

Huddle Guide

IWork4SHC for Covelo Temporary Workers	Date: 1/12/2021
Effective Date: 2/1/2021	Affects All Areas/Department: All
Objective: Communicate the launch of IWork4SHC for Temporary Workers	

IWork4SHC Mobile App

Starting 2/1/2021, IWork4SHC will be available to all Temporary Workers for scheduling and timekeeping. This will allow departments to maintain and gain visibility into the schedules of both employees and temporary workers within IWork4SHC.



- Link to API - <https://iwork4shc.stanfordmed.org/APIHC/TASS/WebPortal/Main/Login.aspx>
- User Name - (enter SID)
- Password - (Network Password)

IWork4SHC

Temporary Workers that have been added into IWork4SHC should have received an email informing them about their access. For new Temporary Workers that need to be added, please complete the [Temporary Worker – Add/Extend/Release Form](#).

Temporary Worker Training Guides:

- [How to – Clock at a Computer](#)
- [How to – Clock at a Badging Station](#)
- [FAQ – Badge Access](#)
- [How to – Add a Clocking](#)
- [How to – Edit or Delete a Clocking](#)
- [How to – Sign off on your Timecard](#)

Manager Training Guides:

- [How to – Temporary Worker Request](#)
- [How to – Onboard a Contingent Worker](#)
- [How to – Offboard a Contingent Worker](#)
- [How to – Convert a Contingent Worker to Employee](#)
- [How to – Use LaborViews and Schedule Screen](#)
- [How to – Approve a Timecard](#)
- [How to – Run Bi-weekly Reports](#)
- [How to – Run Monthly Reports](#)

Communicate this information during Huddles and refer managers and temporary workers to AskHR guides and WebEx training sessions referenced above.