

## On Call Stipends Claim Manual for Residents

### How to get there:

On your Desktop, double click your Internet/Extranet browser.



Launch Internet Explorer Browser.Ink

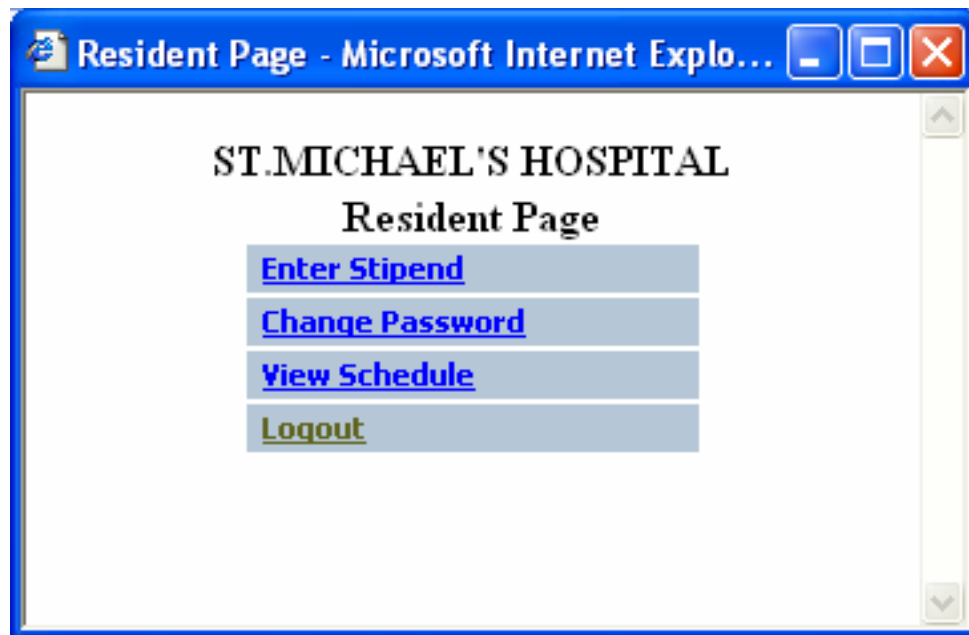
Type: <http://www.oncallstipend.ca> and press Enter.

Your **user ID** will be your **email address** and **generic password** is **time2pay** and immediately, after login it will ask you to change to your new password.

After login, it will take you to the St. Michael's Hospital "**Resident On Call System**".  
(see *Figure 1*)

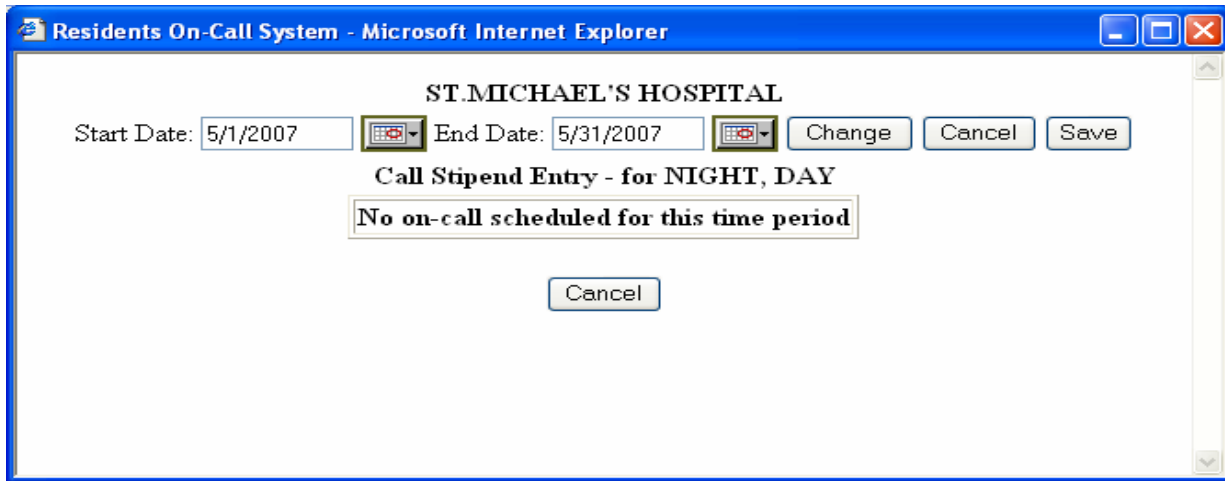
This will take you to the St. Michael's Hospital "**Resident On Call System**". (See *Figure 1*)

Figure 1



Click on “**Enter Stipend**” to take you to the next window, (see *Figure 2*)

*Figure 2*



### TO VIEW A SPECIFIC SCHEDULE

First, you have to change the **Start** and **End** dates. You can **change the dates** by clicking the “**Calendar**” beside “**Start Date**” and “**End Date**”. The calendar will **expand**. Next, choose your specific date by clicking the actual number. After you have chosen your start and end dates, then click on “**Change**”.

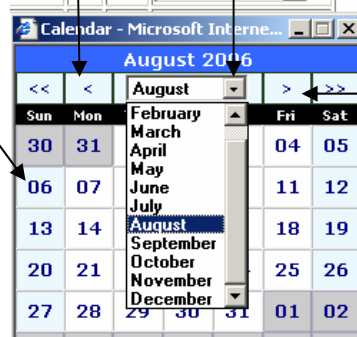
#### **To navigate:**

Click the back arrow if you want to go to the previous month.

Click the forward arrow if you want to go to the next month.

Or click the down arrow beside the current Month to select the specific month.

To choose your dates, simply click on the number.



Do not forget to click the “**Change**” button to **view** the actual schedule.

A new window with a specific schedule corresponding to the Start and End dates that you have chosen will appear. (see *Figure 3*)

**Figure 3**

Residents On-Call System - Microsoft Internet Explorer

ST. MICHAEL'S HOSPITAL

Start Date: 3/30/2007 End Date: 4/8/2007 Change Cancel Save

Call Stipend Entry - for NIGHT, DAY

Submitted for Validation Validated To be entered Submitted to Payroll Rejected

Month	Date	Day	ALLERGY
Mar	30	Fri	Not On
Mar	31	Sat	Not Called
Apr	1	Sun	Not Called
Apr	2	Mon	Not On
Apr	3	Tue	Not On
Apr	4	Wed	Not On
Apr	5	Thu	Not On
Apr	6	Fri	Not On
Apr	7	Sat	Not On
Apr	8	Sun	Not Called
			FREE BEES

Save Save & Submit for Validation Cancel

You will notice that the Start and End dates has changed and it will only give the option of claiming the dates you were on call schedule. If you switched call and the changes were not reflected on the call schedule then make sure to inform scheduler to change it before you submit for Validation.

Note: Home-Call converted to Hospital Call please choose Converted Call. ER/ICU is Qualifying Shift and it's only for ER midnight shifts.

## CLAIMING YOUR ON CALL STIPEND

Click the down arrow beside the specific date that you were scheduled. A drop-down menu of On- Call Types will be available for you. (see *Figure 4*)

*Figure 4*

Month	Date	Day	ALLERGY
Mar	30	Fri	Not On
Mar	31	Sat	Not Called
Apr	1	Sun	Not Called ER/ICU Hospital Call Home Call
Apr	2	Mon	Hospital Call
Apr	3	Tue	Home Call
Apr	4	Wed	Not On
Apr	5	Thu	Not On
Apr	6	Fri	Not On
Apr	7	Sat	Not On
Apr	8	Sun	Not Called
			FREE,BEES

Click the type of **call** that is applicable to you for that specific date and then Click Save. Check your claims to make sure it's correct before submitting to Validator.

Please choose appropriate Validator for each service by clicking **drop down menu** before submitting for Validation. Then, click on **“Save & Submit for Validation”**. This will take you back to the **“Resident Page”**.

An automatic e-mail notification will go directly to the Validator to verify your claim. Then the Validator will validate your claim and your claim will automatically re-direct for payroll i.e. the Administrator (Medical Education Office) to complete the verification process. The Administrator will authorize and submit your claim to Payroll for payment.

## CLAIM STATUS

You can monitor the status of your claim while it is on process. Follow the prompts that you did to input your On-Call Stipend. Once you get to the window showing your On-Call Stipend Claim or **Figure 4** watch for the buttons that are highlighted in various colour codes:

- 1) Yellow → Submitted for Validation
- 2) Pink → Validated
- 3) White → To be entered
- 4) Blue → Submitted to Payroll
- 5) Red → Rejected

The screenshot shows a web browser window titled "Residents On-Call System - Microsoft Internet Explorer". The address bar shows the URL: <http://www.oncallstipend.ca/sched.asp?uidstaff=2450&uidservice=ALL&sm=s>. The page content includes:

- Service: ALLERGY
- Start Date: 3/30/2007, End Date: 4/8/2007
- Buttons: Change, Cancel, Save
- Legend: Submitted for Validation (Yellow), Validated (Pink), To be entered (White), Submitted to Payroll (Blue), Rejected (Red), Selected in Another Column (Green)
- Schedule Grid:

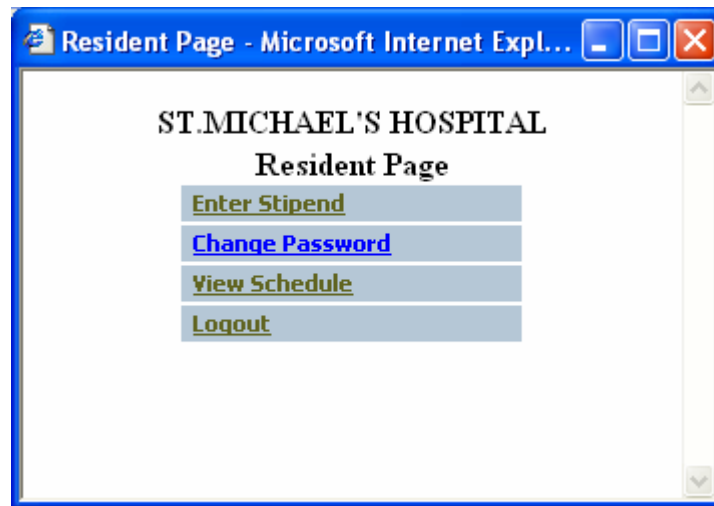
Month	Date	Day	8 am - 5 pm	5 pm - 8 am
Mar	30	Fri	-	FREE, B
Mar	31	Sat	-	NIGHT, D
Apr	1	Sun	-	NIGHT, D
Apr	2	Mon	EGG	EGG
Apr	3	Tue	FREE	FREE
Apr	4	Wed	MUFFIN	MUFFIN
Apr	5	Thu	MUFFIN	FREE
Apr	6	Fri	NIGHT	EGG
Apr	7	Sat	FREE	MUFFIN
Apr	8	Sun	EGG	NIGHT, D

Buttons: Print, Cancel, Save, Save & eMail Schedule

Note: Print only reflects saved schedules. Changes made and not saved will not be saved.

To go back to the Main Resident Page, Click **“Cancel”** button.

Next click on Logout button to EXIT the window and it will verify again if you wish to close the browser window and click yes again.



**Note: Please complete your online submission by the 4<sup>th</sup> of the following month. Failure to submit your call stipend by the due date or incomplete forms may result in delay of payment or no payment.**