



## Setting Your Working Well Daily Symptom Check-In Schedule

### How to Modify Your UCI Working Well™ Daily Symptom Check-In Schedule

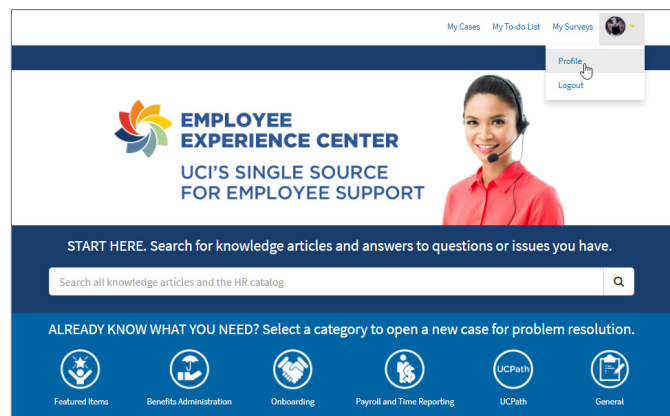
As of Tuesday, August 25, 2020, all UCI campus employees will automatically be enrolled in the UCI Working Well™ Daily Symptom Check-in system. As the default setting, all employees will receive email notifications Monday through Friday asking them to self-assess for any COVID-related symptoms and respond to the email. Daily Symptom Check-in emails will generally be received in your inbox prior to 5 a.m.

If you work weekends as part of your regular schedule, you will need to log in to the Employee Experience Center self-service portal and set your schedule to 'Everyday'. If your schedule changes to weekdays only at any time, you can log in again and update your schedule to 'Weekdays'.

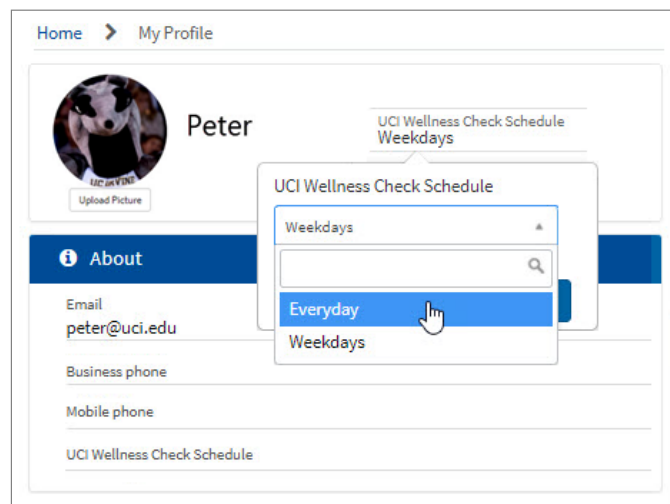
### Changing Your Notification Schedule

To set your notification schedule to everyday or to weekdays only, please go to the employee experience center by clicking [here](#).

Once logged on, select the menu located at the top right hand corner of the page, and click "Profile"



On the Profile page, hover over the UCI Wellness Check-In Schedule and click your current schedule. In the drop down menu select the schedule of your choice, and click Save.



#### QUESTIONS?

If you need support, please contact the Coronavirus Response Center (CRC) at [covid19@uci.edu](mailto:covid19@uci.edu) or call 949.824.9918 between 7:30 a.m. and 5:30 p.m. Monday through Friday.