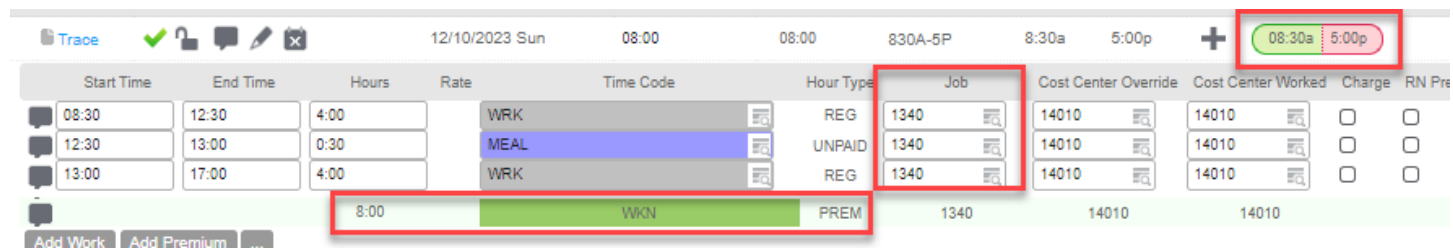


## WEEKEND RN PREMIUM

There are positions in the organization applicable to Weekend RNs where Weekend RN agreements are signed indicating scheduling requirements for the position. With the Weekend RN position, there is a pay incentive for working primarily weekend shifts. The Weekend RN job code for these staff is 1340. When job code 1340 is used for assigning shifts, the timesheet will display the weekend premium being applied automatically based on the employee's in and out clocks as indicated in the below screenshot.



Start Time	End Time	Hours	Rate	Time Code	Hour Type	Job	Cost Center Override	Cost Center Worked	Charge	RN Pre
08:30	12:30	4:00		WRK	REG	1340	14010	14010	<input type="checkbox"/>	<input type="checkbox"/>
12:30	13:00	0:30		MEAL	UNPAID	1340	14010	14010	<input type="checkbox"/>	<input type="checkbox"/>
13:00	17:00	4:00		WRK	REG	1340	14010	14010	<input type="checkbox"/>	<input type="checkbox"/>
8:00				WKN	PREM	1340	14010	14010		

Per the Weekend RN signed agreement, staff must be scheduled for a minimum of 24 hours of weekend coverage and will receive weekend premium pay for those eligible shifts. During the eligible shifts, job code 1340 should be on the timesheet and the weekend premium appearing as displayed above.

Scheduling requirements:

- Two 12-hour shifts: from Friday 5pm to Monday 5am
- Three 8-hour shifts: from Friday 3pm to Monday 7am

If staff choose to work additional shifts above the 24 hours of eligible shifts, those additional hours will be paid at their base rate of pay. In order to validate the employee is paid at their base rate of pay, the job code on the timesheet will need to be changed. The applicable non-weekend job code for the employee's position will be available for selection on the timesheet.

If an employee works in the weekend program as a:

- Registered Nurse, job code 1000 will be available for selection
- Utilization Review RN, job code 2206 will be available for selection
- House Supervisor, job code 9150 will be available for selection

If you do not see the additional job code available for selection, please reach out to the [WFMSupport@rhc.net](mailto:WFMSupport@rhc.net) email box for assistance.

To change the job code on the timesheet:

- Open timesheet
- Select employee/date
- Expand day by selection the arrow on the left side of the individual day you are needing to change
- In the job code field, select the magnifying glass and change the job code to the appropriate job code
- Click Submit
- Weekend premium will then be removed from the timesheet