



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.

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COVID SUPPORT									
COVID SURGE PAY -						Loaded 9:18AM	Current Pay Period	All Home	Edit
Stream Comment Comment Accounts Selection Comment									
Account Name Account	nt Description 🔺	Total OT Hours	Total Reg Hours	CV Surge Pay 20	CV Surge Pay 15	CV Surge Pay 10	CV Surge Pay 6	CV Surge Pay 4	EWS Hours
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Employee Details will display. (<u>Note</u>: Double-clicking on an employee's name will display his/her timecard.)

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COVID SUPPORT							
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Person Name Worked Account Name	Total Regular Hours	Total OT Hours	CV Surge Pay 20	CV Surge Pay 15	CV Surge Pay 10	CV Surge Pay 6	CV Surge Pay 4
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	80.0						
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	72.0						
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4. To export this report to Excel, click **Share** and select **Export to Excel**.

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COVID SUPPORT			•
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Image: Selection Image: Selection Image: Selection Image: Selection Image: Selection			Periods
Person Name A Worked Account Name Total Regular Hours	Total OT Hours CV Surge Pay 20	CV Surge Pay 15 CV Surge Pay 10	CV Surge Pay 6 Export to Excel
			Export to CSV