

# H-GAC Employee Check-In App

## Step 1

1. The employee accesses the Employee Check-In App via a web browser.
  - a. For our app, the employee must be connected to the H-GAC VPN.

## Step 2

1. The employee clicks/taps on the box corresponding to their name in the displayed list of staff.
  - a. They can either scroll through the list or enter their name in the search field, which updates the list of names displayed after each letter is typed.

The screenshot shows the 'Employee Check-In' app interface. At the top, there is a dark blue header with the H-GAC logo on the left and the title 'Employee Check-In' in white. Below the header, there is a light gray area with instructions: 'Find your name in the list below, or enter your name to filter the list, and click your name to continue.' and 'If you cannot find your name below, please contact [webmaster@h-gac.com](mailto:webmaster@h-gac.com) for assistance.' Below the instructions is a search bar with the placeholder text 'Enter Your First, Last, or Full Name' and a red 'Reset' button. Below the search bar is a grid of six blue boxes, each containing a staff member's name and their department.

Name	Department
Adesokan, Khafilat	Human Services
Aldridge-Adeoye, LeAdrian	Human Services
Alexander, Judy	Finance
Almanzan, Wendy	Community & Environmental Planning
Anchondo, Phillippe	Data Services
Anderson, Michelle	Administration

Figure 1: Step 2



# Employee Check-In

Find your name in the list below, or enter your name to filter the list, and click your name to continue.

If you cannot find your name below, please contact [webmaster@h-gac.com](mailto:webmaster@h-gac.com) for assistance.

Reset

Anchondo, Phillippe  
Data Services

Figure 2: Step 2 – using the name search feature

## Step 3

1. The employee reviews the health screening requirements and provides a Yes or No response to the question “Are you experiencing any of these signs or symptoms?”.
  - a. If Yes is selected, a confirmation pop-up is displayed, asking the employee to confirm their response.
    - i. If Yes is selected again:
      1. The check-in process is ended.
      2. A page confirming their response and display guidance is shown.
      3. The health screening response is recorded in the check-in log.
    - ii. If no is selected, the check-in process continues.



# Employee Check-In

Welcome, **Phillippe**. H-GAC employees must self-screen before going into the office for any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Are you experiencing any of these signs or symptoms?

Yes

No

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Figure 3: Step 3



# Employee Check-In

Welcome, **Phillippe**. H-GAC employees must self-screen before going into the office for any of the following new or worsening signs or symptoms of possible COVID-19:

- Cough
- Shortness of breath
- Chills
- Repeated sneezing
- Muscle pain
- Headache
- Sore throat
- Fever (temperature above 100.4 degrees Fahrenheit)
- Loss of taste or smell (only if you are not taking medication who is lab

Are you experiencing any of these symptoms?

**Alert!**

Please confirm that you are experiencing any of the signs or symptoms listed.

**Yes, I Am**      **No, I Am Not**

Yes       No

**Back**

Figure 4: Step 3 – confirming that you are experiencing symptoms pop-up



# Employee Check-In

## You Did Not Pass The Health Screening For Today

Sorry, based on your response, you will not be allowed to come to the office today. Remain at home and follow-up with your health care provider as appropriate. If you are exhibiting symptoms of COVID-19 disease contact your health care provider.

This ends your check-in process. You may now close your browser.

*Figure 5: Step 3 – failed health screening confirmation*

## Step 4

1. The employee enters their scheduled start time.
  - a. A time must be provided to continue the check-in process.
  - b. The time entered must be after an established earliest start time.



# Employee Check-In

Phillippe, what time are you scheduled to start working?

Hour	Minute	AM / PM
7 ▾	30 ▾	AM ▾

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Figure 6: Step 4



# Employee Check-In

Phillippe, what time are you scheduled to start working?

Hour

Minute

AM / PM

## Alert!

There is a problem with the start time you have entered:

The start time can be no earlier than 7:00 AM.

Close

Figure 7: Step 4 – enforcing start time restriction

## Step 5

1. The employee enters their scheduled end time.
  - a. A time must be provided to continue the check-in process.
  - b. The time entered must be after the entered start time.
  - c. The time entered must be before an established latest end time.



# Employee Check-In

Phillippe, what time are you scheduled to stop working?

Hour	Minute	AM / PM
5	30	PM

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Next

Figure 8: Step 5



# Employee Check-In

Phillippe, what time are you scheduled to stop working?

## Alert!

Please make sure the end time entered meets the following requirements:

The time you are scheduled to stop working must be after the time you are scheduled to start working.

AND

The end time can be no later than 6:00 PM.

Close

Figure 9: Step 5 – enforcing end time restrictions

## Step 6

1. A final review page is shown, which displays the following information for the employee to confirm:
  - a. Their name
  - b. Their department
  - c. The floor they are assigned to
    - i. The employee is given the option to indicate that they will only be in the office to attend a meeting on the second floor. This will allow the employee to check-in and not have their check-in count towards the capacity limit of their assigned floor.
  - d. Their scheduled start and end times



# Employee Check-In

Phillippe, please verify that everything is correct and complete your check-in.

## Your Name

Anchondo, Phillippe

## Your Department

Data Services

## Floor You Will Be Working On Today

Fifth Floor

I will only be on the second floor to attend a meeting.

## Your Work Schedule Today

7:30 AM to 5:30 PM

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Complete Your Check-In

Figure 10: Step 6

## Step 7

1. If everything is correct, the employee clicks/taps on the Complete Your Check-In button.

## Step 8

1. A check on the floor capacity is conducted:
  - a. If the floor capacity limit has not been reached, the employee is now checked-in:
    - i. The check-in process is ended.
    - ii. A confirmation page is displayed, identifying who the Director of the Day is.
    - iii. A confirmation email is sent to the employee's work email account.
    - iv. The check-in is recorded in the check-in log.
  - b. If the floor capacity limit has already been reached:
    - i. The check-in process is ended.
    - ii. A page indicating that the employee cannot come into the office is displayed



# Employee Check-In

## You Are Now Checked-In

Thank you for completing the check-in process. You are now checked-in for today and can proceed to the office.

### Director of the Day

Clark, Alan

[Alan.Clark@h-gac.com](mailto:Alan.Clark@h-gac.com)

Transportation

713-993-4585

This ends your check-in process. You may now close your browser.

*Figure 11: Step 8 – successful check-in*



# Employee Check-In

## Your Floor is Not Available For Check-In Today

The maximum number of employees have already checked into your floor. Please do not travel to the office today.

This ends your check-in process. You may now close your browser.

*Figure 12: Step 8 – floor is already at capacity*