

Guide to Reviewing On Call Shifts Paid

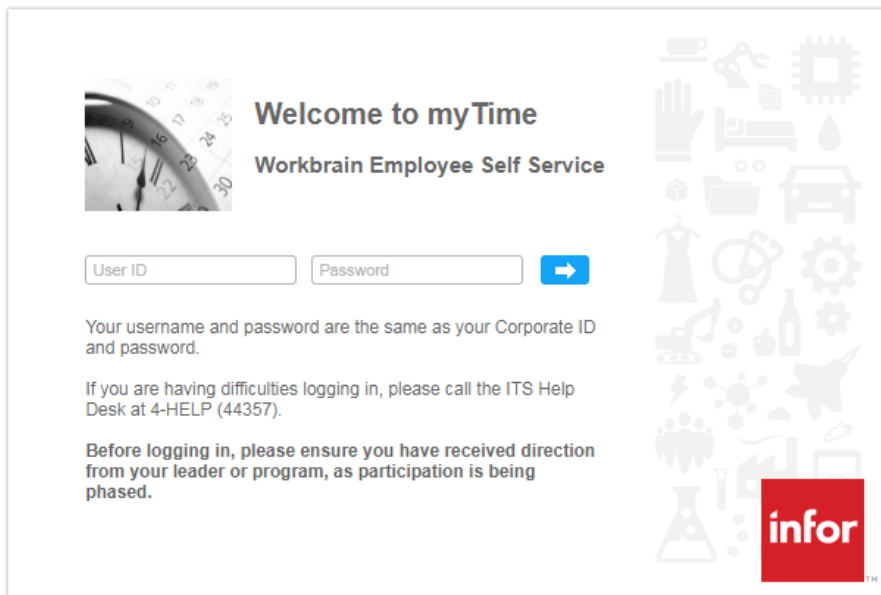
LHSC provides you with online access to view on call shifts worked or declined as follows


HOW TO VIEW ON CALL SHIFTS PAID

From within the hospital, open web browser (From outside the hospital, use Juniper access)

Click [here](#) or go to: <https://wblhprod6.lhsc.on.ca/etm/>

Log on using your corporate ID and password



Click:  . [myTimesheet](#)

You will see a calendar as below. You can move from month to month by clicking on the previous or next month keys at the bottom of the screen. Please refer to the legend below the calendar for the definitions of the codes displayed.

October 2016

Day Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01 NOT SCHEDULED
02 NOT SCHEDULED	03 HOME CALL DECLINED 0800-1200 08:00 - 12:00 more...	04 CIH 1700-0800 PAIRO ONLY 17:00 - 08:00 more...	05 CAHO 1800-0200 PAIRO ONLY 18:00 - 02:00 more...	06 CAHO 1800-0200 PAIRO ONLY 18:00 - 02:00 more...	07 0900-1700 (8) 09:00 - 17:00 more...	08 NOT SCHEDULED
09 NOT SCHEDULED	10 0900-1700 (8) 09:00 - 17:00 more...	11 CAHO 0800-1200 PAIRO ONLY 08:00 - 12:00 more...	12 0900-1700 (8) 09:00 - 17:00 more...	13 CAHO 1700-0800 PAIRO ONLY 17:00 - 08:00 more...	14 0900-1700 (8) 09:00 - 17:00 more...	15 NOT SCHEDULED
16 NOT SCHEDULED	17 0900-1700 (8) 09:00 - 17:00 more...	18 INHOSP CALL DECLINED 1800-0200 18:00 - 02:00 more...	19 CIH 0800-0800 PAIRO ONLY 08:00 - 07:59 more...	20 0900-1700 (8) 09:00 - 17:00 more...	21 0900-1700 (8) 09:00 - 17:00 more...	22 NOT SCHEDULED
23 NOT SCHEDULED	24 CAHO 1800-0200 PAIRO ONLY 18:00 - 02:00 more...	25 0900-1700 (8) 09:00 - 17:00 more...	26 0900-1700 (8) 09:00 - 17:00 more...	27 CAHO 1800-0200 PAIRO ONLY 18:00 - 02:00 more...	28 CAHO 1800-0200 PAIRO ONLY 18:00 - 02:00 more...	29 NOT SCHEDULED
30 NOT SCHEDULED	31 0900-1700 (8) 09:00 - 17:00 more...					

This is not your master schedule. Please confirm current and future work schedules with your department.

September

November

Legend:

Monday to Friday 0900-1700 (8) – this is the shift used to pay your regular salary

CAHO code is used to designate an “at home” call shift

CIH code is used to designate an “in hospital” or “confined” call shift

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 – A call shift when you are over the maximum 31 calls per quarter specified by the PARO Collective Agreement