JACKSON HEALTH SYSTEMS

MANAGER CODING MANUAL

NON-PRODUCTIVE TIME

DEPARTMENT MANAGED ABSENCES

The following leaves of absences are approved and coded by the home department of the employee.

Absence Type	Approval Requirements	Kronos Codes
Planned PL	Unless designated otherwise, for Inpatient areas, requests for PL should be made in Claravia. For all other areas, requests for PL should be made in Kronos.	PlanndPL (AFSCME) PlanndPL 400-410 (SEIU) PLCntOt **(Not for Job Basis)** PLCntOt 400-410 **(Not for Job Basis)** PL NoPay Pl Shift 2 (if applicable)
Voting	Employee must be a registered voter. Employee must be scheduled to work at least an 8-hour shift on election day. More than half of your shift must fall between 7:00 AM and 7:00 PM.	Voting
Non-Union Physician Education Days	Non Union physicians should complete form and submit to manager and receive approval in advance of the requested time off.	MdAdTra
SEIU RN PAD	Job Basis Nurses only in accordance with union contract.	SEIRnPad 400-410
SEIU CRNA & OR PAD	This absence type is granted by the manager based on the rules of the union contract and not requested by the employee.	SEICnPDA 400-410 SEIRnOPA 400-410
SEIU Social Workers Training	Employee should receive approval from their department in advance of the requested time off. Once advised, they should contact Matrix to open their education day leave and submit certification of completion to Matrix. Department is responsible to code the timecard.	SEIPfTr 400-410 PL Shift 2 (if applicable)
SEIU Physician Education Days	40 hours per fiscal year to meet CME requirements. Employee should receive approval from their department in advance of the requested time off. Once advised, they should contact Matrix to open their education day leave and submit certification of completion to Matrix. Department is responsible to code the timecard.	SEIDrTra
AFSCME LPN Rest & Recuperation	Limited to LPN's only and in accordance with the AFSCME Contract, limited to 5 days per year.	AFSLpnRR
AFSCME Training	Employee should receive approval from their department in advance of the requested time off. Once advised, they should contact Matrix to open their education day leave and submit certification of completion to Matrix. Department is responsible to code the timecard.	AFSTrain PL Shift 2 (if applicable)
Unplanned Absence	Any "FULL DAY" of absence that was not requested "and" approved in advance.	UnplanPL (AFSCME) UnplanPL 400-410 (SEIU) PL Shift 2 (if applicable) EIllUnpl (AFSCME) EIllUnpl 400-410 (SEIU) UplnPlNP
SEIU Training for RN, CRNA, Nurse Midwife, and CRNA's	Employee should receive approval from their department in advance of the requested time off. Once advised, they should contact Matrix to open their education day leave and submit certification of completion to Matrix. Requested day should be on a day scheduled and not a day off. Department is responsible to code the timecard.	SEICRnTR 400-410 SEICCrTR 400-410 SEICATR 400-410
BATs for Per Diem employees ONLY	Per Diem employees are eligible for BATs to complete any training required by JHS. This process is handle internally by the dept.	PerDiMan

Education Days (Edays) – For SEIU Only.

SEIU Education		As of 10/1/2014	
A400EA08	3518, 3517, 3340, 3343, 1166	32	ARNP &
A400EA10	3518, 3517, 3340, 3343, 1166	40	MidWife
A400EA12	3518, 3517, 3340, 3343, 1166	48	
A400EC08	1158, 1604, 3423	48	CRNA
A400EC10	1158, 1604, 3423	60	
A400EC12	1158, 1604, 3423	72	
A400EC13	1158, 1604, 3423	65	
A400ER08	1133 1136 1137 1138 1139 1161 1162 1170 1171 1176 1177 1178 1195	24	RN

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	2323	
A400ER10	2482	30

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A400ER12	2771	36

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MATRIX MANAGED REASONS FOR LEAVE

- Military Active Duty (30 days per leave). Must provide official orders to Matrix.
- Military Reserve Duty (max 17 days). Must provide official orders to Matrix.
- Funeral/ Bereavement (3 days for non-unions, SEIU, AFSCME & CIR. 5 days for GSAF).
- Education Leave (2 weeks or more). This is approved by the leader.
- Educational hours (EDays). Must provide certification of completion to Matrix.
- Jury Duty. Must provide court order.
- Court Witness Leave Medical Leave of Absence.
- Extended Personal Leave of Absence (31 days or more or for any amount of time immediately following a previously approved and exhausted leave). This is approved by the leader.
- FMLA. (max 12 weeks). Must provide medical certification to Matrix.
- Miami Dade FMLO Domestic Partner Leave Paid Veteran's Leave

CODING UNPLANNED PERSONAL

The Unplanned Personal pay rule has specific rules as it relates to when an employee can be paid using their extended illness bank. The rule is tied to an employee's Seniority date and years of service for the first 3 days only.

Years of Service	CODING
< three years	Code 24 hours of UnplanPL then EIllUnpl
3-10 years	Code 16 hours of UnplanPL, then EIllUnpl
> ten years	Code 8 hours of UnplanPL, then EIllUnpl

Note: Refer to Employee Accrual tab from the employee's timecard for specific employee instructions. For Example, "KR400_08" = Use 8 hours of PLU first, and then code extended illness EIU thereafter.

Unplanned personal is used first, then unplanned extended illness according to the seniority date for the first 3 days only, and only if extended illness time is available.

If your employee does not have an extended illness bank, you must continue to pay UnplanPL. If there is no PL bank available, you must code UPlnPlNP.

Any employee calling out sick for 4 days or more may be re-directed to call Matrix at 1-877 202-0055 if eligible for FMLA. Do not remove the coding for Absence Days 1, 2 and 3. Once the employee calls Matrix, the codes will be automatically populated for Day 4 forward.

If your employee is absent for less than a full day, you must code Early Out PL or Late In PL. Unplanned is never to be used for partial day absences.

SPECIAL RULES FOR MEMBERS OF COMPANIES 100, 110, 200, 210, 220, 300, 310, 320 (non-union)

Extended illness will be coded from the first day of the unplanned absence pattern if the employee is calling out sick. A physician's certificate describing the disability and the inability to work may be required before approval will be given for payment of extended illness leave hours.

AFSCME
Employees scheduled to work 12 hours or longer shifts that begin between 6:30AM and 9:30AM are entitled to Shift 2 for all hours scheduled after 3:00PM. Employees whose time cards show 11.5 hrs in the daily totals are also included.

DO NOT PAY SHIFT DIFFERENTIAL ON ANY AFSCME EXTENDED ILLNESS TIME

SEIU-Nurses and Professionals
Shift 2 will be paid for all hours scheduled after 3:00PM if the shift ends 5:00PM or later.

SEIU-Attending Physicians
This bargaining unit does not receive the shift 2 differential

If the employee is eligible for PL Shift 2:

1. Do not add PL Shift 2 to the No Pay leave code where No Pay is for the entire shift

2. Partial number of PL Shift 2 hours will be given when part of the leave is PAID and part is UNPAID

    a) Only give up to the maximum number of hours of PL Shift 2 that is PAID and eligible
    b) Only give PL Shift 2 if there are enough hours in PL bank to cover shift 1

3. If the employee is scheduled for 7am to 7:30pm and Kronos shows a True Shift 2 or True Shift 3, the True Shift will over-rule. Do Not Add the Shift 2

KRONOS – EDITING_SHIFT DIFFERENTIAL PAY RULES

	Pay Rule Distribution - SH2				
PAY RULE	PAY RULE	Schedule with Split SHIFT 2	SHIFT 1	SHIFT 2	TOTAL HOURS
A1140	AFSCME 11.5-40	7am-730pm	7.50	4.00	11.50
A1140 D	AFSCME 11.5-40 D	7am-730pm	7.50	4.00	11.50
A1236	AFSCME 12-36	7am-730pm	7.50	4.50	12.00
ACOMB	AFSCME COMBO	7am-730pm	7.50	4.50	12.00
ACOMB	AFSCME COMBO	7am-1130pm	7.50	8.50	16.00
ACOM D	AFSCME COMBO D	7am-730pm	7.50	4.50	12.00
ACOM D	AFSCME COMBO D	7am-1130pm	7.50	8.50	16.00
APT	AFSCME PT	7am-730pm	7.50	4.00	11.50
N1140	NON-U 11.5-40	7am-730pm	7.50	N/A	11.50
NCOMB	NON-U COMBO	7am-1130pm	7.50	8.50	16.00
PCOMB	PROF COMBO	7am-1130pm	0.00	16.00	16.00
PJCMB	PROF COMBO JB	7am-1130pm	0.00	16.00	16.00
R08JB	RN 08 JB	9am-530P	5.50	2.50	8.00
R0840	RN 08-40	9am-530P	5.50	2.50	8.00
R0840	RN 08-40	830am-5P	6.00	2.00	8.00
R10JB	RN 10 JB	830am-7p	6.00	4.00	10.00
R1040	RN 10-40	830am-7p	6.00	4.00	10.00
R11JB	RN 11.5 JB	7am-730pm	7.50	4.50	11.50
R1140	RN 11.5-40	7am-730pm	7.50	4.00	11.50
R1236	RN 12-36	7am-730pm	7.50	4.50	12.00
R1340	RN 13-40	7am-830pm	7.50	5.50	13.00
RCOMB	RN COMBO	7am-730pm	7.50	4.50	12.00
RCOMB	RN COMBO	7am-1130pm	7.50	8.50	16.00
RCOMB	RN COMBO	7am - 9:30pm	7.50	6.50	14.00
RJCMB	RN COMBO JB	7am-730pm	7.50	4.50	12.00
RJCMB	RN COMBO JB	7am-1130pm	7.50	8.50	16.00
RCOMP	RN COMPRESS	7am-730pm	9.33	4.50	13.33
RPT	RN PT	7am-730pm	7.50	4.50	11.50
RPT11	RN PT	7am-730pm	7.50	4.00	11.50
A08JB	AFSCME 08JB	8am-430pm	N/A	N/A	8.00
A10JB	AFSCME 10JB	8am-630pm	N/A	N/A	10.00

BUSINESS ADMINISTRATIVE TIME

Training required by JHS that is not license specific for employees in a union, such as SEIU or AFSCME, i.e.. ACLS and CPR.

Training required to maintain a professional license for non-union employees, such as engineering licenses, HR certificates and Risk Management certificates.

Employee must request the days/hours through INFOR self-service to receive supervisor **and** director approval. The BAT request is located under Employee Profile – Leave - Business Admin Time (BAT).

Please see policy 319 below to ensure that BAT requests are processed timely:

Timecard Approvals
  i.   All BAT requests must be processed timely. This means the requests and approvals must be completed prior to payroll closing to avoid payment discrepancy (Sunday 11:49PM before Payroll Monday).
  ii. Employees should be making the requests as soon as the BAT is scheduled and Leadership should be approving BAT training as soon as possible in order to avoid any delay in pay for the BAT training.
  iii. Vouchers for late approvals or late requests should be avoided at all costs. Repeat violations of failing to process BAT requests in a timely manner may lead to corrective action.
  iv. Accountability for the late processing of BAT requests will be as follows:
       a. First offense will result in an email resetting expectations and advising of their missed opportunity.
       b. Second offense will lead to a formal coaching.
       c. Third offense will lead to corrective action.

ACLS and BLS Training are now to be certified onsite and Jackson Health System is no longer accepting certification from any outside vendor. Please ensure you are scheduling your training ahead of time to avoid failing compliance.

BUSINESS ADMINISTRATIVE TIME FOR PER DIEM EMPLOYEES

Per diem employees are eligible for BATs. This process is handle internally by the dept. Employees must advise their supervisor of the date they will be taking BATs and the dept. will code their timecard for the date in question. This process is **NOT through INFOR**.

ADMINISTRATION SUSPENSION FOR INVESTIGATORY PURPOSES

The Administrative Leave process is completed through Infor. Leaders, AIC, and HR/Labor Relations team members can enter requests, with weekly reports generated and timecards coded twice a week. Follow these steps to submit a request:

- Go to "Profiles" and select the employee.
- In the employee's profile, navigate to the Administrative Leave tile and click on the "+" symbol.
- Complete the required fields:
      -Choose the type of leave (consult with HR if unsure).
      -Enter the leave start date and estimated return date.
      -Provide the employee's personal email address and contact number (no JHS contact info).

       -Add a brief reason for the leave.

- Click "Submit."

You'll receive an email confirming the request, pending HR approval. Once approved, follow these steps:

- Go back to "Profiles" and select the employee.
- Navigate to the "Administrative Leave" tile and click on the request.
- Download and print the "Administrative Leave Memo" to present to the employee.
- Upload signed memo, click "Update" and mark as "Presented to Employee."

Once completed, a confirmation email will be sent to the appropriate parties, notifying that the leave is fully approved and coded correctly.