

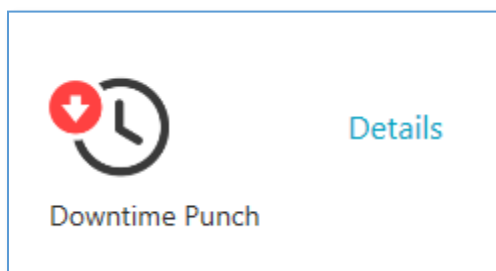
TimeKeeper's View - Share Point Option – Downtime Solution for Collecting Time/Punches in and out

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, **please continue to reinforce to those that have access to a time clock, to continue to punch In and Out daily** as they would normally.

For those employees that work remotely, or for those employees that do not have a time clock at their place of business, please follow the steps outlined in Item I on the next page, to document their daily In and Out time, via the Downtime Punch function.

The following icon and access to the Downtime Punch is available on the Remote Citrix Access Homepage, the SJHMC Inside Quick Links, SJH device home screens & the SJH Internernet Employee Portal.



- ✓ Managers/Time Keepers are to adjust their Employees time as needed **daily**, i.e. a day off or Christmas Holiday etc.... Do not wait until the timekeeping changes are due to enter them into the system.
- ✓ The deadline for timekeeping completion is the Monday of payroll @ 10am.
 - The Time Keeper site will be locked down Monday after 10am. It will then be brought back up on Tuesday Morning.
 - Any changes required after the data entry cutoff date & time will have to be addressed via the TIMS Payroll Adjustment Form.
- ✓ For time and attendance tracking, whatever you did before the downtime in UKG WFC, you will need to continue to do in the new downtime Time Keeper site.

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

The screenshot shows the St. Joseph's Health Downtime Punch Card interface. At the top is the St. Joseph's Health logo. Below it is the title "Downtime Punch Card". The form consists of three input fields: "Employee ID:" (marked with a red circle 1), "Employee Name:" (marked with a red circle 2), and "Punch Type:" (marked with a red circle 3). Each field has a yellow background and a red asterisk indicating a required field. 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 "Submit" button (marked with a red circle 4). At the bottom of the form is the footer: "2021 St. Joseph's Healthcare."

- I. Enter your **SJH Employee ID** (Cannot be blank)
- II. Tap the **Tab** key and your name will auto populate in the **Employee Name** field.
- III. Select the appropriate choice from the **Punch Type** field.
 - ✓ Punch In
 - ✓ Punch Out

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IV. Select the Submit Button

The screenshot shows the St. Joseph's Health Downtime Punch Card interface. At the top is the St. Joseph's Health logo, consisting of a yellow cross with rounded ends and the text "St. Joseph's Health" in blue. Below the logo is the title "Downtime Punch Card" in blue. The form contains the following fields and elements:

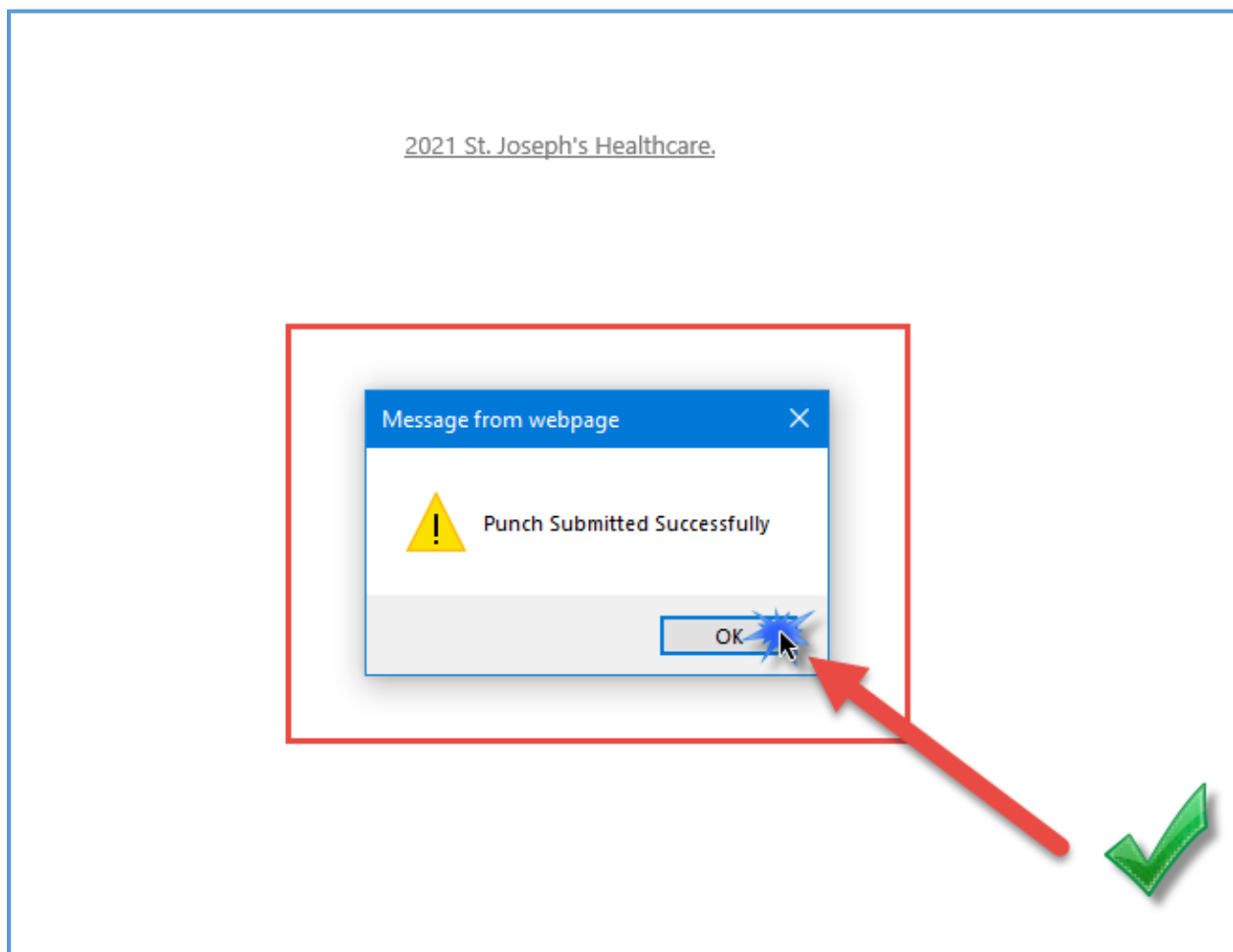
- 1** Employee ID: 067531
- 2** Employee Name: Spagnoli, Scott C.
- 3** Punch Type: A dropdown menu with "Punch In" selected (highlighted in blue) and "Punch Out" as an option. A red instruction "Instructions: Confirm the in" is visible to the left of the dropdown.
- 4** Submit button: A grey button with a blue mouse cursor hovering over it.

At the bottom of the form, there is a footer: [2021 St. Joseph's Healthcare.](#)

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V. 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.

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II. You can access the TimeKeeper Share Point from Citrix Remote Access Homepage, the SJHMC Inside Quick Links, SJH device home screens & the SJH Internernet Employee Portal.

➤ Timekeepers access from your SJH device:

○ **Bookmarks→Managed Bookmarks→Contingency→Downtime Punches-Timekeepers**

a. You will have access to your available Cost Centers

The screenshot shows the SharePoint interface for 'Punches - TimeKeepers View'. The 'Timekeepers View' link in the left navigation pane is highlighted with a red box. The main content area displays a table titled 'Available Cost Centers' with the following data:

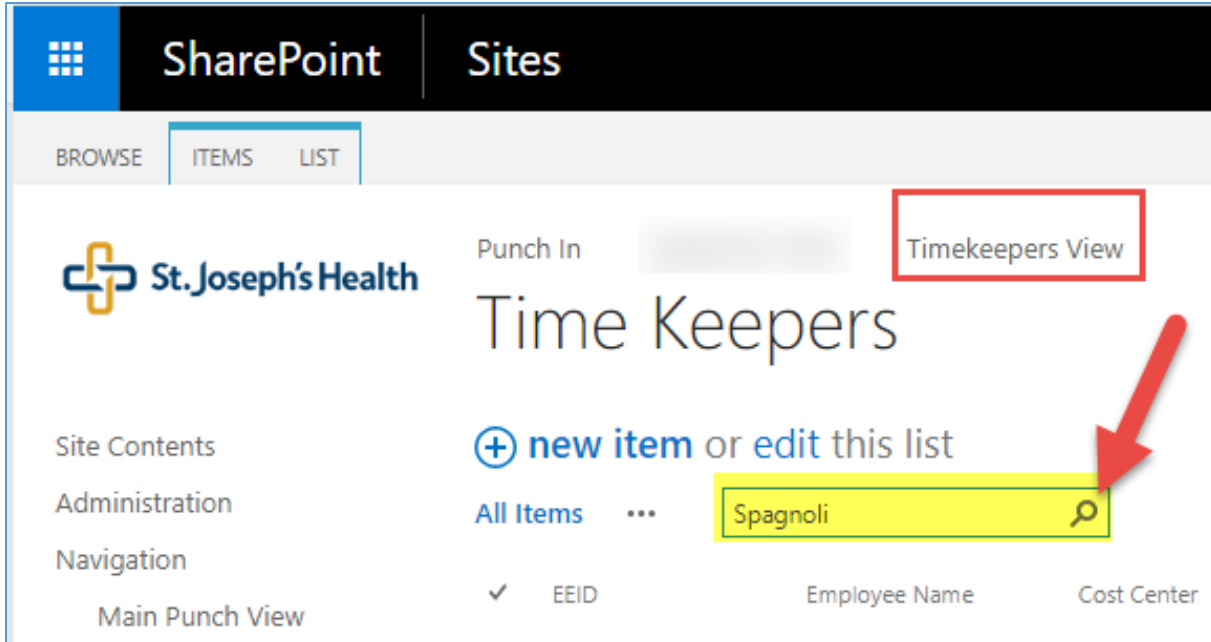
Select	Cost Center	Cost Center Name
<input checked="" type="checkbox"/>	109704	SJ Corp Employee Health
<input type="checkbox"/>	109740	SJ Corp Day Care Center
<input type="checkbox"/>	109706	SJ Corp Human Resources
<input type="checkbox"/>	109709	SJ Corp Employee Health & Welfare
<input type="checkbox"/>	109836	SJ Corp IT - Admin Systems
<input type="checkbox"/>	109838	SJ Corp IT - Technology

b. To search for your Cost Center, select the Available Cost Center Hyperlink.

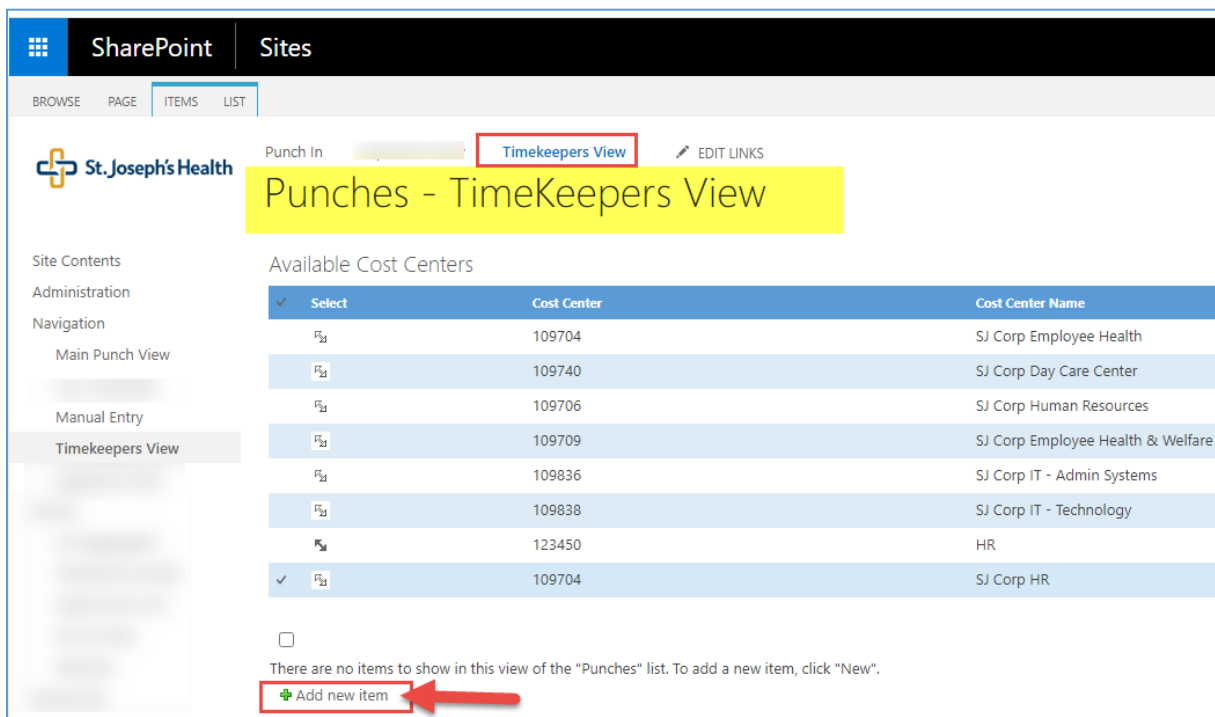
This screenshot is similar to the previous one, but a red arrow points to the 'Available Cost Centers' hyperlink in the table header. The 'Timekeepers View' link in the left navigation pane is also highlighted with a red box.

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- c. Enter your last name and select the **search icon** to find your cost center(s). If you do not see your cost center(s), please contact Timekeeper@sjhmc.org in IT to have them assigned to your view.



- D. To add a new item, select the **Add New Item** hyperlink below.



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- Enter the **Employee ID** and select the Lookup button. All fields will populate except the items highlighted in yellow.
- The **Pay Code** field includes all necessary pay codes such as BTB, ESB, and On-Call Shift Differential: Regular Evening, Regular Night to all Weekend options. **Each Pay Code must be entered as a separate entry. (STAFF MAY HAVE MULTIPLE ENTRIES ON THE REPORT PER DAY DUE TO THE VARIOUS PAY CODES NEEDED)**
- The **Pay Code Hours** is a free text field from 1 hour to 24 hours
- **You do not need to enter the in & out time or date.**
- You will receive a pop-up when you have successfully submitted the new item.


Punches - New Item

5 sjhome.sjhmc.sjhealthsys.org says
Punch Submitted Successfully

OK

Downtime Punch - Manual Entry

Enter Employee ID to begin:

1 Employee ID: 

Employee Information (read only):

Employee Name:	<input type="text" value="Spagnoli, Scott C."/>
Cost Center:	<input type="text" value="SJ HR"/>
Supervisor:	<input type="text" value="Brown, Karen A."/>
Location:	<input type="text" value="Paterson"/>
Job Code:	<input type="text" value="P131"/>

Timecard Information:


2 Pay Code: ▼

3 Pay Code Hours:
Enter between 1 and 24 hours, this disables the Punch Type field.

Punch Type: ▼

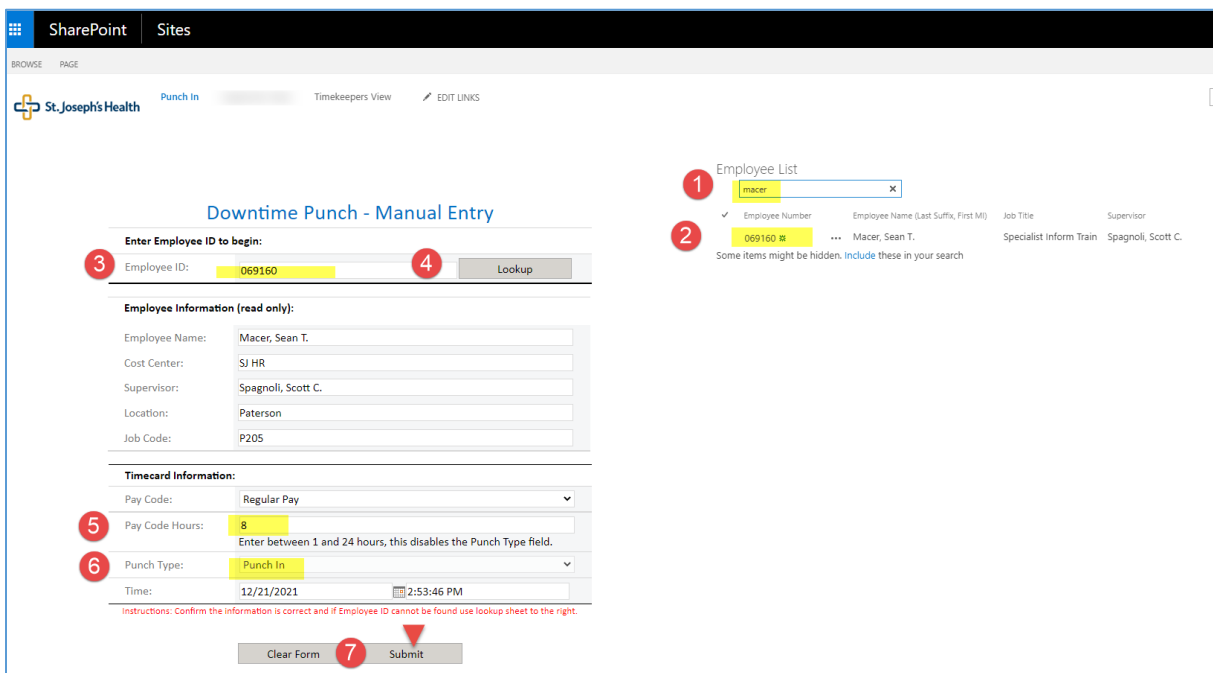
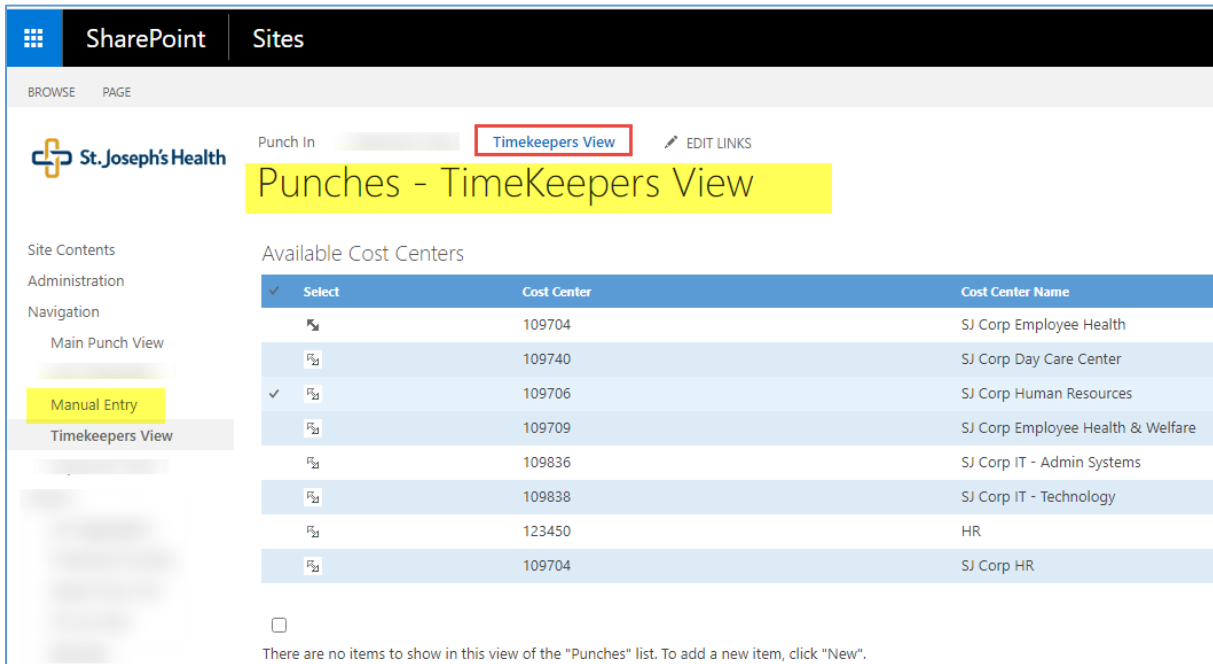
Time:

Instructions: Confirm the information is correct and if Employee ID cannot be found use lookup sheet to the right.

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III. With the **Manual Entry** function of the **TimeKeepers View**, you can manually add or modify an employee's time. The benefit is that you can search them, by name and then find their employee ID to add the punch.



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IV. Manual Entry from the Timekeepers View

Select the down arrow on the first name of the **Employee Name** column, a list will present.

The screenshot shows the SharePoint interface for 'Punches - TimeKeepers View'. The left navigation pane has 'Manual Entry' and 'Timekeepers View' highlighted. The main content area shows a table of 'Available Cost Centers' and a table of punch records. A dropdown menu is open for the first employee name, 'Sawicki, Joanna Z.', showing a list of job titles. Red circles and arrows highlight the 'Manual Entry' link, the dropdown arrow, and the selected employee name.

EmployeeID	Punch Type	PunchTime	Employee Name (Last Suffix, First MI)	Job Title
071179	Punch In	12/22/2021 9:27 AM	Sawicki, Joanna Z.	Mgr HRIS
074354	Punch In	12/22/2021 8:29 AM		Mgr Train
069160	Punch In	12/22/2021 8:26 AM		Specialist Inform Train
070367	Timeclock	12/21/2021 5:29 PM		Analyst Leave
073929	Timeclock	12/21/2021 4:45 PM		Consultant Talen Mgt & OD
070367	Timeclock	12/21/2021 8:55 AM		Analyst Leave
073036	Timeclock	12/21/2021 8:41 AM	Beltran, Christopher B.	Specialist Recruitment
075199	Timeclock	12/21/2021 8:37 AM	Campos, Giulliana	Specialist Employee Relat
069160	Timeclock	12/21/2021 8:36 AM	Carbone, Danitza	Specialist Inform Train
075094	Timeclock	12/21/2021 8:26 AM	Emeagwai, Charles B.	Analyst Human Resource
074351	Timeclock	12/21/2021 8:14 AM	Felix, Nunzia	Specialist Training
076211	Timeclock	12/21/2021 8:00 AM	Gavin, Deborah J.	Specialist Recruitment
060471	Timeclock	12/21/2021 7:56 AM	Hill, Nancy A.	Specialist HRIS
075884	Timeclock	12/21/2021 7:50 AM		Specialist Recruitment
065103	Timeclock	12/21/2021 7:32 AM		Analyst Recruitment

Scroll down to find the employee you wish to enter a punch and select their name.

Follow the steps below to submit the manual Punch for each employee necessary.

You will need to refresh the screen to see the newly added manual punch.

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SharePoint Sites

Punch In **Timekeepers View** EDIT LINKS

Punches - TimeKeepers View

Site Contents

- Administration
- Navigation
 - Main Punch View
 - Your Timesheet
 - Manual Entry
 - Timekeepers View**
 - Punches
- Recycle Bin
- EDIT LINKS

Available Cost Centers

Select	Cost Center	Cost Center Name
<input type="checkbox"/>	109704	SJ Corp Employee Health
<input type="checkbox"/>	109740	SJ Corp Day Care Center
<input type="checkbox"/>	109706	SJ Corp Human Resources
<input type="checkbox"/>	109709	SJ Corp Employee Health & Welfare
<input type="checkbox"/>	109836	SJ Corp IT - Admin Systems
<input type="checkbox"/>	109838	SJ Corp IT - Technology
<input type="checkbox"/>	123450	HR
<input type="checkbox"/>	109704	SJ Corp HR

EmployeeID	Punch Type	PunchTime	Employee Name (Last Suffix, First MI) Y	Job Title
072965	Timeclock	12/21/2021 7:17 AM	Emeagwai, Charles B.	Specialist Inform Train
072965	Timeclock	12/17/2021 8:52 AM	Emeagwai, Charles B.	Specialist Inform Train
072965	Timeclock	12/15/2021 12:05 PM	Emeagwai, Charles B.	Specialist Inform Train
072965	Timeclock	12/15/2021 8:08 AM	Emeagwai, Charles B.	Specialist Inform Train
072965	Timeclock	12/14/2021 7:03 AM	Emeagwai, Charles B.	Specialist Inform Train

4 Add new item

Punches - New Item

Downtime Punch - Manual Entry

Enter Employee ID to begin:

5 Employee ID: **6**

Employee Information (read only):

Employee Name:

Cost Center:

Supervisor:

Location:

Job Code:

Job Title:

Timecard Information:

Pay Code:

7 Pay Code Hours:
Enter between 1 and 24 hours, this disables the Punch Type field.

Punch Type:

Date/Time:

Instructions: Confirm the information is correct and if Employee ID cannot be found use lookup sheet to the right.

8

Downtime Punches - Punches - T x

9 <https://sjhome.sjhm>

TimeKeeper's View - Share Point Option – Downtime Solution for Collecting Time/Punches in and out

V. Timeclock Punches as well as Downtime Punches, will be editable.

Right click on the ellipsis icon (...) and you will have the option to **Edit** the item (punch) **Delete** the item, or **View** the item.

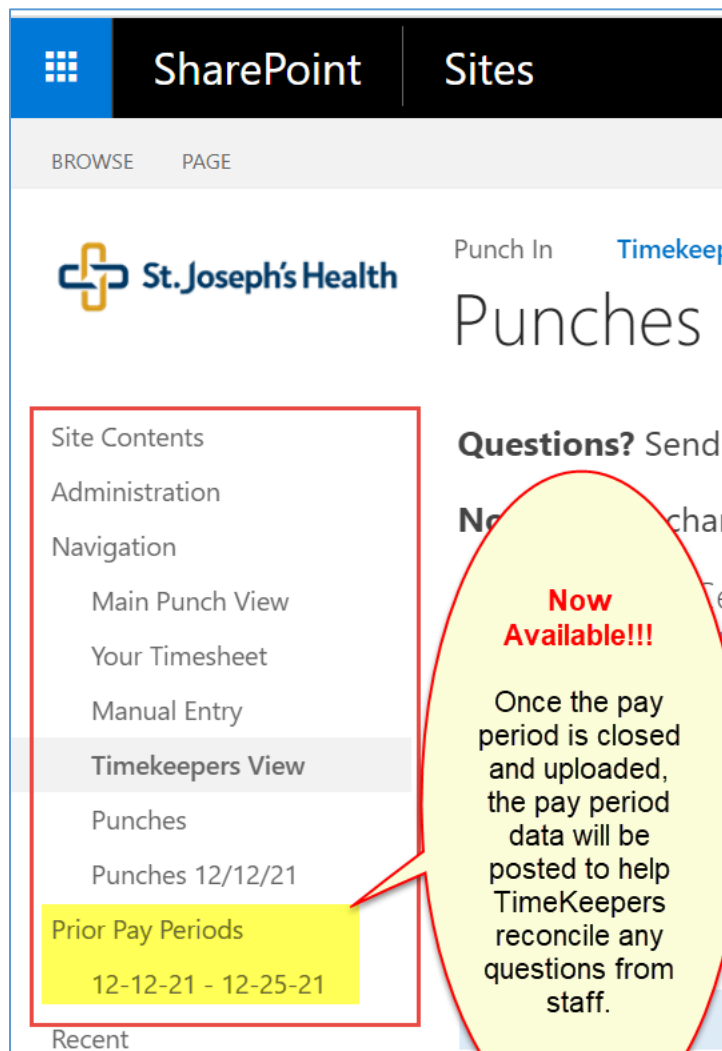
The screenshot shows a SharePoint site for St. Joseph's Health. The main content area displays a list titled "Timeclock Punches". The list has columns for emp_badge, local_time, dst_flag, device_num, record_type, record_key, record_id, func_key, and punch_type. A row with emp_badge 65227 is selected, and its context menu is open, showing options: Edit Item, Delete Item, View Item, and Advanced. A red arrow points to the ellipsis icon for this row. The left sidebar shows the site navigation, with "Timeclock Punches" highlighted under the "Recent" section.

emp_badge	local_time	dst_flag	device_num	record_type	record_key	record_id	func_key	punch_type
135641	12/13/2021 6:57:00 AM	0	000100	A	A	8431		0
65227	12/13/2021 7:28:00 AM	0	000100	A	A	8432		0
8992	12/13/2021 7:28:00 AM	0	000100	A	A	8433		0
72347	12/13/2021 7:28:00 AM	0	000100	A	A	8434		0
70175	12/13/2021 7:28:00 AM	0	000100	A	A	8435		0
75949	12/13/2021 7:28:00 AM	0	000100	A	A	8436		0
10048	12/13/2021 7:57:00 AM	0	000100	A	A	8437		0
73474	12/13/2021 8:01:00 AM	0	000100	A	A	8438		0
71291	12/13/2021 8:25:00 AM	0	000100	A	A	8439		0
68367	12/13/2021 8:28:00 AM	0	000100	A	A	8440		0
75740	12/13/2021 8:29:00 AM	0	000100	A	A	8441		0
74843	12/13/2021 8:38:00 AM	0	000100	A	A	8442		0
71244	12/13/2021 8:38:00 AM	0	000100	A	A	8443		0

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VI. Updated Downtime Solution Features for TimeKeepers Since 12.23.21

Once the pay period is closed, the prior pay period will be posted to the portal once the data has been uploaded.



The screenshot shows the SharePoint interface for St. Joseph's Health. The top navigation bar includes the SharePoint logo and the text "SharePoint Sites". Below this, there are links for "BROWSE" and "PAGE". The main content area displays the "Punches" page, with the St. Joseph's Health logo on the left. A navigation pane on the left lists various options: "Site Contents", "Administration", "Navigation", "Main Punch View", "Your Timesheet", "Manual Entry", "Timekeepers View", "Punches", "Punches 12/12/21", "Prior Pay Periods", and "Recent". The "Prior Pay Periods" link is highlighted in yellow, and a yellow callout bubble points to it with the text: "Now Available!!! Once the pay period is closed and uploaded, the pay period data will be posted to help TimeKeepers reconcile any questions from staff."

TimeKeeper's View - Share Point Option – Downtime Solution for Collecting Time/Punches in and out

The all-new **Refresh Button** allows the TimeKeeper to add or update employee time data and stay on that employee's page after you refresh the page.

This will save you time and keep you on that same page without kicking you back to the Timekeeper View and needing to search that employee to add additional punches.

Questions? Send an email to timekeeper@sjhmc.org or check out our [FAQ Page](#).

Note: If your changes don't immediately show please be patient, the changes will show after a few moments.

Available Cost Centers

Select	Cost Center	Cost Center Name
<input type="checkbox"/>	109704	SJ Corp Employee Health
<input checked="" type="checkbox"/>	109740	SJ Corp Day Care Center
<input type="checkbox"/>	109706	SJ Corp Human Resources
<input type="checkbox"/>	109709	SJ Corp Employee Health & Welfare
<input type="checkbox"/>	109836	SJ Corp IT - Admin Systems
<input type="checkbox"/>	109838	SJ Corp IT - Technology

EmployeeID	Punch Type	PunchTime	Employee Name (Last Suffix, First MI)	Job Title	Supervisor	Cost Center	CCID	Location	PayCode	PayCodeHours	Job Code
067531	Punch In	12/30/2021 7:58 AM	Spagnoli, Scott C.	Mgr Informatics L&T	Brown, Karen A.	SJ HR	109706	Paterson			P1318
067531	Punch In	12/29/2021 7:48 AM	Spagnoli, Scott C.	Mgr Informatics	Brown, Karen A.	SJ HR	109706	Paterson			P1318

All new Refresh Button

TimeKeeper's View - Share Point Option – Downtime Solution for Collecting Time/Punches in and out

Downtime Time Keepers Pay Code Definitions

Code	Description
Bereavement	Use this code for an Employee taking a Bereavement day(s).
BTB	Benefit Time Bank: Use this code for Employees that take a day off, including when off on Holidays i.e. Christmas.
Business Day	Use this code for an Employee taking a Business day i.e. conference, off site meeting, seminar etc...
Call Back Hours	Use this code when an employee is on-call and has been called in to work; they will be paid call back hours which is a minimum of 4 hours, or whatever they worked if more than 4.
Charge Pay	Use this code when a nurse is acting charge.
Educational Day	Use this code for an Employee taking an Education day i.e. training.
ESB	Use this code for an Employee on LOA to supplement their time while on LOA; all LOA pay will be validated by the Benefits team.
Float Pool	Use this code for Employees that Float and are due Float Pay. This code is specifically for RNs, LPNs, and Patient Care Services who float to specific departments designated and approved by Nursing Administration.
Holiday Pay	Use this code for Employees that work a Holiday for Premium Pay i.e. Christmas.
Incentive Pay: CNA Incentive LPN Incentive PCA Incentive RN Incentive Radiology Incentive Respiratory Incentive Surgical Tech Incentive Unit Associate Incentive	Use these codes for staffing purposes during periods of high patient census or increased vacancies when employees are covering additional shifts.
Jury Duty	Use this code for an Employee who is on Jury Duty.
NJPSL	NJ Paterson Sick Day
On Call	This code is to reflect how many hours an Employee is due On-Call pay.
Orientation Day	Use this code for a day when the Employee is attending Orientation.
Preceptor 1	This is an additional \$1 per hour pay for nurses who are a preceptor for other nurses.
Preceptor 2	This is an additional \$2 per hour pay for nurses who are a preceptor for other nurses and they have completed the formal training class.

TimeKeeper's View - Share Point Option – Downtime Solution for Collecting Time/Punches in and out

Regular Day	<p>Use this code for an Exempt Employee that did not swipe in on a given day, or when adding lunchtime to an Employees shift because they worked through lunch.</p> <p><u>Do NOT use this code to punch in and out an hourly Employee, you must enter a manual punch in and punch out for anyone paid hourly.</u></p>
Regular Evening	Use this code to indicate shift differential hours worked on the Evening shift.
Regular Night	Use this code to indicate shift differential hours worked on the Night shift.
Sitter Pay	This code is used for PCAs who sit with suicidal patient.
Unscheduled BTB	Unscheduled Benefit Time Bank: Use this code for Employees that take an unscheduled day off.
Weekend Day	Use this code to indicate shift differential hours worked on a Weekend Day shift.
Weekend Evening	Use this code to indicate shift differential hours worked on a Weekend Evening shift.
Weekend Night	Use this code to indicate shift differential hours worked on a Weekend Night shift.

TimeKeeper's View - Share Point Option – Downtime Solution for Collecting Time/Punches in and out

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