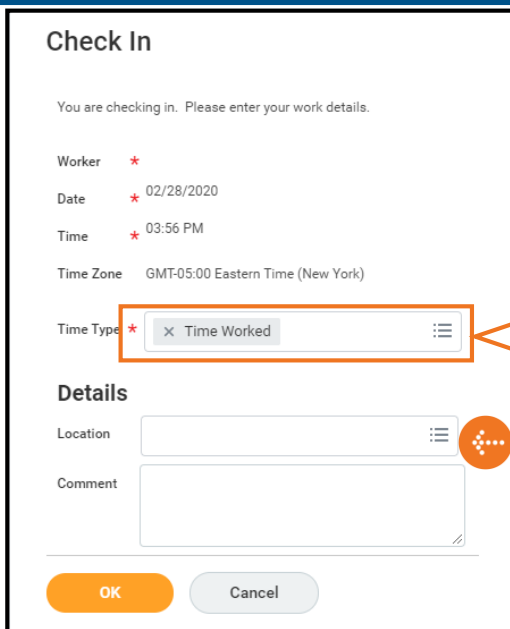
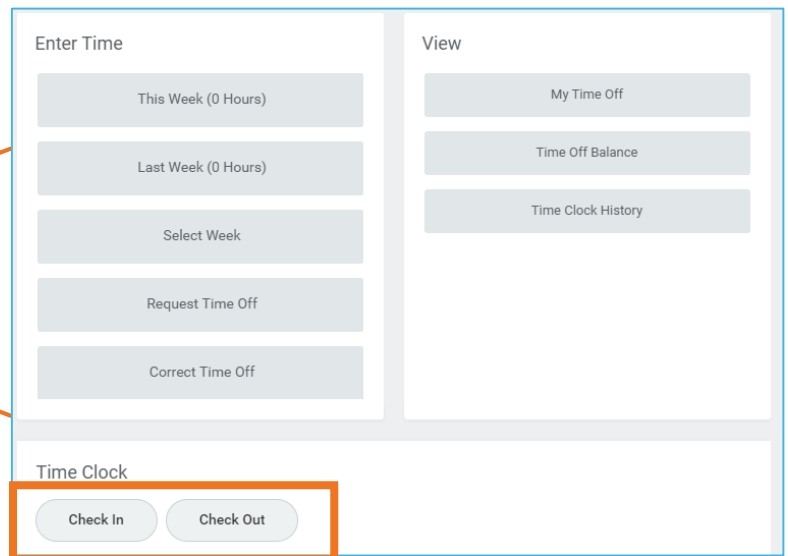
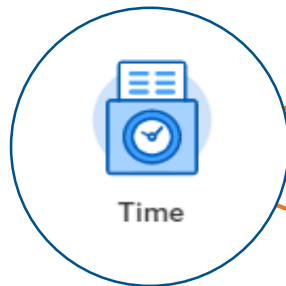
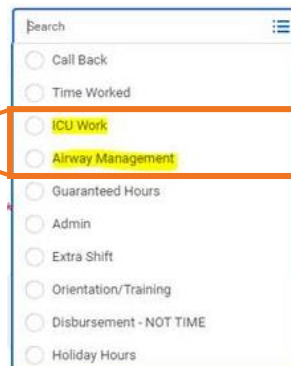


Clocking and Out in Workday (COVID-19 Additional)

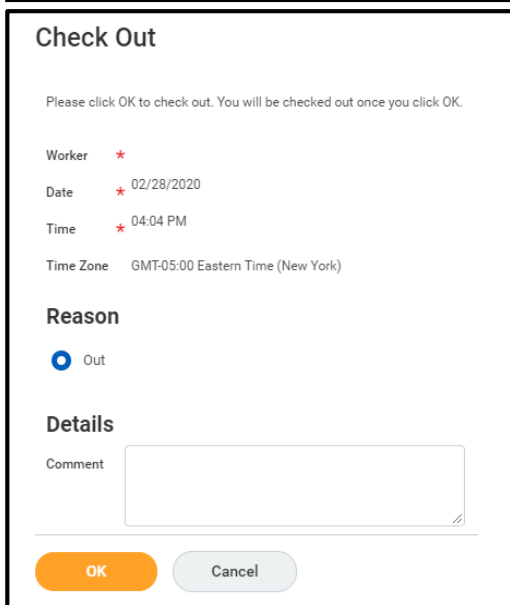


Once in the Time worklet, choose **'Check-in'**. The check-in window will open.



If you are providing patient support for COVID-19 related reasons- select **'ICU Work'** or **'Airway Management'** for your time type.

If you service more than one facility, you should enter your location.



Be sure to choose **'OK'** to submit your check-in.

At the end of your shift, choose **'Check-out'**. Be sure to choose **'OK'**.

If you forget to check-out you will receive an alert. Reach out to HelpDesk@northstaranesthesia.com if you have trouble, or miss a check-in/out.