Below are step-by-step instructions for using the new Time Tracker Application created for COVID-19.

Please enter your time by 5 PM each Monday for the prior week from Sunday to Saturday.

You will need to create a time entry for each day individually that you worked on administration/management/planning related to COVID and/or were away from UIHC due to reduced workload.

When you go to the time tracker application at https://webapps1.healthcare.uiowa.edu/COVIDTimeTracker, you will log in by clicking the red button in the top right corner.

Welcome to the COVID-19 Time Tracker Application.

University of Iowa Carver College of Medicine | CCOM Application Development

Instructions continued on next page
You will need to login with your Healthcare ID and password.

To create a time entry, click the blue button on the top left corner labeled +Create Time Entry.

Instructions continued on next page
By clicking the +Create Time Entry, a time entry box will pop up. To enter your own time, just enter the hours worked for Administration/Management/Planning and/or hours Away from UIHC due to reduced workload. Select the Date of Work from the calendar field and enter a text description of what activities were done during that time.

Create Module1 Time Entry

Submit entry as: Mcguire, Rachel A(ramcguir)
or on behalf of:

Healthcare ID

**Administration/Management/Planning**

0
In Hours

**Away from UIHC due to reduced workload**

0
In Hours

**Date of Work**

4/9/2020

**Description**

Instructions continued on next page
Below these fields in the time entry pop up are descriptions of Administration/Management/Planning time and Away from UIHC due to reduced workload time.

To submit your entry, click the Create button in the bottom right hand corner.

**Date of Work**
4/9/2020

**Description**

**Administration/Management/Planning:** Time includes COVID-19 meetings, planning sessions, work time related to changing clinic schedules or rescheduling patients, and work time for HICS deliverables or other requests related to COVID-19.

**Away from UIHC due to reduced workload:** For employees who have insufficient work at this time who are sent home, remain in pay status, and are available to return to work at the hospital and clinics as needed. This would be Team Gold, which consists of front-line clinical workers and their support services. Team Gold is comprised of mostly faculty, APPs, nurses, therapists, social workers, food workers, EVS and facilities. This does NOT include employees who have been approved and are working remotely.

This entry will then populate on the main screen.

Module1 Time Entries Submitted By Mcguire, Rachel A (ramcguir / 00036278)

<table>
<thead>
<tr>
<th>Date of Work</th>
<th>On Behalf</th>
<th>Admin/Mgmt/Plan</th>
<th>Away from UIHC</th>
<th>Total Time</th>
<th>Description</th>
<th>Date/Time Entry Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/09/2020</td>
<td></td>
<td>1.25 hrs</td>
<td>0.00 hrs</td>
<td>1.25 hrs</td>
<td>HICS meeting and work on Time Tracking Application</td>
<td>4/9/2020 4:31:01 PM</td>
</tr>
</tbody>
</table>

Instructions continued on next page
You can edit or delete each entry by clicking the buttons to the right of the entry.

<table>
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If you want to enter time on behalf of someone else, you will need to have their Healthcare ID. Logged in with your own Healthcare ID and password, you will click on +Create Time Entry and enter the Healthcare ID of the person whose time you are submitting.

**Create Module1 Time Entry**

- **Submit entry as:** Mcguire, Rachel A (ramcguir)
- or on behalf of:
  - Healthcare ID

**Administration/Management/Planning**

- In Hours

**Away from UIHC due to reduced workload**

- In Hours

**Date of Work**

- 4/9/2020

**Description**

Instructions continued on next page
This time will then also be populated on the main screen.

You can download any data that you have entered into an Excel file by clicking the green button on the top right corner labeled Download. It is **NOT** necessary to submit this Excel document to Finance.