RN PRECEPTOR PAY

The Nurse Preceptor Program is linked in the policy below and outlines the background of the program as well as eligible job codes and departments as a part of the program.

https://riversidehealthcare.policystat.com/policy/14223479/latest

The eligible job codes and departments have been added to the RN Preceptor pay rules built out in WFM so that it applies to the job codes and departments as described in the policy. In order to add RN Preceptor pay to an employee's timesheet, follow the steps below:

- Open the employee timesheet that you need to add RN Preceptor pay to.
- Expand the day by clicking the arrow on the left pointing towards the day you want to apply RN Preceptor pay for
- In the Job field, verify and/or update the field to the appropriate job worked by the employee.
- In the Cost Center Worked column, verify/update the cost center to the cost center worked.
- Select the RN Preceptor checkbox for all applicable worked hours that should receive RN Preceptor pay.
- Click Submit

The RN Preceptor Pay will be applied and display at the bottom of that individual day's list of timecodes if the employee is in an eligible job and cost center according to the policy. You will also see RNPREC with the amount of hours and minutes to be paid at the RN Preceptor rate in both the individual day's Time Code Summary and the timesheet's Code Summary.