

## FAQ: Guidelines for Coding Hours

Type of Work			How to Code It			
Category	Time Spent On	Included in Productivity Score Hours	Department	Earnings Code	Requires Note in Timecard	Instructions
Training / Skillbuilding	Dental Training	No	Learning & Development	Reg	Yes	<b><u>Code these hours to the Learning &amp; Development department in Paycor</u></b>
	RACE-Approved Courses for Team Members	No	Learning & Development	Reg	Yes	This can be accomplished either by scheduling the shift to that department in advance (so that when the individual clocks in/out the hours are classified accordingly) or by adjusting timecard punches after the fact
	CareVet Hospital Manager Training	No	Learning & Development	Reg	Yes	
	Whole-Team Training on New Equipment (i.e. ultrasound)	No	Learning & Development	Reg	Yes	
	Vendor-Sponsored Lunch and Learn (Product/Service)	No	Learning & Development	Reg	Yes	For out-of-town courses, team members should be paid for travel time to-and-from the course plus time in session
	DVM Continuing Education	No	Learning & Development	CE	Yes	Refer to individual DVM contracts
	Extern or Intern	No	Wherever the individual was scheduled for the shift during which she completed this activity (ordinary course of business)	Reg	No	<b><u>Do not code these hours any differently vs. a standard shift</u></b>
	CVLI	No		Reg	No	For CVLI, we will automatically remove these hours from productivity score for you, based on when courses are completed; course time will be deducted <b><u>up to the number of assigned courses</u></b> and will not be deducted if completed during Overtime hours
	New Team Member Training/Onboarding (excluding Hospital Manager)	Yes		Reg	No	
HQ-Requested Projects	Secret Shopping	No	HQ Projects	Reg	Yes	Do not use this department unless authorized by your RDO
	Inventory Counts	No	HQ Projects	Reg	Yes	
	Other Special Projects as Assigned by RDO	No	HQ Projects	Reg	Yes	
Other	Cleaning and Janitorial Work (non-kennel)	Yes	Facilities	Reg	No	Please submit a JotForm to request department update for individuals as needed
	Kennel	No	Kennel	Reg	No	
	Vacation/PTO/Sick	No	Wherever scheduled as per normal shift	Vac or PTO or Sick	No	

### Other guidelines

- Hospital Managers are responsible for ensuring that hours are coded per the guidelines above and approved by their RDO where appropriate
- Unless specifically indicated above, all other team member work/hours are included in Productivity Score calculations
- Hours for salaried individuals are assumed to be a fixed number per week and are automatically applied towards Productivity Score; salaried individuals should not clock in/out
- In the event that a CVLI course is attempted multiple times, it will be "counted" once for purposes of productivity score exclusion, upon passing the course