

Kronos Timekeeping Resources: [https://intranet.beaumont.org/applications/kronos-cloud-timekeeping](https://intranet.beaumont.org/applications/kronos-cloud-timekeeping)

<table>
<thead>
<tr>
<th>HOURS &amp; COMPENSATION</th>
<th>Exempt-Biweekly (Salaried)</th>
<th>Exempt-Semi-Monthly (Salaried)</th>
<th>Non-exempt (Hourly)</th>
</tr>
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<tbody>
<tr>
<td>How do I charge my hours working at the BH Vaccine Clinic?</td>
<td>Provide hours to your time editor who will edit your timesheet and charge to 750446.</td>
<td>Hours will be captured via Sign-Up Genius scheduling tool.</td>
<td>Please use clocks at Vaccine Clinic locations and notify your time editor to charge to 750446.</td>
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| What rate will I be paid? | Working within FTE:  
- Employee will be paid their base rate.  
Working outside FTE:  
- Employee will be paid their base rate.  
- Existing rules still apply for jobs listed in EAR and block pay guidelines based on job eligibility.  
- Exempt employees are not eligible for overtime. | Working within FTE:  
- Employee will be paid their base rate.  
Working outside FTE:  
- Employee will be paid their base rate.  
- Existing rules still apply for jobs listed in EAR and block pay guidelines based on job eligibility.  
- Exempt employees are not eligible for overtime. | Employees will be paid their base rate. If they work overtime, they will receive time-and-a-half as applicable. |
| Am I allowed to work beyond my FTE? | Employees are encouraged to work within their FTE. Any hours worked beyond their FTE need manager approval. Once block pay or extra duty pay is approved, the time editor enters it in Kronos as straight-time (pay code: EAR). Employees are responsible for following existing guidelines for Multiple Concurrent Secondary Assignments/Jobs or block pay guidelines based on job eligibility. | Employees are encouraged to work within their FTE. Any hours worked beyond their FTE need manager approval. Once block pay or extra duty pay is approved, time editor enters in Kronos as straight-time (pay code: EAR); time editors, please consult Nada Habhab in payroll if you need assistance. Employees are responsible for following existing guidelines for Multiple Concurrent Secondary Assignments/Jobs or block pay guidelines based on job eligibility.  
*Note: Directors and above are not eligible for EAR.* | Employees are encouraged to work within their FTE. Any hours worked beyond their FTE need manager approval. Once approved, employees should use time clocks to record hours following the process noted above. |
<p>| Where is the time clock at the Vaccine Clinic? | | In Lobby F and B conference space of BSC. <a href="https://intranet.beaumont.org/departments-services/infection-prevention-and-epidemiology/covid-19-vaccination/vaccine-clinic-staffing-resources">See map.</a> |
| Can I volunteer to staff the clinic? | Yes. If you are a current Beaumont employee, Beaumont volunteer or affiliated medical or nursing student, you can staff the clinic. Please indicate as such during registration. | | |</p>
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<tr>
<th>I’m a physician, will I be paid to work in the vaccine clinic?</th>
<th>At this time, physicians may volunteer their time outside their contracted hours to work at the vaccine clinic. No additional pay will be allocated.</th>
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</table>
| I am currently a med student. Which roles can I volunteer for? | M1-2  
• Non-clinical roles  
• M1-2 students with clinical background and proper licensure to give IM injections, can sign up for clinical vaccination roles. Please see information about skills validation above, if needed.  
M3-4  
• All roles are appropriate provided completion of relative rotation experience. Additional skills validation available if needed. |

### ROLES & TRAINING

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<th>What type of roles are available at the clinic?</th>
<th>Embed or link to PDF of listed roles</th>
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<tbody>
<tr>
<td>What training do I need to complete?</td>
<td>If available, <a href="#">training</a> for your desired role(s) should be completed prior to signing up for your first shift.</td>
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</table>
| I have not given an injection in over two years, what do I need to do? | If you need additional skills testing of intra-muscular (IM) injection for your comfort or **have not given an injection in more than two years**, you may:  
  - Visit the Nursing Education Wing at BSC, Monday-Friday, 8 a.m. to 2 p.m.  
  - Contact [Maggie Cronin](#) via email to schedule an appointment. |
| I have never given an injection while working as a Beaumont employee, but I hold a license that allows me to give IM injections. Can I sign up to provide injections? | Yes. Please see above for more information on skills validation. |
| Do I need oneChart access? | Depending on your role, you may need oneChart access. When you sign up for your first shift, please indicate this is your first shift. OneChart access will then be delegated to your BH credentials. You can expect access to be available at least one day before your first shift. |
| Will I receive a notification when I receive oneChart access? | No. Due to the high volume of staff requiring updated or new access, we are not able to verify access changes with each employee. |

### SHIFT MANAGEMENT

| How do I sign up for a shift? | This is a commitment similar to any other shift at Beaumont and you are expected to fulfill your shift. Please see information below for last-minute call-ins and cancellations:  
  - Visit the [BH Vaccine Clinic Sign-Up Genius](#) to sign up. **Please note there are two tabs on this page for sign up: Injector and Support Staff Shift Sign Up and Pharmacy Staff Sign Up.**  
  - Please check qualifications for both sign ups as both provide a variety of clinical and non-clinical opportunities.  
  - Please complete all required fields when signing up.  
  - Shifts will continue to open up as more vaccine becomes available. Bookmark this link and check back often for future shifts.  
  - We recognize this is a meaningful opportunity to be a part of history and to help bring an end to this pandemic. However, please keep in mind that caring for patients |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
remains our top priority. We welcome all staff who can make themselves available without affecting care for patients.

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<th>I’m having issues using Sign Up Genius.</th>
<th>Sign Up Genius tends to work better when operating on the Google Chrome browser.</th>
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| How do I cancel a shift in case of emergency? | IF YOU SIGNED UP FOR ONE SHIFT:  
1. Go to the confirmation email you received after signing up for the shift.  
2. Scroll to the bottom and click Edit My Sign Up.  
3. In the new Sign Up Genius window, scroll to the bottom and select Delete.  
4. Select YES – DELETE.  

IF YOU SIGNED UP FOR MULTIPLE SHIFTS AT THE SAME TIME:  
1. Go to the confirmation email you received after signing up for the shifts.  
2. Scroll to the bottom and click View My Sign Up.  
3. In the new Sign Up Genius window, select the “change your sign up” link near the top of the page.  
4. Select whether you signed up with or without an account and follow further instructions. |

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<td>Where do I park for my shift?</td>
<td>The vaccine clinic is currently in Lobby E, on the first floor of the Beaumont Service Center (26901 Beaumont Blvd., Southfield). Staff should park on the south side of the building or in the parking deck and enter through Lobby D (badge access required) or Lobby B (Main entrance). Please follow signage in the building leading to the Vaccine Clinic.</td>
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| When should I arrive for my shift? | Please arrive 15 minutes early for your first shift at the clinic. This will help with orientation to the area. Each team will have a brief huddle prior to the start of shift to clarify remaining questions and provided the most current updates.  
When you arrive, please check in with a vaccine clinic manager. |
| Where do I report for my clinic shift? | When signing up, please be aware of the area to which you are assigned. Signage in the building will help direct you to the appropriate clinic area. |
| What should I wear for my shift? | Scrubs or business casual wear should be worn. If wearing business casual, your clothing should be easy to launder. Please wear comfortable and appropriate footwear, especially for positions that will be standing or walking for most of the shift.  
Please try to limit the number of personal items you bring with you to your shift. Storage for personal belongings is extremely limited. |