

## 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** genres from the navigation pane on the right as shown below.

The screenshot shows the 'Manage My Department' interface with the 'Reconcile Timecard' section active. The right-hand navigation pane is highlighted with a red box, showing the following options: 'Reconcile Timecard', 'COVID CRITICAL PAY SUM...', 'COVID CRITICAL EXTRA S...', 'Exceptions', 'Actions', and 'inbox'. Two red arrows point from the 'COVID CRITICAL PAY SUM...' and 'COVID CRITICAL EXTRA S...' options to the main table area.

Name	Unexcused Absence	Misad Punch	Early In	Very Early In	Late In	Early Out	Late Out	Very Late...	Unsched Hours	Total Hours	No Meal Te...	Total Overt...	Tot... To Date
								✓		25.6			✓
			✓							80.0			✓
			✓					✓		26.5	✓		✓
			✓		✓			✓		28.1			✓

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.

The screenshot shows the 'COVID CRITICAL EXTRA SHIFT DETAIL' interface. The table below displays employee data with the following columns: Name, Person ID, Manager Approval, Assigned Manager, Department N., Job Title, Primary Labor A., Pt Care Crit Extra Shift 15, RN Critical Extra Shift 50, RT Critical Extra Shift 35, Std Week..., Sched CTO, Unshed C..., Total REG, Total OT, and NON COVID C. The columns for 'Pt Care Crit Extra Shift 15', 'RN Critical Extra Shift 50', and 'RT Critical Extra Shift 35' are highlighted with a red box.

Name	Person ID	Manager Approval	Assigned Manager	Department N.	Job Title	Primary Labor A.	Pt Care Crit Extra Shift 15	RN Critical Extra Shift 50	RT Critical Extra Shift 35	Std Week...	Sched CTO	Unshed C...	Total REG	Total OT	NON COVID C
					Respirator				4.0	36.0			28.0		
					RN-Vascul			12.5		36.0			36.6		
					Registered			8.0		36.0			23.1		
					Respirator				8.0	36.0			19.8		
					Respirator										
					Registered										
					Nurse Ass										
					Respirator										
					Respirator										
					Respirator										

- 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.

Account Name	Account Description	Total OT Hours	Total Reg Hours	Unscheduled CTO	Scheduled CTO	COVID Pt Care Crit Extra Shift 15	COVID RN Critical Extra Shift 50	COVID RT Critical Extra Shift 35
11205								
			11.9					
			24.1				12.5	
			133.9		12.0			61.3

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

Person Name	Worked Account Name	Total Regular Hours	Total OT Hours	Unscheduled CTO	Scheduled CTO	COVID Pt Care Crit Extra Shft...	COVID RN Critical Extra Shift...	COVID RT Critical COVID Pt C...
Livermore, E...							8.0	

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

Person Name	Worked Account Name	Total Regular Hours	Total OT Hours	Unscheduled CTO	Scheduled CTO	COVID Pt Care Crit Extra Shft...	COVID RN Critical...	COVID Pt C...
Livermore, E...							8.0	