## **Guide to Reviewing On Call Shifts Paid**

The most recent PARO contract has a requirement for the "paymaster" to provide to each resident an accounting of the number and type of call stipends paid with the corresponding dates, along with any declined stipends.

## **HOW TO VIEW ON CALL SHIFTS PAID**

From within the hospital:

Open web browser

Go to: https://wb.lhsc.on.ca/etm/login.jsp?config=false&locale=EN

Log on using your corporate ID and password

Click: Work Schedule (icon in the middle of the screen)

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From outside the hospital:

Log in using Juniper access

Open web browser

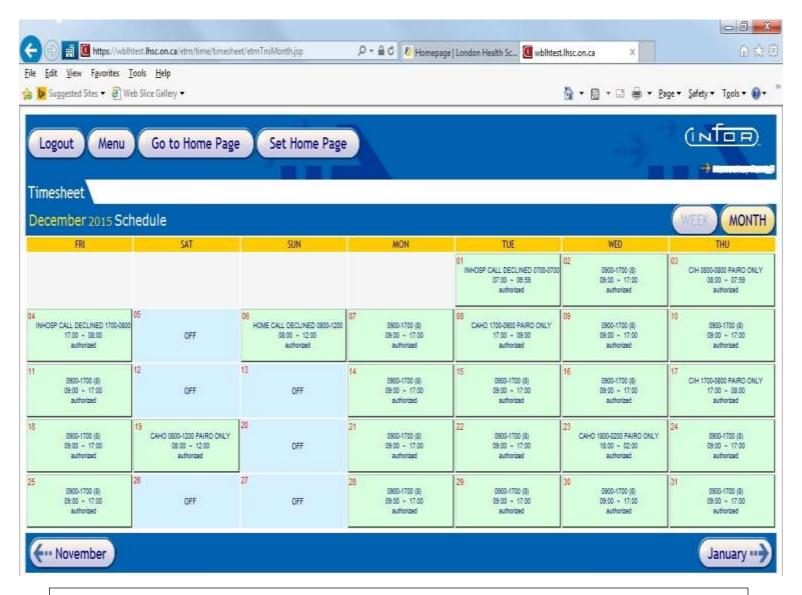
Go to: <a href="https://wb.lhsc.on.ca/etm/login.jsp?config=false&locale=EN">https://wb.lhsc.on.ca/etm/login.jsp?config=false&locale=EN</a>

Log on using your corporate ID and password

Click: Work Schedule (icon in the middle of the screen)

In both cases you will see a calendar as below.

You can move to previous months using the arrow keys at the bottom of the screen. Codes you will see are explained in the legend on the page below.



## Legend:

Monday to Friday 0900-1700 (8) – this is your regular salary

CIH shifts are all paid at the "in hospital" rate - CAHO shifts are all paid at the "home call" rate

Shift definitions:

CAHO 0800-1200 – Rounding shift

CAHO 1800-0200 – Qualifying shift (Emergency)

CAHO 1700-0800 or 1700-0900 - Home Call

CIH 1700-0800 - Converted Call

CIH 0800-0800 - Confined call

Declined calls – Calls would only be declined if you are over the 31 maximum per quarter specified by the PARO contract