

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

### Clock in – Quick Badge

Centricity Time and Attendance  
Centricity Staffing and Scheduling

Hor Quick Badge Employee Configuration Reports Actions Preferences Help

Bookmarks

Report Favorites

Special Code 1

Special Code 2

Special Code 3

Save

Business Unit: 10000

Department: 10051019

Informational Messages  
Date: 03/20/2020 Time: 09:04:12 CDT  
Notice: The above Date and Time are used when creating your Quick Badge entry.

Help  
The appropriate organization unit code for this clocking. The number of levels available and the label names depend upon the corporate structure.

Field Look Up Values  
Business Unit: 10000

Code	Description
10001001	Non Departmental-Corp
10002801	Non Departmental-
10051019	Disaster Recovery - COVID-19
10000000	Disaster Recovery - Remote Loc

- 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

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## Exempt/Salaried Employees

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### 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)

Centricity Time and Attendance  
Centricity Staffing and Scheduling

Home Quick Bar **Employee** Configuration Reports Actions Preferences Help

**Employee Navigator**  
Employee: 1014108  
Name: NonExempt Employee  
Pay Period: 03/01/2020 - 03/14/2020  
My Time Card Search  
Back to Search Results  
Open Schedule

**Exceptions**  
Exceptions do not exist for this pay period.

**Requests**  
**Transactions (List)**

IN	Source	Date	Time
<input type="checkbox"/>	b - 546	Sun 03/01/2020	06:38

Save

**General** Notes

Date\* 03/01/2020 Quick Code  
Time\* 06:38  
Transaction Order  
Business Unit 10000  
Department 10051019

- 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)*

Centricity Time and Attendance  
Centricity Staffing and Scheduling

Home Quick Badg Employee Reports Actions Preferences Help

Employee Navigator

Employee: 1014108  
Name: NonExempt Employee  
Pay Period: 03/01/2020 - 03/14/2020  
Back to Search Results

Employee

Add Calendar  
Calc Me Now  
Employee Sign Off  
Monthly View TCS

Add Clocking

Save

General Notes

Date\* 03/20/2020 ✓

Time\* 06:45 ✓

Business Unit 10000 ✓

Department 10051019 ✓

Quick Code

Special Code 1\* ~

Special Code 2\* ~

Unit

Position

- 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

	<i>Job Description</i>	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 <b>general public</b> , 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.
	<i>Entity</i>	<b>1005XX19-LP Vaccine Administration</b>	<b>10052419-PCG COVID19</b>	<b>1005xx30-LP Screening/Distribution</b>	<b>1005xx77-Labor Pool All Other</b>
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	HMH	10054019	N/A	10054030	10054077
41	Sugar Land	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 is 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 exempt 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