheduled	FHSF	JHH, JHHSC (Bargaining Unit)
	Unscheduled	FHUF	
FML Funeral Leave		FFRL	JHH, JHHSC, JHBMC, JHHCG
FML Holiday Pay		FHOL	JHH, JHHSC, JHBMC, JHHCG
FML Legacy Sick	Scheduled	FLSS	JHH, JHHSC, JHBMC
	Unscheduled	FLSU	
FML Legacy Vacation	Scheduled	FLVS	JHH, JHHSC, JHBMC
	Unscheduled	FLVU	
FML Leave w/o Pay	Scheduled	FLWS	JHH, JHHSC, JHBMC, JHHCG
	Unscheduled	FLWU	
FML Personal Day		FPER	JHHCG Only
FML Paid Time Off	Scheduled	FPTS	JHH, JHHSC, JHBMC
	Unscheduled	FPTU	
FML Sick Leave	Scheduled	FSCS	JHH/JHHSC (Bargaining Unit), JHHCG
	Unscheduled	FSCU	
FML STD Leave W/O Pay		FSTW	JHH, JHHSC, JHBMC, JHHCG
FML STD Legacy Vacation		FSLV	JHH, JHHSC, JHBMC
FML STD Paid Time Off		FSTP	JHH, JHHSC, JHBMC
FML STD Sick Leave		FSTS	JHH, JHHSC, JHBMC, JHHCG
FML STD Vacation Leave		FSTV	JHH, JHHSC, JHHCG
FML Vacation Leave	Scheduled	FVAS	JHH, JHHSC, JHHCG
	Unscheduled	FVAU	JHH, JHHSC, JHHCG
FML Workers Compensation		FWRC	JHH, JHHSC, JHBMC, JHHCG

Frequently Asked Questions

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1- When should SH2 (evening shift differential) and SH3 (night shift differential) apply when not working the traditional 3-11:30pm or 11:00-7:30am shifts?

Employees receive shift differential pay, for all hours worked, if they work a minimum of six consecutive hours during a shift where differential applies. Please review policy JHHSC/JHH HR 300 for information regarding shift differentials.

2- When does WED (weekend shift differential) apply?

An employee who works four or more consecutive hours during JHHSC/JHH's designated weekend period is entitled a weekend differential for all hours worked on that shift. For the purposes of this policy, the weekend is defined as beginning 11:00pm Friday and ending 7:00am Monday. Weekend differentials are paid in addition to any shift differential the employee is entitled for working the evening or night shift. Please review policy JHHSC/JHH HR 300 for information regarding weekend differentials.

3- Do employees who have permanent shift assignments receive shift differentials for all time reported?

Yes. Employees regularly assigned to the evening or night shifts also will receive shift differential payments for time off, such as PTO and other paid leaves. This information is found in JHHSC/JHH policy HR 300.

4- If the employee is regularly scheduled to work evenings, but then works a night shift, which shift differential applies?

Again, if the employee works six consecutive hours during the allotted night shift time (11:00pm-7:30am) they should receive night differential pay.

5- What is OV2 (overtime shift 2 pay) and OV3 (overtime shift 3 pay) and when does it apply?

This is a Legacy pay code used if an employee acquires overtime during shift 2 or 3. Use of this code is not necessary as the payroll system is programmed to calculate the appropriate overtime pay according to the shift worked by the employee.

Frequently Asked Questions

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6- What is the union free day code?

HSF (free day scheduled) is a pay code specific to bargaining unit employees. Generally, union employees are allotted 3 free days for the year, which can be taken when previously scheduled. The employee will receive 8 hours of pay at his/her regular rate. Please refer to Article 7, Section 7.2 of the Bargaining Unit Agreement for additional details.

7- Are non-exempt employees eligible for overtime pay?

Yes. The Fair Labor Standard Act (FLSA) indicates that non-exempt employees should be paid 1.5 times the employee's regular pay rate for each hour worked passed 40 hours in a regular work week. Please refer to JHHSC/JHH policy HR 300 for information about overtime pay.

8- Can overtime be applied to time prior to the employee working 40 productive hours for non-exempt employees?

No. Please refer to JHHSC/JHH policy HR 300 for information about overtime pay.

9- When does double time apply?

DBL (Double time) is a specifically designed pay rate for employees of designated departments. This pay code requires approval of the HR Office of Compensation to be used. Designated departments will be instructed on use of this code.

10-How and when do you use the on-call pay codes (on call pay, call back, and call back non-productive)?

Non-exempt employees who are scheduled to be "on-call" (continuously available and ready to report to work immediately) will receive on-call pay (CLL) for each hour while on call. The amount to be paid is 30% of base pay rate up to a maximum of \$6 per hour while on-call.

Exempt employees are not eligible to receive on-call pay. Should operational needs require regular on-call status for exempt employees, the Office of Compensation will work with the department in determining appropriate compensation.

If an employee is called into work during the on-call shift, they will receive their base hourly rate for the hours worked. Call back pay (CLB) is the code used. Employees who are called into work will be guaranteed a minimum of 4 hours. The total amount of on-call hours to be paid should be reduced by the paid hours. If 4 hours are not worked when the employee is called in, use the Call Back Non Productive (CBN) pay code to ensure the 4 hours of guaranteed pay are met. (Question 10 continues on next page)

Frequently Asked Questions

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For example, if an employee is scheduled to on-call for twelve hours and is called into work for two hours, the manager should utilize pay code CLB for 2 hours, CBN for 2 hours, and CLL for the eight remaining hours of the on-call shift.

Please refer to JHHSC/JHH policy HR 300 for more information about on-call pay.

11-Can I pay my employee 40 hours for working 36?

No. Employees can only be paid for hours worked.

12-When do PACE guidelines apply?

The PACE Program Administrative Guidelines are found at the following URL

http://www.insidehopkinsmedicine.org/nursing/na/NMresources/NMresources_index.html

JHED login is required for access.

13-How do I report funeral leave, when can an employee use it and how much is the employee due?

Under Funeral leave (FRL), employees may be granted up to three days absence from scheduled duty with pay in the event of death in their immediate family, within one week of the date of death. For this purpose, the employee's immediate family includes the following:

- Brother
- Grandchild
- Parent
- Spouse/ same sex domestic partner
- Child/ Child of same sex domestic partner
- Grandparent
- Parent-in-law
- Stepchild
- Foster parent
- Legal guardian
- Sister
- Stepparent

It is the employee's responsibility to notify his/her supervisor immediately upon learning of the death. The employee may be asked to submit proof of death and proof of relationship to the deceased in order to be eligible for paid time off for such leave. This information is found in JHHSC/JHH policy HR 326.

Frequently Asked Questions

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14-How do I use the Military Leave Code?

Military Leave (MIL) is an unpaid hours-only code which can be used when the employee is on Leave of Absence with Pay or Leave of Absence Without Pay for reason Military and not using Vacation or PTO. Please refer to policy JHHSC/JHH HR330 on Military Leave for information regarding compensation during this type of absence.

It is especially important to record MIL hours for Part-time staff that are on paid military leave of absence in order for them to continue to accrue paid leave time. As a practice, it is best to account for all hours in a given pay period for reporting and accruals. Therefore it may be necessary to use the unpaid MIL hours-only code in these instances.

For example, a 100% FTE employee is requested to perform two weeks of annual retraining but does not wish to use PTO during this time. We would record 8hrs of MIL per work day during this period to denote that the employee is away. It will also be necessary to complete an ISR for this employee to receive any supplement between their normal pay and military pay if eligible.

Policy Questions and Scenario Analysis

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1-Changes to payroll practices under SAP system

- 1- Holidays not used within the allotted time frame will not be paid out. In rare instances where circumstances have not allowed the employee to take the holiday during the allotted time period, the manager can request to have the holiday paid out for the employee. This request must be submitted prior to the expiration of the allotted time frame.
- 2- Vacations can only be paid out upon termination. Pay out rate is 50%.
- 3- Overtime cannot be paid to non-exempt employees until they have worked 40 productive hours. Holiday hours and Jury duty are included as productive hours worked.
- 4- Extra hours cannot be manually added. Hours must be associated with a shift worked.
- 5- Overtime cannot be spread across several pay periods to reduce taxes.
- 6- Supplemental payments (SUP) are no longer available through payroll. Supplemental pay will have to be processed via an Internal Service Request (ISR).

2- What to do if an employee has an infection or illness that prevents them from working on their clinical unit, and does not want to stay home because they feel fine.

Since the employee works in a clinical unit the department would send the employee to Occupational Health for clearance to return to the unit. Depending on the results from Occupational Health, the employee may want to use PTO initially, and then apply for FML if it is determined that the infection or illness will be had for a longer period of time.

3- What to do if an entire unit wishes to donate PTO to an employee that has terminal illness and is out of PTO. What steps can be taken to process this?

This situation would meet the purpose of allowing the transfer of PTO hours from one employee to an employee who has exhausted his/her PTO hours. The transfers would be to assist that employee during a period of catastrophic financial need.

To be eligible to transfer or receive PTO hours, the written approval of the supervisor/managers and director/administrator must be obtained. A PTO transfer authorization form should be completed by the employee(s) donating the PTO. The responsible Vice President should approve the request and forward it to the Vice President of Human Resources.

The maximum amount of PTO hours that an employee may transfer to another eligible employee in any six month period is 80 hours. The minimum amount of PTO hours that an employee may transfer is 8 hours.

4- How to use pay codes for LINC/ Nursing Stipend participants in the SAP system.

Nurse managers of LINC participants should code their employees' 32 hrs/pay period to their home departments. Nursing departments support their employees in LINC. (Explanation continued on next page).

Non-nursing department managers with LINC participants who were coding to Company 101 Cost Center 329 prior to September 2004 should use the new Cost Center 4800010308 in the SAP system.

Non-nursing department managers who are currently coding to Company 160 Cost Center 907 should use the new Cost Center 4500160040 in the SAP system.

5-Scenarios for FML (and STD)

Refer to the following table for specific scenarios in which FML or STD may be applied.

1- Disability (Including Maternity)

Assuming employee is eligible for FML and STD:

First 14 Calendar Days: PTO (FPTS), or VAC (FVAS), or SICK (FSCS)

Thereafter: STD paid at 60% by EHP Interface, 40% can be supplemented from PTO (FPTP), or VAC (FSTV), or SICK (FSTS). Prorated for Part-time employee. If STD w/o Pay: FSTW

If the employee has legacy sick or vacation to be used the same process would be used except the pay code would reflect the type of supplemental time used.

2- Employee Hurt At Work: Cannot Work:

First 3 Days: PTO (FPTS), or VAC (FVAS), or SICK (FSCS)

Thereafter: 66 2/3% Workers' Comp Only: FWRC

If the employee has legacy sick or vacation to be used the same process would be used except the pay code would reflect the type of supplemental time used.

3- Employee has illness, causing intermittent time off (e.g. asthma):

If hours available, may use: PTO - FPTS (or FPTU); VAC - FVAS (or FVAU); or SICK – FSCS (or FSCU)

4- Employee's child has illness, causing intermittent time off (e.g. asthma):

If hours available, may use: PTO – FPTS (or FPTU); or VAC – FVAS (Or FVAU)

5- Employee adopts a child or accepts a foster child:

If hours available, may use: PTO – FPTS (or FPTU); or VAC – FVAS (or FVAU); or SICK- FSCS (or FSCU)