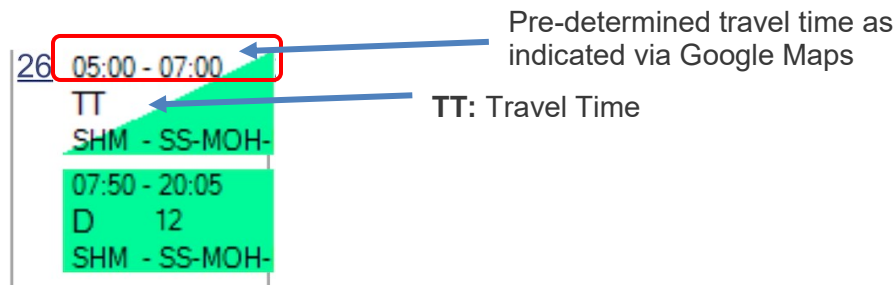


The references below provide staff with information regarding how *travel time* is coded within Workforce ESP: Self Service and where to locate it on their SOGICA vault paystub. If there are any discrepancies or questions, please reach out to your PTNT manager.

Workforce ESP: Self Service

- Travel time is paid in ESP- it is the nurse’s responsibility to check their workspace prior to each pay period to ensure the accuracy of the coded shifts and coinciding travel time
- As noted below, travel time appears as a *half triangle*. Above this triangle will be the pre-determined travel time from the nurse’s home address to the supporting site. The specific travel time, where applicable can be submitted through the use of an expense claim form.



SOGICA Vault

- **Travel time** will appear on your SOGICA vault paystub under *OT Hrs Wrkd*
- Despite this location, travel time is *paid at straight time* where applicable

	Pers.Assign.	Rate	Retro-active Hours	Amount	Rate	Current Period Hours	Amount
EARNINGS							
Regular	00048355				35.366	77.53	2,741.93
paid sick	00048355						
OT Hrs Wrkd	00048355				35.366	5.37	189.91

- **Overtime** hours will be reflected as follows:
 - **Regular hours** will be added under *OT Hrs Wrkd*
 - **Double time** will be added under *OT Prem @ 1.0*

```
|Regular
|OT Hrs Wrkd
|OT Prem @ 1.00
```