

## Guide to Reviewing On Call Shifts Paid

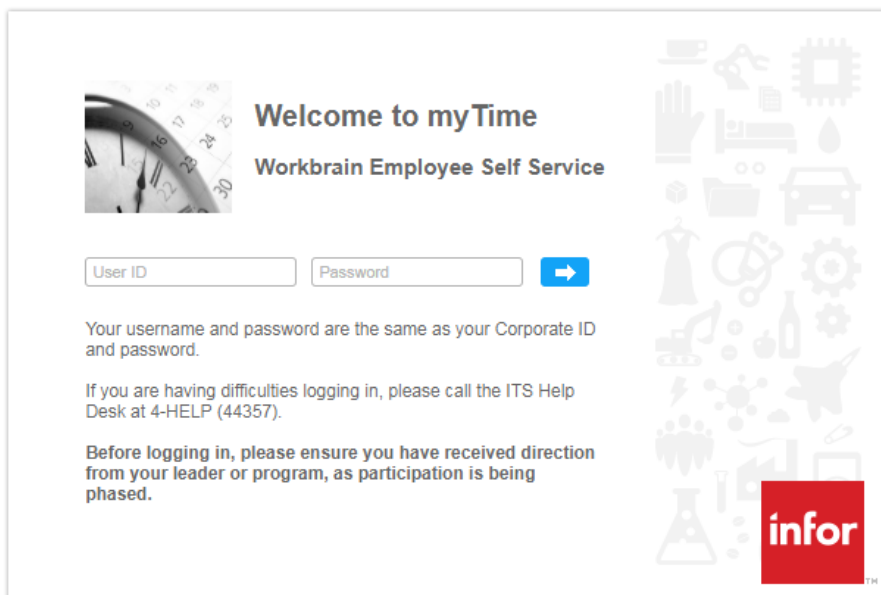
LHSC provides you with online access to view on call shifts worked or declined as follows

### HOW TO VIEW ON CALL SHIFTS PAID


Log in at the following link using your corporate ID and password

<https://wblhprod6.lhsc.on.ca/etm/>

From outside the hospital, you will need to use Horizon in order to access the link.



**Welcome to myTime**  
Workbrain Employee Self Service


User ID  Password  

Your username and password are the same as your Corporate ID and password.

If you are having difficulties logging in, please call the ITS Help Desk at 4-HELP (44357).

Before logging in, please ensure you have received direction from your leader or program, as participation is being phased.

**infor**™

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