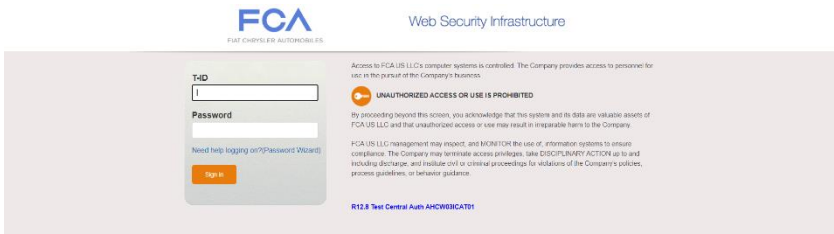
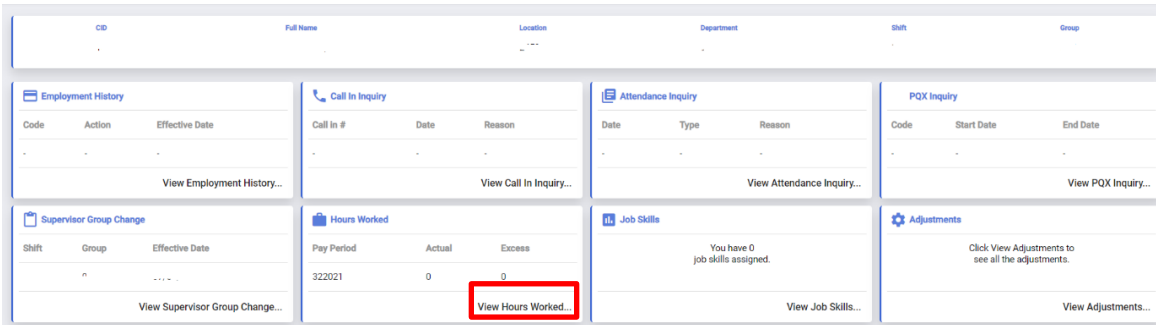


SUPPLEMENTAL EMPLOYEE DAYS WORKED & WEEKS WORKED COUNTER AVAILABLE IN HEIS

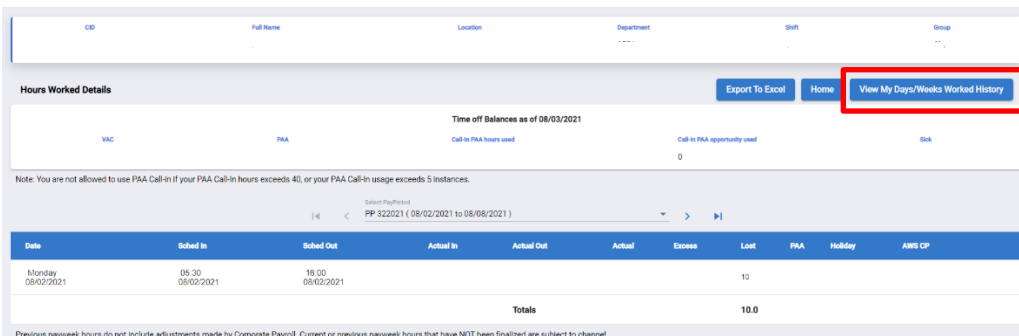
1) Login to the HEIS application from Employee Central or HUB using your TID and password



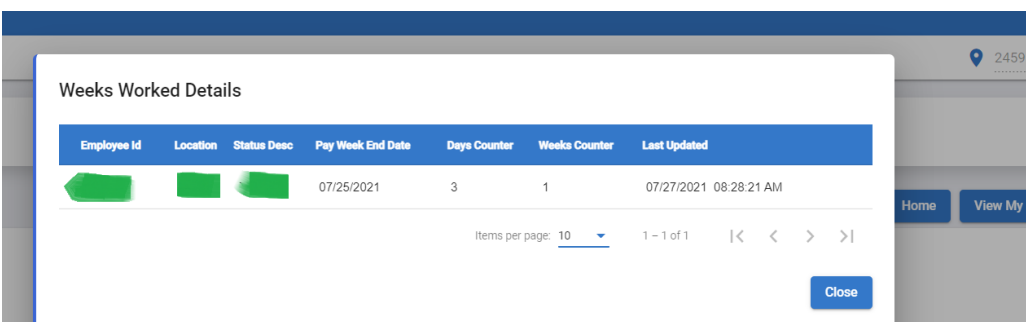
2) Click on **View Hours Worked** under the Hours Worked section



3) Click on **View My Days/Weeks Worked History**



4) A pop-up window will open displaying your CID, Location, Status, Pay Week End Date, Days Counter, Weeks Counter, and Last Updated date



Note: The Days Worked & Weeks Worked counters are accumulating from 12/16/2019 for paid/unpaid time off eligibility