

How to Clock during an Emergency Activation (at or prior to 7p on Wednesday, August 26th)

Non-exempt employees who report to a Texas Children’s hospital location for Ride Out should follow the clocking guidelines below based on each individual’s arrival time noted in the various situations. **All actions must be taken on Kronos time clocks and are not available in the web application.**

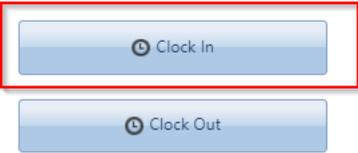
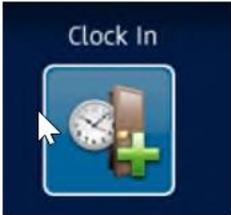
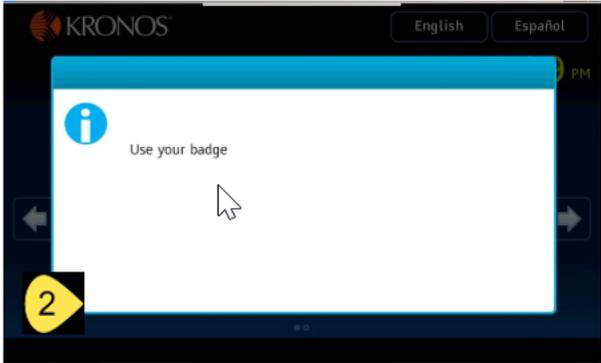
Situation		Kronos Clock Button to Choose	Resulting Pay Practice
1	<p>Employee reports to work at 12p (or any time <u>before</u> 7p) on Wednesday, August 26th.</p> <p><i>Whether or not the employee is engaged in work yet, s/he needs to clock in normally. The employee also should <u>not</u> clock out for meal breaks during this period from 12p - 7p on 8/26.</i></p>	Click the Clock In button upon arrival	Base Rate (also pays Shift Differentials, if applicable)
	At 7p, Employee is still onsite, but not engaged in work.	On the Clock , (1) click the Disaster Shift button (2) Off Shift Begins	Base Rate only (no Emergency Pay or Shift Differentials)
	Employee is onsite and engaged in work.	No action is needed on the clock	Base Rate + Emergency Pay (\$5/hr) + Shift Diff (if applicable)
2	Employee reports to work at 7p on Wednesday, August 26th and is engaged in work.	Click the Clock In button on the clocks	Base Rate + Emergency Pay (\$5/hr) + Shift Diff (if applicable)
3	Employee reports to work at 7p on Wednesday, August 26th and is <u>not</u> engaged in work.	On the Clock , (1) click the Disaster Shift button (2) Off Shift Begins	Base Rate only (no Emergency Pay or Shift Differentials)

After following the initial clock in guidance above, non-exempt employees should follow these clocking guidelines while they are required to remain onsite.

Situation	Kronos Clock Button to Choose	Resulting Pay Practice
Disengage from work – leaving for lunch, rest, or sleep	1) Disaster Shift 2) Disaster Zone Off Shift Begin	Base Rate only (no Emergency Pay or Shift Differentials)
Return to work – from lunch, rest, or sleep	1) Disaster Shift 2) Disaster Zone Off Shift End	Base Rate + Emergency Pay (\$5/hr) + Shift Diff (if applicable)

End of regular scheduled shift, but remaining at Texas Children's facility	1) Disaster Shift 2) Disaster Zone Off Shift Begin	Base Rate only (no Emergency Pay or Shift Differentials)
Leaving to go home	Clock Out	n/a

How to Clock In on Kronos Time Clocks

EMPLOYEES/LEADERS		
Situation	Telecommuters (Working Remotely)	On Site – In Facility (Ride Out)
Start of shift- all non - exempt employees should Clock In	Use the Kronos Web application and click Clock In 	Use Time Clock and click Clock In 
When disengaged from work	Use the Kronos Web application and click Clock Out – or - Out for Meal 	Using the Time Clock : <ol style="list-style-type: none"> Select the Disaster Shift button  Swipe your badge  Select the Disaster Zone Off Shift Begin button

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To Reengage back to work

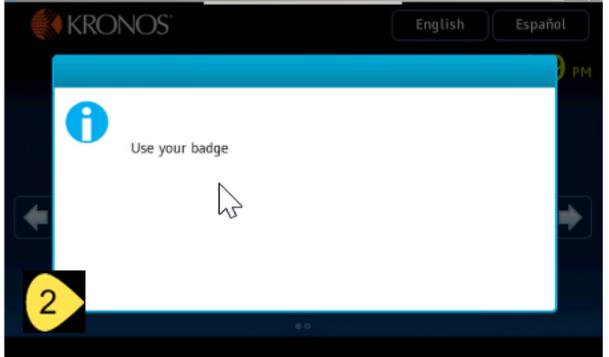
Use the **Kronos Web** application and click **Clock In - or - In from Meal**



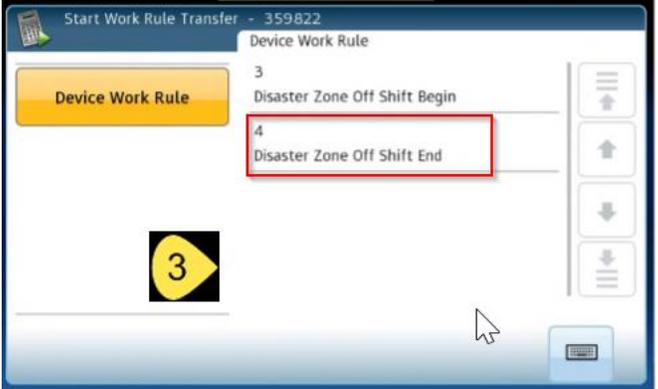
Using the **Time Clock**:
1) Select the **Disaster Shift** button



2) **Swipe your badge**



3) Select the **Disaster Zone Off Shift End** button



I am able to leave the facility

Use the **Kronos Web** application and click **Clock out**



Use the **Time Clock** and click **Clock Out**

