

## **Documenting Special Pay with Job Codes**

There are situations in which employees are paid a premium rate of pay. In these situations, an employee needs to take an extra step when punching in.

### **List of Job Codes**

- Acting Lead
- Emergency call in
- Acting lead and emergency call in
- Sub aide rate (when this is not your primary rate)
- Sub secretary (when this is not your primary rate)

### **Custodians working as Acting Lead**

When a custodian is working as an acting lead as defined in their contract, the employee needs to indicate this on their electronic time card. To do this, the employee needs to do the following when they clock in:

- Hold badge up to the target
- Press Job, choose 1 for acting lead, press enter to confirm
- Press enter (again) to confirm punch

Employees should clock out as they normally clock out

### **Custodians called in on an emergency**

When a custodian is called in on an emergency as defined in their contract, the employee needs to indicate this on their electronic time card. To do this, the employee needs to do the following when they clock in:

- Hold badge up to the target
- Press Job, choose 2 for emergency call in, press enter to confirm
- Press enter (again) to confirm punch

Employees should clock out as they normally clock out

### **Custodians working as an Acting Lead are called in on an emergency**

When a custodian is working as an acting lead and they are called in on an emergency as defined in their contract, the employee needs to indicate this on their electronic time card. To do this, the employee needs to do the following when they clock in:

- Hold badge up to the target
- Press Job, choose 3 for acting lead and emergency call in, press enter to confirm
- Press enter (again) to confirm punch

Employees should clock out as they normally clock out

### **Subs working as both an aide and a secretary**

When a sub is working as both an aide and a secretary, the employee needs to indicate which time is to be paid as an aide and which is to be paid as a secretary. It is assumed that all time should be paid at the aide rate. The employee needs to indicate on the time clock what time should be paid at the secretary rate. To do this, the employee needs to do the following when they clock in:

- Hold badge up to the target
- Press Job, choose 5 for secretary time, press enter to confirm
- Press enter (again) to confirm punch

Employees should clock out as they normally clock out