

## Agency Clocking Instructions

### Punch In Instructions:

#### Standard Clocks

Press F6, enter 6 digit hospital and department #. Press Enter.  
Press \*, enter your SSN #. Press Enter.



#### ATM Style Clocks

Press blue button next to label "Floating Time".  
Enter 6 digit hospital and department #. Press Enter.  
Enter SSN #. Press Enter.



### Mid Shift Transfer Instructions:

#### Standard Clocks

Do not punch out of previous unit; follow Punch In Instructions above to complete a transfer.

#### ATM Style Clocks

Do not punch out of previous unit; follow Punch In Instructions above to complete a transfer.

### Punch Out Instructions:

#### Standard Clocks

Press \*, enter your SSN#.  
Press Enter. Do not enter a department # when punching out.

#### ATM Style Clocks

Press blue button next to label "Floating Time"  
Press down arrow.  
Enter SSN#. Press Enter. Do not enter a department # when punching out.

### Process for correcting a missed punch:

**NOTE:** Payment for services may be delayed in each case outlined below until complete verification of work activity has been completed.

#### **Agency PERDIEM nurse is still working in the facility and pay period has not been closed.**

Go to the Staffing Office of the facility where the error occurred and write the missed punch on the exception sheet.

#### **Agency PERDIEM nurse is no longer working in the facility and pay period has not been closed.**

Agency nurse will email the Staffing Office of the facility/region at the related email below:

#### **Agency TRAVELER nurse is still working in the facility and pay period has not been closed.**

Nurse will follow the standard procedures for that unit as defined for internal employees.

#### **Agency TRAVELER nurse is no longer working in the facility and pay period has not been closed.**

Nurse will contact the unit manager by phone and follow procedures as outlined by unit manager.

#### **Pay period has been closed**

Agency nurse will contact his/her respective agency, and agency will pass the information for the related missing punches to Symbio who will work with Intermountain Healthcare to correct the information for a future billing cycle. Payment for services will be delayed in these cases until appropriate research has been completed.

## Facility Cost Centers

<p style="text-align: center;"><u>Urban South Region</u></p> <p><b>American Fork Hospital</b>  <b>MS</b> 118330    <b>MB</b> 118285    <b>PEDS</b> 118305  <b>ICU</b> 118255    <b>TCU</b> 118245</p> <p><b>Orem Community Hospital</b>  <b>MB</b> 134285    <b>MS</b> 134330</p> <p><b>Utah Valley Regional Medical Center</b>  <b>4<sup>th</sup>ORTH</b> 144372    <b>6<sup>th</sup>M/S</b> 144331    <b>7<sup>TH</sup> MED</b> 144352  <b>Rehab</b> 144385    <b>TCU</b> 144245    <b>CVU</b> 144373  <b>IMC</b> 144259    <b>MB</b> 144291    <b>PEDS</b> 144305  <b>NBICU</b> 144260    <b>SDS</b> 144230    <b>MSICU</b> 144251  <b>CICU/PCRU</b> 144250    <b>OR</b> 144224</p>	<p style="text-align: center;"><u>Urban Central Region</u></p> <p><b>Cottonwood</b>  <b>ER</b> 124218    <b>SPC</b> 124259    <b>ICU/CCU</b> 124255  <b>MAT</b> 124285    <b>TOSH</b> 124293    <b>SURG 4<sup>TH</sup></b> 124370  <b>MED/SURG 5<sup>TH</sup></b> 124330</p> <p><b>Alta View</b>  <b>ER</b> 116218    <b>ICU</b> 116255    <b>WC</b> 116285  <b>MED/SURG</b> 011633</p> <p><b>LDS</b>  <b>RICU</b> 128254    <b>MSICU</b> 128251    <b>STICU</b> 128253  <b>CICU</b> 128250    <b>TICU</b> 128252    <b>NICU</b> 128260  <b>ORTHO</b> 128293    <b>MAT</b> 128285    <b>ISU</b> 128259  <b>TM</b> 128331    <b>MED</b> 128350    <b>ONC</b> 128332  <b>REHAB</b> 128385    <b>DAY</b> 128395    <b>PSYC</b> 128399  <b>GS</b> 128371    <b>ENDO</b> 128541    <b>ER</b> 128218</p>
<p style="text-align: center;"><u>Urban North Region</u></p> <p><b>McKay-Dee</b>  <b>Peds</b> 132305    <b>CVTU</b> 132351    <b>GI LAB</b> 132541  <b>OB</b> 132285    <b>SURG</b> 132371    <b>ED</b> 132218  <b>NICU1</b> 132260    <b>MED</b> 132350    <b>IMC</b> 132257  <b>Del</b> 132215    <b>REHAB</b> 132385    <b>TCU</b> 132245  <b>ICU</b> 132255</p> <p><b>Logan Regional</b>  <b>MED-1</b> 130350    <b>ICU</b> 130255    <b>TCU</b> 130245  <b>SURG</b> 130370    <b>PEDS</b> 130370    <b>WHC</b> 130285  <b>NICU</b> 130261    <b>L&amp;D</b> 130215    <b>BHU</b> 130399  <b>ED</b> 130218</p>	<p style="text-align: center;"><u>Primary Childrens Medical Center</u></p> <p><b>ED</b> 138218    <b>CMU</b> 138333  <b>CSU</b> 138334    <b>ICS</b> 138332  <b>IU</b> 138330    <b>MRI</b> 138545  <b>NICU</b> 138260    <b>NTU</b> 138385  <b>PICU</b> 138255    <b>RTU</b> 138234</p>
<p style="text-align: center;"><u>South West Region</u></p> <p><b>Dixie Regional Medical Center</b>  <b>Rehab</b> 126385    <b>B-Med</b> 126398    <b>W1SURG</b> 126370  <b>W2CVU</b> 126373    <b>W3M/ONC</b> 126350    <b>W4TJ&amp;B</b> 126371  <b>Endo</b> 126541    <b>ICU</b> 126250    <b>NICU</b> 126260  <b>IV Thr</b> 126457    <b>L&amp;D</b> 126215    <b>OB</b> 126285  <b>Peds</b> 126305    <b>PACU</b> 126233    <b>SDS</b> 126230  <b>Spec Rec</b> 126234    <b>Wound</b> 126430    <b>ED</b> 126218</p> <p><b>Valley View Medical Center</b>  <b>L&amp;D</b> 146215    <b>ER</b> 146218    <b>OR</b> 146224  <b>SDS</b> 146230    <b>PACU</b> 146233    <b>CCU</b> 146250  <b>Nrsy</b> 146 283    <b>OB</b> 146285    <b>Med/Srg</b> 146330  <b>Endo</b> 146541</p>	<p style="text-align: center;"><u>Facility/Region Email Addresses</u></p> <p><b>Logan Regional</b>  LOStaffingOffice@Intermountainmail.org</p> <p><b>McKay-Dee</b>  MKStaffingOffice@Intermountainmail.org</p> <p><b>Urban Central (LDS, Cottonwood, Alta View)</b>  UCRStaffingOffice@Intermountainmail.org</p> <p><b>Primary Children's Medical Center</b>  PCMCStaffingOffice@Intermountainmail.org</p> <p><b>Urban South Region (UVRMC, Orem, American Fork)</b>  USRStaffingOffice@Intermountainmail.org</p> <p><b>SouthWest Region (DRMC, Valley View)</b>  SWStaffingOffice@Intermountainmail.org</p>
<p style="text-align: center;"><u>Kronos Punch In/Transfer Instructions</u></p> <p><b>Standard Clocks</b>  Press F6, enter 6 digit hospital and department #. Press Enter  Press *, enter your SSN #. Press Enter.</p> <p><b>ATM Style Clocks</b>  Press blue button next to label "Floating Time".  Enter 6 digit hospital and department #. Press Enter.  Enter SSN #. Press Enter.</p> <p style="text-align: center;"><b>Punch Out Instructions:</b></p> <p><b>Standard Clocks</b>  Press *, enter your SSN#.  Press Enter.  <b>Do not enter a department # when punching out.</b></p> <p><b>ATM Style Clocks</b>  Press blue button next to label "Floating Time"  Press down arrow.  Enter SSN#. Press Enter.  <b>Do not enter a department # when punching out.</b></p> <p><b>If you need additional assistance, please find the appropriate facility contact and call the number listed.</b></p>	<p style="text-align: center;"><u>Facility Contact Numbers</u></p> <p><b>Urban North Region</b>  <b>Logan SO 716-5515</b>    <b>Lo House Supv – 713-7642</b>  <b>McKay SO –387-3189 EXT 1</b>    <b>MK House Supv – 698-0335</b></p> <p><b>Urban South Region</b>  <b>USR SO – 357-7230</b>    <b>UV House Supv – 283-4290</b>  <b>OR Chrg Nurse 714-3293</b>    <b>AF House Supv – 855-3200</b></p> <p><b>Primary Childrens</b>  <b>PCMC SO – 588-2226</b>    <b>House Supervisor- 588-2321</b>  <b>Or call the Operator</b></p> <p><b>Urban Central Region</b>  <b>UCR SO – 408-1240</b>    <b>LD House Supv –455-3632</b>  <b>CW House Supv –242-1308</b>    <b>AV House Supv – 248-1651</b></p> <p><b>South West Region</b>  <b>SWR SO – 435.688.3504</b>    <b>DX House Supv –435.251.4444</b></p>