

Commonly Used Time Definers

Saskatoon Health Region

**be sure to consult with Manager/Supervisor/Admin if unsure how to code

Time Definer	Description/Intended use
ZZ	Regular, worked shift; 8 hour (regular) shift option
XZ	Extended, worked shift; 12 hour (extended) shift option (>8 hrs).
HC/XF	Scheduled vacation time (reg/extended)
OT	Overtime at 1.5X; Shift extensions beyond scheduled 8 or 12 hour day (SEIU only); <i>with manager approval</i>
OX	Overtime at 2.0X; Shift extensions (SUN); working on day off (FT); at FT scheduled hours for averaging period (SEIU/HSAS)
YX	<i>Potential Overtime (SUN PT or CAS ONLY)</i> ; used when you suspect you are at or close to FT hours for averaging period; Triggers payroll to audit your averaging period for overtime and will pay accordingly
WX	Banking overtime at 1.5X; Shift extensions beyond scheduled 8 or 12 hour day (SEIU only); <i>with manager approval</i>
WY	Banking overtime at 2.0X; Shift extensions (SUN); working on day off (FT); at FT scheduled hours for averaging period (SEIU/HSAS)
WW/XW	Additional premium for working on weekends (Regular/Extended); see CBA for rules; code in addition to worked time definer

Averaging Periods (please confirm with your manager)

3 Week (SEIU/HSAS; Regular shift option); FTE = 112 hrs in 3 weeks	4 Week (SUN/SEIU; Extended Shift option); FTE = 149.36 hrs in 4 weeks	6 Week (mainly SUN; Regular shift option); FTE = 224 hrs in 6 weeks
May 3-23, 2015	May 17-June 13, 2015	May 3-June 13, 2015
May 24-June 13, 2015	June 14-July 11, 2015	June 14-July 25, 2015
June 14-July 4, 2015	July 12-Aug 8, 2015	July 26-Sept 5, 2015
July 5-July 25, 2015	Aug 9-Sept 5, 2015	Sept 6-Oct 17, 2015
July 26-Aug 15, 2015	Sept 6-Oct 3, 2015	Oct 18-Nov 28, 2015
Aug 16-Sept 5, 2015	Oct 4-Oct 31, 2015	Nov 29-Jan 9, 2016
Sept 6-Sept 26, 2015	Nov 1-Nov 28, 2015	Jan 10-Feb 20, 2016
Sept 27-Oct 17, 2015	Nov 29-Dec 26, 2015	
Oct 18-Nov 7, 2015	Dec 27-Jan 23, 2016	
Nov 8-Nov 28, 2015	Jan 24-Feb 20, 2016	
Nov 29-Dec 19, 2015		
Dec 20-Jan 9, 2016		
Jan 10-Jan 30, 2016		