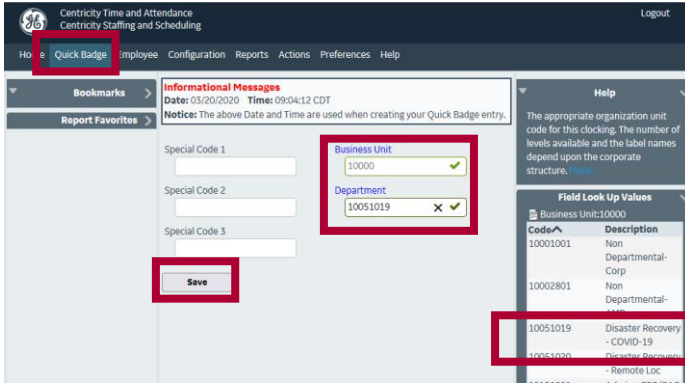


### Non-Exempt/Hourly Employees

#### Clock in – Quick Badge



- Click **Quick Badge**
- **Business Unit** and **Department**
  - Click **Business Unit**, enter your COVID-19 business unit\*
  - Click **Department**, enter your COVID-19 department\*
- Click **Save**

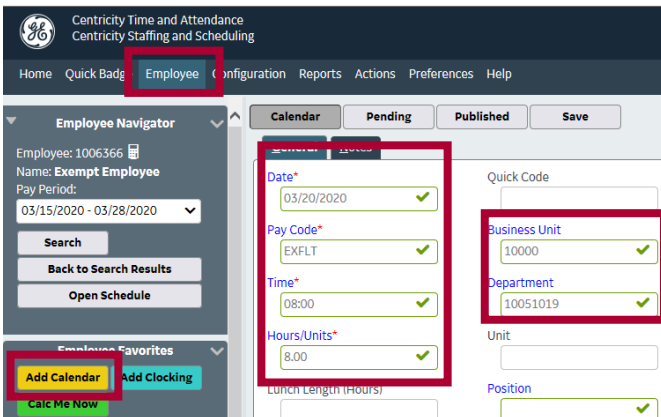
#### Clock in – Badge Reader



- Swipe badge
- Press **ENT** until you see the **FAC** prompt, then enter your COVID-19 business unit\*
- Press **ENT** until you see the **Department** prompt, then enter your COVID-19 department\*
- Press **ENT** until you see **Data was Accepted**

### Exempt/Salaried Employees

#### Add Calendar



- Click **Employee**, then click **Add Calendar**
- Select the **Date**
- Click **Pay Code**, then select **EXFLT**
- **Time**: Enter your start time
- **Hours/Units**: Enter hours in COVID-19 department (e.g., 4 or 8); not to exceed Approved Daily Hours
- **Business Unit** and **Department**
  - Click **Business Unit**, enter your COVID-19 business unit\*
  - Click **Department**, enter your COVID-19 department\*
- Click **Save**, then click **Calc Me Now**

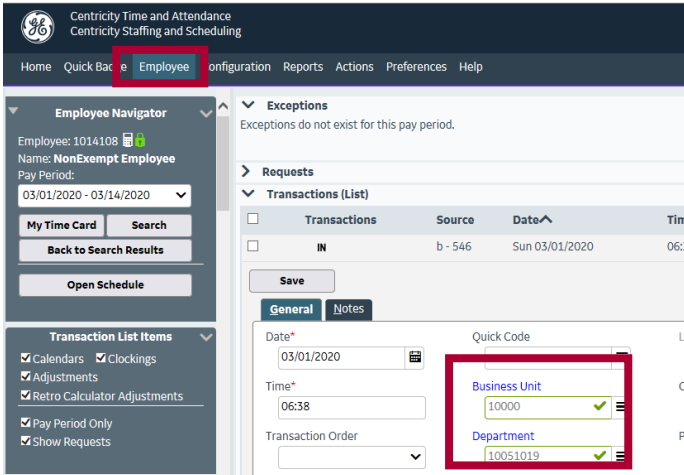
#### \*Business Units and Departments

Location	Facility/Business Unit	Department
HMCC HIDU	Badge Reader: 46    Quick Badge: 46000	10054619 (Disaster Recovery – HIDU)
HMH MICU	Badge Reader: 40    Quick Badge: 40000	30004003 (ICU – MICU)
Offsite location (e.g., Butler Stadium)	Badge Reader: 10    Quick Badge: 10000	10051020 (Disaster Recovery – Remote Loc)
Labor pool (different department in HM hospital)	Badge Reader: 10    Quick Badge: 10000	10051019 (Disaster Recovery – COVID-19)

## Non-Exempt/Hourly Employees

### Existing Clocking

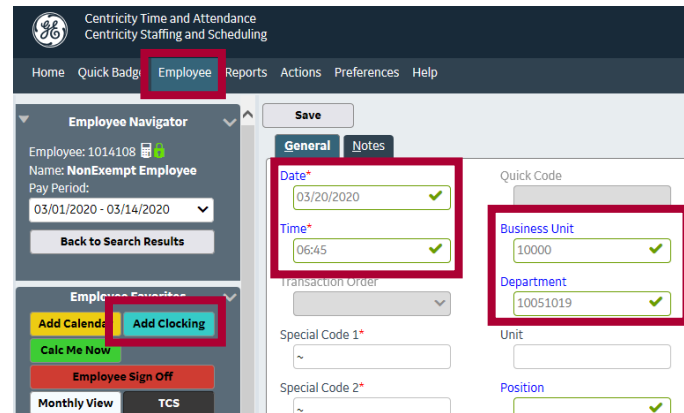
### Edit Business Unit and Department (generates an Employee Clocking Request for your manager to approve)



- Click **Employee**, then click **Transaction (List)**
- **Business Unit** and **Department**
  - Click **Business Unit**, enter your COVID-19 business unit\*
  - Click **Department**, enter your COVID-19 department\*
- Click **Save**

## Missed Punches

### Add Clocking (generates an Employee Clocking Request for your manager to approve)



- Click **Employee**, then click **Add Clocking**
- Select the **Date**
- Select **Time** and enter your **Start** or **End** time using Military Time
- **Business Unit** and **Department**
  - Click **Business Unit**, enter your COVID-19 business unit\*
  - Click **Department**, enter your COVID-19 department\*
- Click **Save**

### \*Business Units and Departments

Location	Facility/Business Unit	Department
HMCC HIDU	Badge Reader: 46    Quick Badge: 46000	10054619 (Disaster Recovery – HIDU)
HMH MICU	Badge Reader: 40    Quick Badge: 40000	30004003 (ICU – MICU)
Offsite location (e.g., Butler Stadium)	Badge Reader: 10    Quick Badge: 10000	10051020 (Disaster Recovery – Remote Loc)
Labor pool (different department in HM hospital)	Badge Reader: 10    Quick Badge: 10000	10051019 (Disaster Recovery – COVID-19)