# LaborWorkx - COVID-19 **Entering Time**



## Non-Exempt/Hourly Employees Clock in – Quick Badge



### 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	Badge Reader: 10	Quick Badge: 10000	10051019 (Disaster Recovery – COVID-19)
hospital)			

- 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

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# LaborWorkx – COVID-19 Correcting Time

# Non-Exempt/Hourly Employees Existing Clocking

Exceptions do not exist for this pay period.

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

Tim

06:3

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

## Missed Punches

Centricity Time and Attendance Centricity Staffing and Scheduling

Search

Home Quick Bac e Employee onfiguration Reports Actions Preferences Help

Exceptions

> Requests

Save

Date

Time\*

06:38

Transactions (List)

Transactions

IN

General Notes

03/01/2020

Transaction Order

(H)

Employee Nav

Employee: 1014108 🖬 🚺 Name: NonExempt Emp

My Time Card

Adjus

Pay Period Only

Show Reques

03/01/2020 - 03/14/2020

**Back to Search Results** 

Open Schedule

Transaction List Items

Retro Calculator Adjustments

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

Quick Code

Business Unit

Department

Source

b - 546

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Date 🔨

Sun 03/01/2020



- 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
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