

If a colleague is off Sick due to the Covid-19 outbreak, please record as per the below on the colleague's timecard.

1. Go to **Timecard** > Select **Sick** within the **Paycode** Field> select relevant value within the **Amount** Dropdown (as normal) > click Save

**Timecards**

Adams-Hyatt, Super Sop... 1 of 1 SUPERHYATT

View | Approve Timecard | Sign Off | Accruals Actions

	Date	Schedule	In	Transfer	Out	Pay Code	Amount
+ X	Sun 15/3						
+ X	Mon 16/3	6:00-14:00					
+ X			6:00			Sick	7:30
+ X	Tue 17/3	13:30-22:00					
+ X			13:30			Sick	8:00
+ X	Wed 18/3	10:00-18:30					
+ X			10:00			Sick	8:00

2. Right- mouse button on the amount figure you have entered> Select **Comments**

	Date	Schedule	In	Transfer	Out	Pay Code	Amount
+ X	Sun 15/3						
+ X	Mon 16/3	6:00-14:00					
+ X			6:00			Sick	7:30
+ X	Tue 17/3	13:30-22:00					
+ X			13:30				
+ X	Wed 18/3	10:00-18:30					
+ X			10:00				
+ X	Thu 19/3	13:30-22:00					
+ X	Fri 20/3						
+ X	Sat 21/3	6:00-14:00					

**Pay Code Actions**

Date: 16/3/2020




Pay Code: Sick

Amount: 7:30

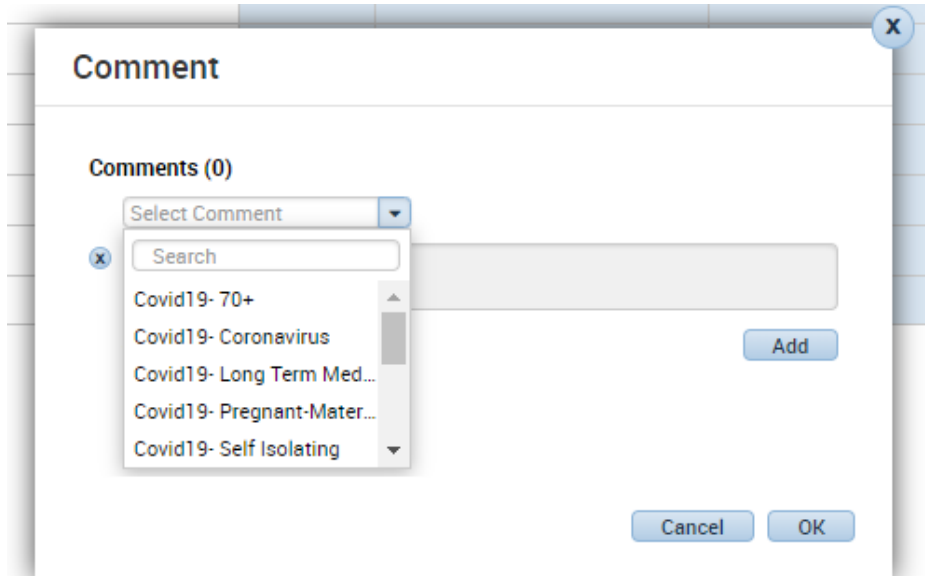
Start Time: 6:00

Last Edit Date: 18/3/2020

Edit Made By: Adams-Hyatt, Super Sophie

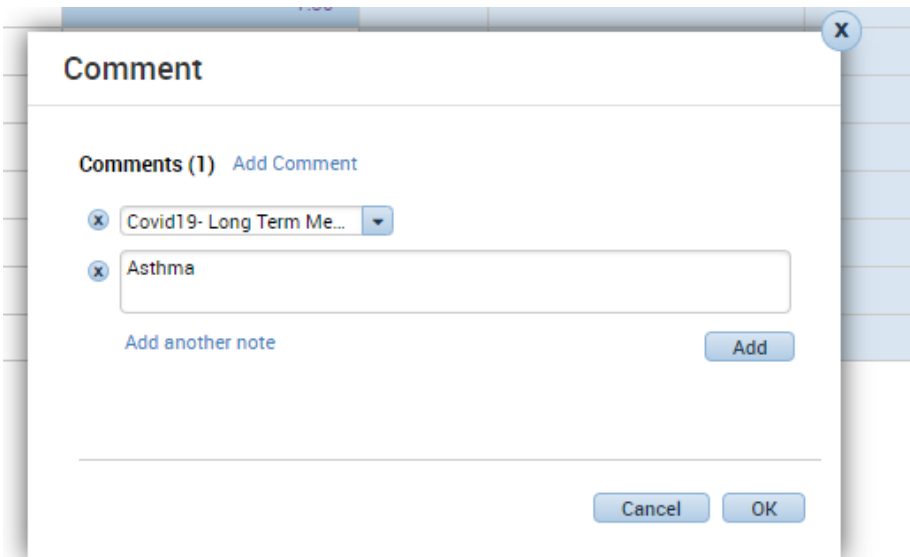
 Edit
  Comments
  Justify Exception

3. Within the **Comments** dropdown, select the most relevant value to suit the colleague.

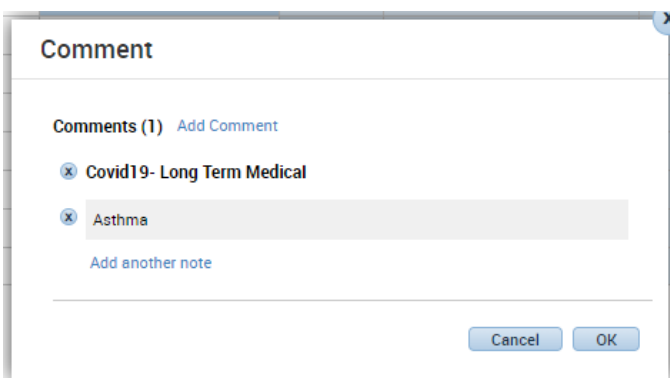


The screenshot shows a 'Comment' dialog box with a 'Comments (0)' section. A dropdown menu is open, displaying a search bar and a list of options: 'Covid19- 70+', 'Covid19- Coronavirus', 'Covid19- Long Term Med...', 'Covid19- Pregnant-Mater...', and 'Covid19- Self Isolating'. An 'Add' button is visible to the right of the dropdown, and 'Cancel' and 'OK' buttons are at the bottom right.

4. Enter additional comments into the field below> Click **Add**> Click **Ok**> Click **Save**



The screenshot shows the 'Comment' dialog box with 'Comments (1)' and an 'Add Comment' link. A dropdown menu shows 'Covid19- Long Term Me...' selected. Below it, a text input field contains 'Asthma'. An 'Add' button is to the right of the input field. 'Cancel' and 'OK' buttons are at the bottom.



The screenshot shows the 'Comment' dialog box with 'Comments (1)' and an 'Add Comment' link. Two items are listed: 'Covid19- Long Term Medical' and 'Asthma'. An 'Add another note' link is below the list. 'Cancel' and 'OK' buttons are at the bottom.

5. Comment bubble will appear next to **Amount**

Timecards									
Adams-Hyatt, Super Sop... 1 of 1 SUPERHYATT									
<span>View</span>   <span>Approve Timecard</span>   <span>Sign Off</span>   <span>Accruals Actions</span>									
		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift
+	x	Sun 15/3							
+	x	Mon 16/3	6:00-14:00						
+	x			6:00			Sick	7:30	
+	x	Tue 17/3	13:30-22:00						

## Breakdown of Comments List

70 +	colleagues over the age of 70
Long Term Medical	E.g. Asthma/ COPD/ Bronchitis
Pregnant/Maternity	Colleagues who are pregnant or on Maternity
Weakened immune system	due to conditions or medicines such as Steroid tablets or Chemotherapy
Self-Isolating	colleagues that's have been advised to Self-Isolate
Coronavirus	Colleagues with a confirmed case of