

Work Rule EX Up30 Vaccine Clinical Exempt

Purpose: How to add Exempt Clinical Staff working in the Vaccination Care Centers to the employee's schedule in Kronos.

Audience: Leadership and Timekeepers

Exempt Clinical Staff Working In the Vaccination Care Centers

- A flat rate of \$50/hour for clinical exempt staff for time worked in the approved Vaccination Cost Centers (listed at the bottom page). No Shift diff, weekend diff, overtime or any hourly pay premiums will apply.

How to apply

Vaccine Clinical Exempt Work Rule

On the **Schedule Planner/Schedule Editor** shift transfer screen in **Work Rule** transfer section, change the work rule to **EX UP30 Vaccine Clinical** for hours worked in the Vaccine Cost Center.

The screenshot shows the 'Shift Transfer' interface. At the top, it displays dates from Mon 1/25 to Thu 1/28. Below that, there are fields for 'Assigned to' (Kothari, Priya), 'Shift Details' (12:00pm-4:00pm(4.00h)), and 'Primary Job' (None). There is an 'Insert Template' dropdown and a 'Shift Label' input field. A table below shows shift details with columns: Start Date, Type, Start Time, End Time, End Date, Duration, Job Transfer, Labor Level Transfer, and Work Rule Transfer. The 'Work Rule Transfer' column contains 'EX UP30 Vaccine Clini...' and is highlighted with a purple box. A green arrow points to this box, and a red arrow points to the 'Repeat this shift for' field. At the bottom, there are 'Cancel' and 'Apply' buttons.

Vaccination Cost Centers for Labor Level Transfer:

New Dept:	Department:			
331080	Lakeside Vaccination Site			
3E1080	Columbus Vaccination Site			
5H1080	Ford Road Vaccination Site			
201080	HFH K-9 Vaccination Site			
7A1080	One Jackson Square Vaccination Site			
7A1081	PC-North Street Vaccination Site			
7A1082	PC-Townsend Vaccination Site			
7A1083	PC-East Michigan Vaccination Site			
7B1080	Speciality Hospital - Drive Thru			
5U1080	CAM-Exec Health Vaccination Site			
101080	HAP HQ Vaccination Site			
371080	Woodhaven Vaccination Site			
3A1080	WBH Vaccination Site			
101081	OFP Vaccination Site			
691080	HF at Work Vaccination Site			
691081	DTE Vaccination Site			
911080	Wyandotte Hospital			