

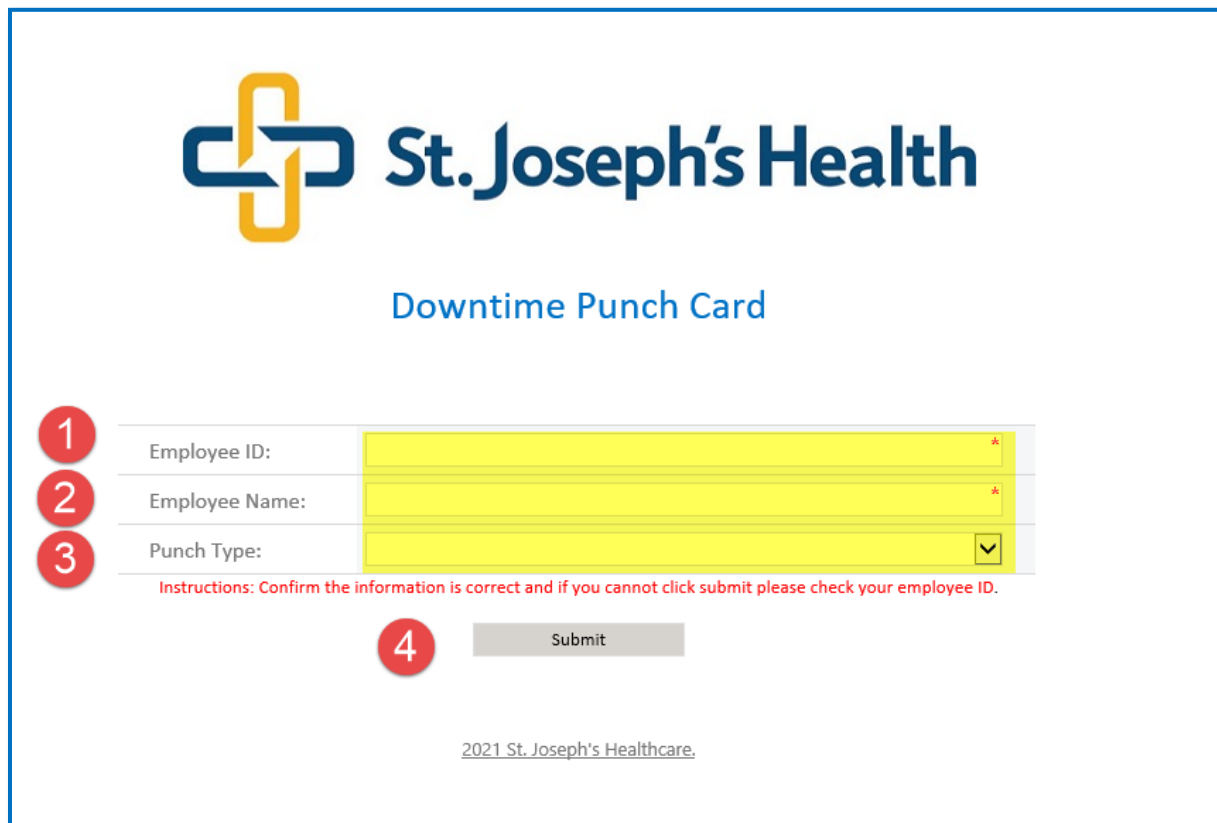
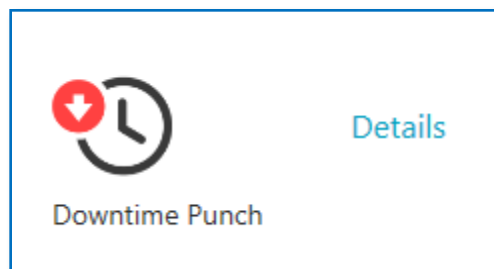
SJH Employee Downtime Punch for Exempt & Non-Exempt Staff Who Work Remotely Or Do Not Have A Time Clock in Their Place Of Business.

Following the UKG Workforce Central (Kronos) security breach, we have been working diligently to develop a contingency plan to allow all employees to track their hours until UKG is back up and running.

For all Exempt & Non-Exempt staff that have access to a time clock, please continue to swipe In and Out as you normally would.

For those employees that work remotely some or all of the time and those employees that do not have a time clock at their place of business, please follow the steps below to document your daily In and Out time.

The following icon and access to the Downtime Punch will be available on the Remote Citrix Access Homepage, the SJHMC Inside & HR Quick Links, SJH device home screens & the SJH Favorites List.



The image shows a screenshot of the "Downtime Punch Card" interface. At the top left is the St. Joseph's Health logo, which consists of a blue cross with rounded ends and a yellow vertical bar on the right side. To the right of the logo is the text "St. Joseph's Health" in a bold, dark blue font. Below the logo and name is the title "Downtime Punch Card" in a blue font. The form contains three input fields, each with a red circle containing a white number to its left. Field 1 is labeled "Employee ID:" and has a yellow background. Field 2 is labeled "Employee Name:" and also has a yellow background. Field 3 is labeled "Punch Type:" and has a yellow background with a dropdown arrow on the right. Below the fields is a red instruction: "Instructions: Confirm the information is correct and if you cannot click submit please check your employee ID." Below the instructions is a grey "Submit" button with a red circle containing a white number 4 to its left. At the bottom center of the card is the text "2021 St. Joseph's Healthcare."

SJH Employee Downtime Punch for Exempt & Non-Exempt Staff Who Work Remotely Or Do Not Have A Time Clock in Their Place Of Business.

1. Enter your **SJH Employee ID** (Cannot be blank)
2. Tap the **Tab** key and your name will auto populate in the **Employee Name** field.
3. Select the appropriate choice from the **Punch Type** field.
 - ✓ Punch In
 - ✓ Punch Out
4. Select the **Submit Button**

 **St. Joseph's Health**

Downtime Punch Card

1 Employee ID: 067531

2 Employee Name: Spagnoli, Scott C.

3 Punch Type:
Instructions: Confirm the in
Punch In
Punch Out

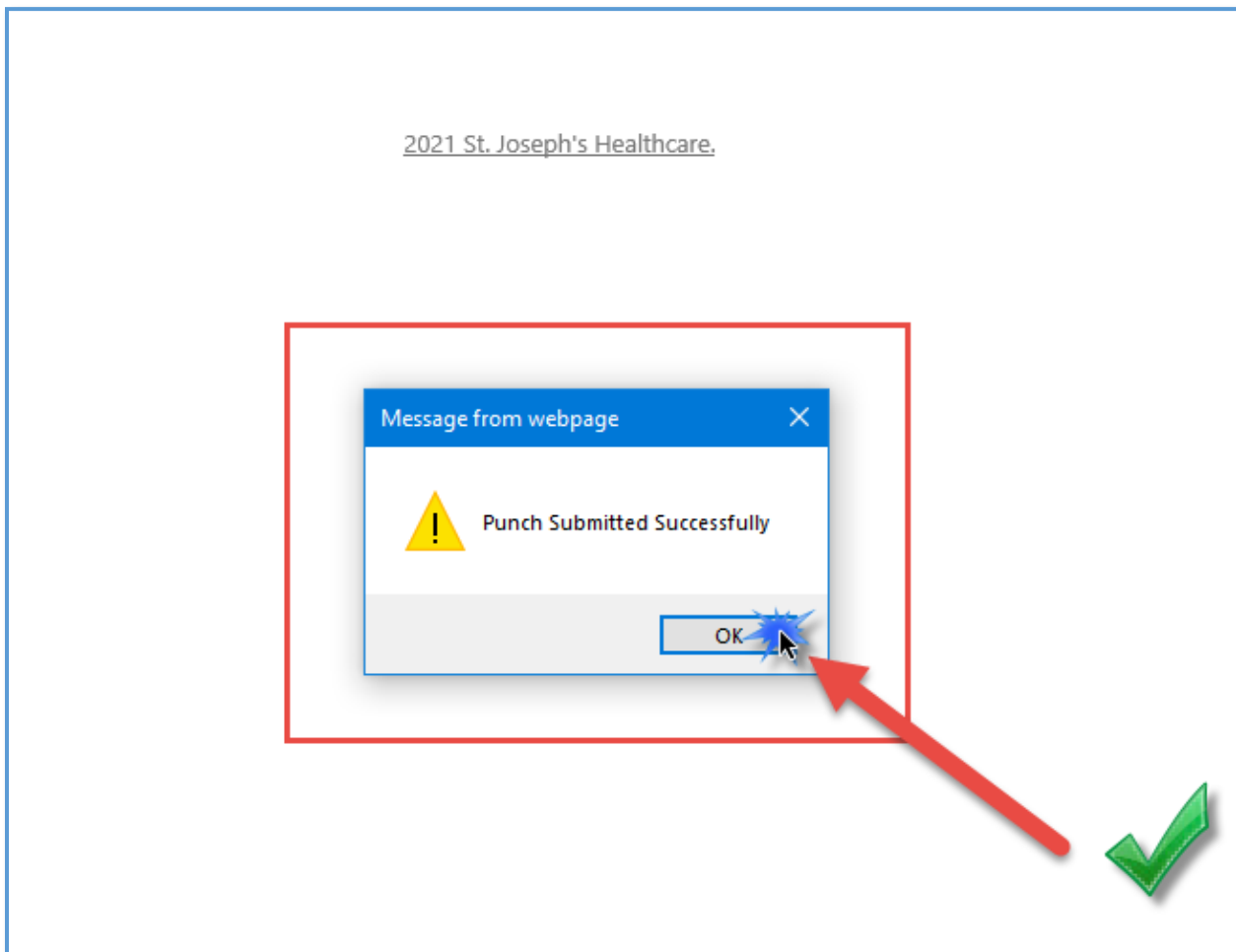
4 Submit

[2021 St. Joseph's Healthcare.](#)

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5. Select **OK** to close the **Manual Punch**

✓ Your punch was successful!



Please continue to follow this process as you would normally do, to record your daily time when you arrive and leave for the day.

Non-Exempt and Exempt employees should continue to follow their specified time punch protocol. i.e. Exempt employees only punch in & not out.