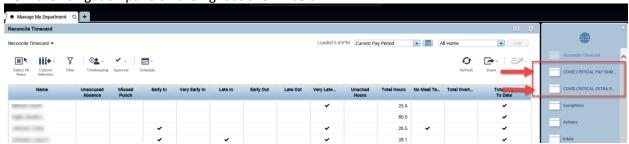# Reconcile Timecard COVID Critical Pay Extra Shift Hours
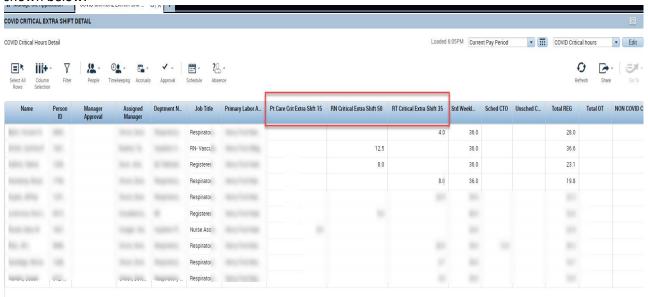
Purpose: How to review COVID Critical Pay Extra Shift Hours
Audience: Leadership and Timekeepers

1. From the **Manage My Department** screen, select **COVID CRITICAL PAY Detail and Summary** genies from the navigation pane on the right as shown below.

2. **COVID CRITICAL EXTRA SHIFT DETAIL Genie**: Displays the Employees with COVID Critical Pay hours along with additional information of their hours worked, scheduled and unscheduled absences as shown below.
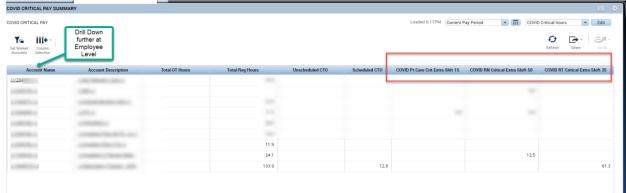
3. **COVID CRITICAL PAY SUMMARY Genie :** This Genie displays the COVID Critical pay hours at department level and this report can further be drilled down to see employee level details as shown below:

Click on the **Account Name** to display individual employee details.

Employee Details will display. (**Note**: Double-clicking on an employee's name will display his/her timecard.)

4. To export these report to Excel, click **Share** and select **Export to Excel**.