

Reconcile Timecard COVID SUPPORT Genie

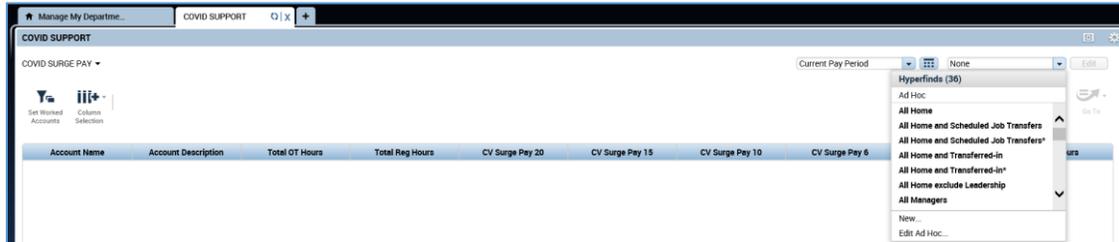
Purpose: How to view Reconcile Timecards

Audience: Leadership and Timekeepers

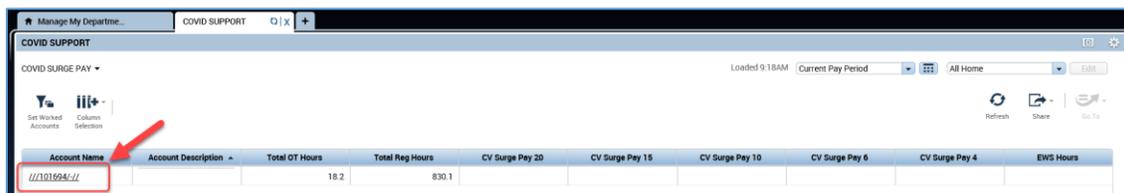
1. From the **Manage My Department** screen, select **COVID SUPPORT** genie from the navigation pane.



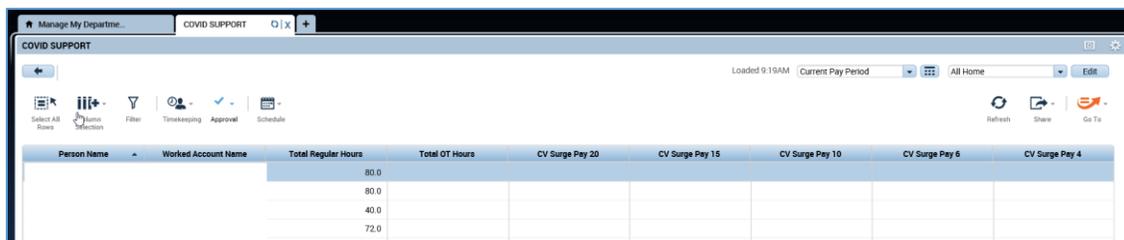
2. Select **All Home and Transferred-in** from the Hyperfind drop down. (This will display direct reports, as well as employees with COVID hours charged to your cost centers.)



3. 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 this report to Excel, click **Share** and select **Export to Excel**.

