

Instructions for filling Call Stipend Form

=> Ensure you are working with the current year's template

=> Select the Block number from the drop down list

For Block Number:

=> Fill in your name, your KHSC ID#, the service covered in this block and the Hospital that you are working at for this block

For Block Number:

NAME:

EMPLOYEE ID #: — 6 digits only

SERVICE:

HOSPITAL:

=> For each day in the block, use the drop down to choose the type of call performed. If there is no activity to report for a day, leave it as 'none'

DAY	DATE	Select Activity:
Tuesday	2020/05/05	none
Wednesday	2020/05/06	none
Thursday	2020/05/07	In-Hospital (Weekday)
Friday	2020/05/08	Home Call (Weekday)
Saturday	2020/05/09	Home Converted to In-Hospital (Weekday)
Sunday	2020/05/10	Qualifying Shift (Weekday)
Monday	2020/05/11	In-Hospital (Weekend)
Tuesday	2020/05/12	Home Call (Weekend)
Wednesday	2020/05/13	Home Converted to In-Hospital (Weekend)
Thursday	2020/05/14	none

=> Save the spreadsheet with file name in following format - Employee ID# (6 digits), Block # and Year, without any space or comma. This is generated on [Cell G16 of 'Input' tab](#) for reference.

E.g. For an imaginary employee ID 123456 in Block 8, the file name would be 123456B82025.xlsx

=> Submit the filled spreadsheet to chief resident within the timeline shown in "Schedule" tab

**KINGSTON GENERAL HOSPITAL
CALL STIPEND RECORD**

VERSION 19		Valid from July 1, 2025 - June 30, 2026			
<u>PLEASE COMPLETE THE GREEN AREAS OF THE FORM AS PER INSTRUCTIONS. YOU MUST SAVE THE FORM AS IS SINCE FORMULAS ARE LINKED TO THE DATE FIELDS</u>					
For Block Number:		1		**Fill in all fields**	
NAME:				EMPLOYEE ID #:	
SERVICE:				HOSPITAL:	Kingston General Hospital
<i>Please note: Record all Vacation or Conference Days During the Block Period</i>					
DAY	DATE	Select Activity:			
Tuesday	2025/07/01				
Wednesday	2025/07/02			Please name your file as: B12025	
Thursday	2025/07/03				
Friday	2025/07/04				
Saturday	2025/07/05			**Block 7 to 13 - can be labelled B72026	
Sunday	2025/07/06				
Monday	2025/07/07				
Tuesday	2025/07/08				
Wednesday	2025/07/09				
Thursday	2025/07/10				
Friday	2025/07/11				
Saturday	2025/07/12				
Sunday	2025/07/13				
Monday	2025/07/14				
Tuesday	2025/07/15				
Wednesday	2025/07/16				
Thursday	2025/07/17				
Friday	2025/07/18				
Saturday	2025/07/19				
Sunday	2025/07/20				
Monday	2025/07/21				
Tuesday	2025/07/22				
Wednesday	2025/07/23				
Thursday	2025/07/24				
Friday	2025/07/25				
Saturday	2025/07/26				
Sunday	2025/07/27				
Monday	2025/07/28				
COMMENTS: (if any)					

2025/2026 Submission and Pay Date Schedule

#	Call Block		Submit to Chief Res by...	Chief Res. email to KGH Payroll on or before...	For payment on ...
	From	To			
1	Jul 01, 2025	Jul 28, 2025	Aug 11, 2025	Aug 22, 2025	Aug 29, 2025
2	Jul 29, 2025	Aug 25, 2025	Sep 08, 2025	Sep 19, 2025	Sep 26, 2025
3	Aug 26, 2025	Sep 22, 2025	Oct 06, 2025	Oct 17, 2025	Oct 24, 2025
4	Sep 23, 2025	Oct 20, 2025	Nov 03, 2025	Nov 14, 2025	Nov 21, 2025
5	Oct 21, 2025	Nov 17, 2025	Dec 01, 2025	Dec 12, 2025	Dec 19, 2025
6	Nov 18, 2025	Dec 15, 2025	Dec 29, 2025	Jan 09, 2026	Jan 16, 2026
7	Dec 16, 2025	Jan 12, 2026	Jan 26, 2026	Feb 06, 2026	Feb 13, 2026
8	Jan 13, 2026	Feb 09, 2026	Feb 23, 2026	Mar 06, 2026	Mar 13, 2026
9	Feb 10, 2026	Mar 09, 2026	Mar 23, 2026	Apr 03, 2026	Apr 10, 2026
10	Mar 10, 2026	Apr 06, 2026	Apr 20, 2026	May 01, 2026	May 08, 2026
11	Apr 07, 2026	May 04, 2026	May 18, 2026	May 29, 2026	Jun 05, 2026
12	May 05, 2026	Jun 01, 2026	Jun 15, 2026	Jun 26, 2026	Jul 03, 2026
13	Jun 02, 2026	Jun 30, 2026	Jul 14, 2026	Jul 25, 2026	Aug 01, 2026

Revised May 29, 2025

- Pay date listed is the earliest date stipends in this block will be paid.

- Please remember to meet the 30 day deadline for submitting your sheet to the Chief Resident for payment.