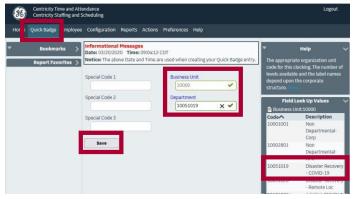


Non-Exempt/Hourly Employees Revised Jan. 29, 2021

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



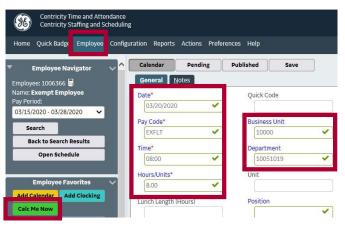
Clock in - Badge Reader



- 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

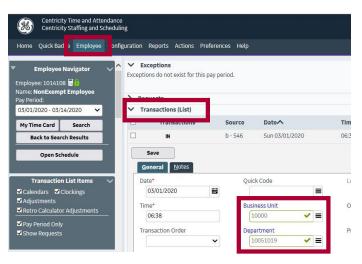
- Business Unit and Department
- Click Business Unit, enter your COVID-19 business unit*
- Click Department, enter your COVID-19 department*
- Click Save, then click Calc Me Now



Non-Exempt/Hourly Employees Revised Jan. 29, 2021

Existing Clocking

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



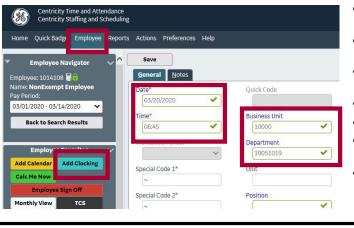
- Click Employee, then click Transaction (List)
- Business Unit and Department
- Click Business Unit, enter your COVID-19 business unit*
- Click Department, enter your COVID-19 department*
- Click Save

*See Pages 3 - 4 for more information on which COVID Business Units and Departments to use



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

Departments to be Charged for Vaccination Program and Labor Pool

	Job Description	Administration* of COVID-19 vaccination program for employees, private physicians, HM Volunteers, First Responders, Contract agency nursing at each Hospital location	Administration* of COVID-19 vaccination program to the general public , with clinics being held at various Hospital locations and the HMPCG** supporting the initiative.	Employees from the labor pool doing screening / distribution related to COVID-19	Employees from the labor pool doing any other jobs related to COVID-19.
	Entity	1005XX19-LP Vaccine Administration	10052419-PCG COVID19	1005xx30-LP Screening/Distribution	1005xx77-Labor Pool All Other
10	Corporate	N/A	N/A	N/A	N/A
23	SPG	N/A	N/A	N/A	N/A
24	PCG	N/A	10052419	N/A	N/A
40	нмн	10054019	N/A	10054030	10054077
41	SugarLand	10054119	N/A	10054130	10054177
42	Willowbrook	10054219	N/A	10054230	10054277
43	West	10054319	N/A	10054330	10054377
44	Baytown	10054419	N/A	10054430	10054477
45	Clear Lake	10054519	N/A	10054530	10054577
46	Continuing Care	10054619	N/A	10054630	10054677
47	The Woodlands	10054719	N/A	10054730	10054777

- *Including clinical personnel administering the vaccine as well as any employees serving as crowd control
- **Even if the employee's home business unit it corporate, HMSPG or a hospital, time will be coded to 10052419 when administering vaccine or providing crowd control to the general public.

Instructions on clocking in in Laborworkx: please clock in based on your role in the Corporate Labor Pool as well as the location at which you worked. To clock your hours in LaborWorkx, please use the following codes:

- 1005xx19 Administration of COVID-19 vaccination program or crowd control for **employees**, private physicians, HM Volunteers, Contract agency nursing at each Hospital location
- 10052419 Administration of COVID-19 vaccination program or crowd control for the **general public**, with clinics being held at various Hospital locations and the HMPCG supporting the initiative. Even if employee's home business unit is corporate, HMSPG, or a Hospital, time will be coded to Department 10052419/Business Unit 24000

when administering the vaccine or providing crowd control to the general public.

- 1005xx30 Employees from the labor pool doing screening or distribution related to COVID-19
- 1005xx77 Employees from the labor pool doing any other jobs related to COVID-19

*Note: XX reflects the business unit where the work is being conducted- see below for the list of business units. For example, if you are working to administer the vaccine to employees at Sugar Land, you will use code **10054119** (**41** indicates a shift worked at Sugar Land).

For exempt employees:

If exempt employees have already worked their full weekly standard hours, e.g. Monday through Friday, there is no need to put in the vaccination time if the employee works Saturday, in addition to M-F. Using EXFLT in LaborWorkx reduces the standard hours from the home department and charges to the vaccination department.

Example 1: Full time exempt employee works Monday-Friday and in addition works Saturday in Vaccination Department.

- No need to enter the vaccination time on Saturday. All time will be charged to employee's home department Example 2: Full time exempt employee works M-Thursday and works Friday in Vaccination Department.
 - EXFLT should be entered for Friday. Results in home department charged Monday-Thursday and Vaccination Department on Friday