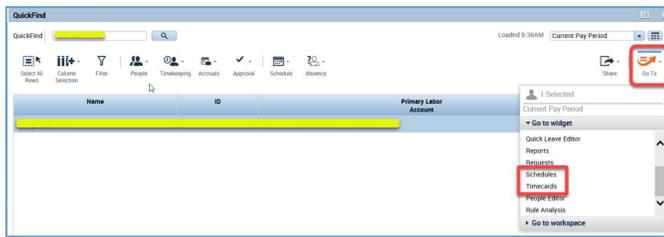


## How to Track COVID Redistributed Employee Hours

**Purpose:** Track COVID redistributed employee hours from the Kronos timecard or schedule.

**Audience:** Leadership and Timekeepers

1. Select the employee.
2. Select **Go To, Timecards or Schedules**.



3. Click in the **Transfer** field for the date the employee was redistributed for COVID coverage. Select **Search**.

### From Timecards \*For Non-Exempt

- Click in the **Transfer** field for the date the employee was redistributed for COVID coverage.
- Select **Search**.

Date	Schedule	In	Out	Transfer
Sat 3/14				
Sun 3/15				
Mon 3/16	8:00AM-4:30PM	8:00AM	4:30PM	
Tue 3/17	8:00AM-4:30PM			
Wed 3/18	8:00AM-4:30PM			
Thu 3/19	8:00AM-4:30PM			

- Select the **Labor Account** tab.
- Enter the **Cost Center**. In the **COVID INDICATOR** field, select COVID SUPPORT.

- Select **Apply**.

### From Schedules \*For Exempt or Non-Exempt

- Right click on the shift requiring an override. Select **Edit**.

Employee Name	Location	Job	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18
					8:00AM - 4:30PM	8:00AM - 4:30PM

- Select the **Labor Level Transfer** field. Select **Search**.

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule
3/16/2020	Regular	8:00am	4:30pm	3/16/2020	8:50			

- Enter the **Cost Center**. In the **COVID INDICATOR** field, select COVID SUPPORT.

- Select **Apply** in the *Transfer* window. Select **Apply** in *Edit Shift* window.

- The timecard will now reflect the cost center and COVID SUPPORT override.

	Date	Schedule	In	Out	Transfer	Pay D
	Sat 3/14					
	Sun 3/15					
	Mon 3/16	8:00AM-4:30PM	8:00AM	4:30PM	COVID SUPPORT//	
	Tue 3/17	8:00AM-4:30PM				
	Wed 3/18	8:00AM-4:30PM				
	Thu 3/19	8:00AM-4:30PM				

4. Select **Save**.