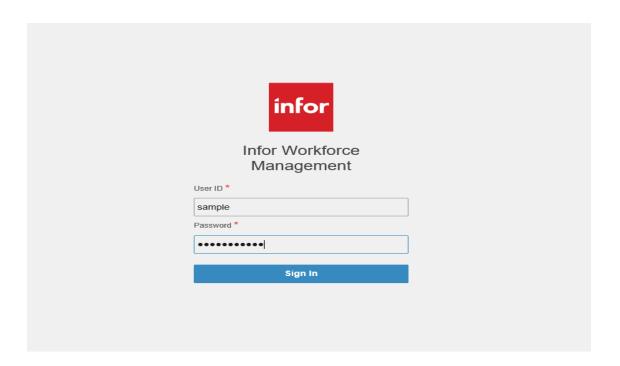
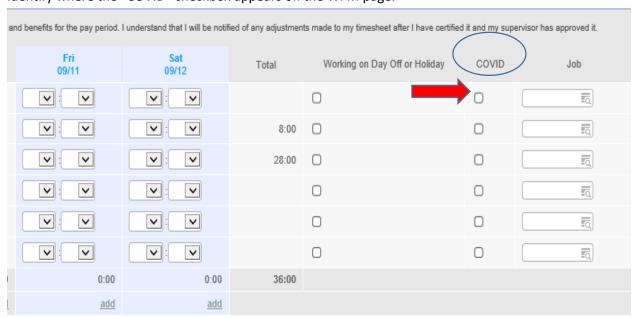
CROC Time Keeping for COVID

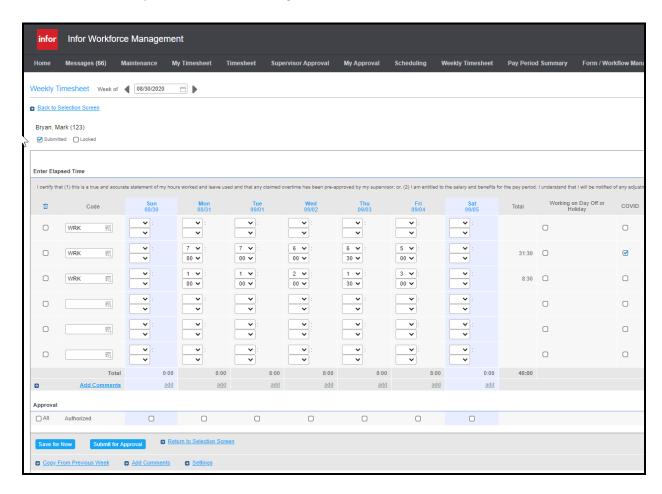
1. Log into WFM timekeeping as you normally would to track your hours and submit your weekly timesheet



2. Identify where the "COVID" checkbox appears on the WFM page.



3. 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.



- 4. 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.
- 5. Contact David Estrada at david.estrada@yolocounty.org with any questions.