

CROC Time Keeping for COVID

1. Log into WFM timekeeping as you normally would to track your hours and submit your weekly timesheet



2. Identify where the “COVID” checkbox appears on the WFM page.

and benefits for the pay period. I understand that I will be notified of any adjustments made to my timesheet after I have certified it and my supervisor has approved it.

Fri 09/11	Sat 09/12	Total	Working on Day Off or Holiday	COVID	Job
<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	8:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	28:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
0:00	0:00	36:00			
add	add				

- To begin tracking your hours, separate COVID hours from your normal hours and add each days COVID hours on a separate line in WFM using the same "WRK" code.

Infor Workforce Management

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Weekly Timesheet Week of 08/30/2020

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Bryan, Mark (123)

Submitted Locked

Enter Elapsed Time

I certify that (1) this is a true and accurate statement of my hours worked and leave used and that any claimed overtime has been pre-approved by my supervisor; or, (2) I am entitled to the salary and benefits for the pay period. I understand that I will be notified of any adjust

	Code	Sun 08/30	Mon 08/31	Tue 09/01	Wed 09/02	Thu 09/03	Fri 09/04	Sat 09/05	Total	Working on Day Off or Holiday	COVID
<input type="checkbox"/>	WRK									<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WRK		7:00	7:00	6:00	6:30	5:00		31:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WRK		1:00	1:00	2:00	1:30	3:00		8:30	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>	<input type="checkbox"/>
Total		0:00	8:00	8:00	8:00	8:00	8:00	0:00	40:00		
Add Comments		add	add	add	add	add	add	add			

Approval

All Authorized

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- Confirm your hours total for the week and DO NOT FORGET to check the COVID box for your hours worked on CROC related COVID activities. Once you have done this, you are able to submit as normal.

- Contact David Estrada at david.estrada@yolocounty.org with any questions.