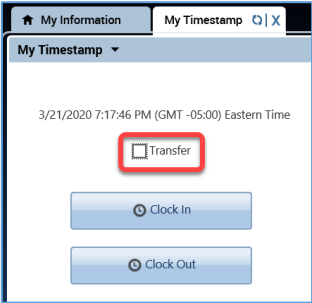
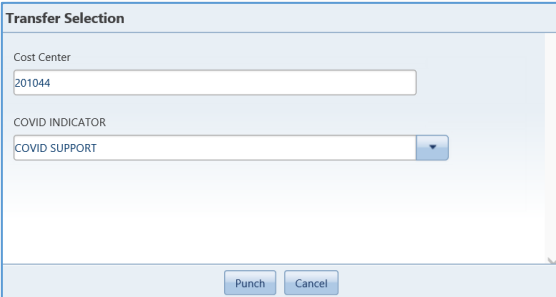

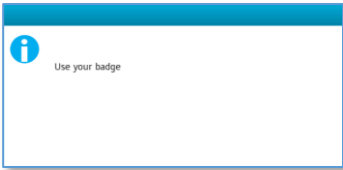
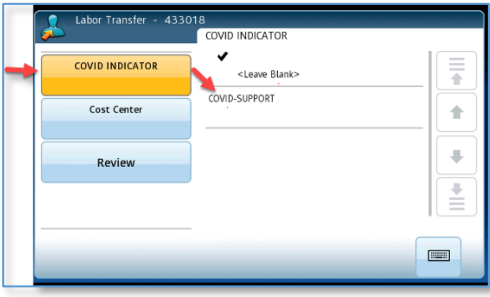
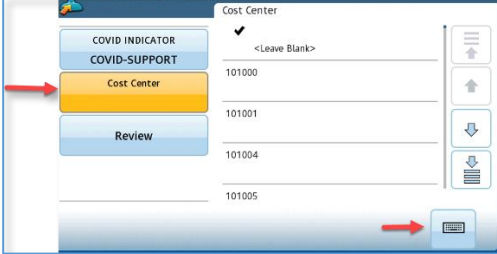


How Employees Indicate COVID Redistribution Transfers

Purpose: Employees can indicate COVID redistributed transfers when they punch in.

Audience: Hourly (Non-Exempt) Employee

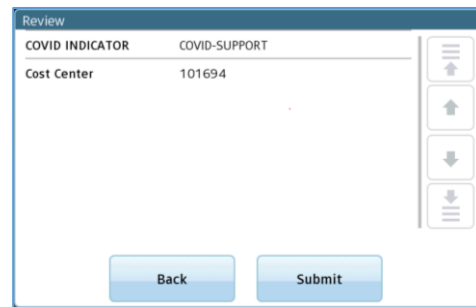
If you are being redistributed for COVID support indicate this transfer via Time Stamp or Clock using the instructions below. ** Please check with your manager for the cost center/department to charge**

Time Stamp	Clocks
<p>1. On the My Timestamp screen, select the Transfer checkbox.</p>  <p>2. Click Clock In.</p> <p>3. Select the Cost Center you will be working in.</p>  <p>4. In the COVID INDICATOR field, select COVID SUPPORT.</p> <p>5. Select Punch. You are now punched in.</p>	<p>1. Select COVID Clock In/Transfer (this will process your clock in and redistribution/ transfer).</p>  <p>2. Swipe your badge.</p>  <p>3. Select the COVID SUPPORT option.</p>  <p>4. Select Cost Center.</p> 

5. Enter the cost center number in which you will be working, and select **Enter**.



6. Select **Review**. Select **Submit**. You are now punched in.



Your time card will reflect COVID support.

	Date	Schedule	In	Out	Transfer	Pay Code
+ x	Thu 3/19					
+ x	Fri 3/20					
+ x	Sat 3/21					
+ x	Sun 3/22					
+ x	Mon 3/23		12:08PM		://101694/COVID-SUPPORT//	
+ x	Tue 3/24					
+ x	Wed 3/25					
+ x	Thu 3/26					