

**Kronos Tag Form- Must be attached to all position requests, transfers, promotions and new/replacement positions**

<b>Job Code</b>	
<b>Template Code</b>	
<b>Tag #</b>	
<b>Department #</b>	
<b>Sub Department #</b>	
<b>Device Group ( Time clock location)</b>	
<b>*Supervisor Name</b>	
<b>Supervisor ID #</b>	

\* Must be Supervisor responsible for approving time

Hospital use only ABLEH/UMHC

Form revised on 4/18/06

Work Rules	Template Code
Hosp 7.5 Hourly 60L	3000
Hosp 8.0 Hourly 60L	3001
Hosp 8.0 Hourly 30L	3002
Hosp CRNA 8Hr	3003
Hosp CRNA 10Hr	3004
Hosp CRNA PD	3005
Hosp Nursing PD	3006
Hosp Clinic 8Hr UMHC	3050
Hosp Clinic 10Hr UMHC	3051
Hosp Clinic 12Hr UMHC	3052
Hosp Nursing 8Hr UMHC	3053
Hosp Nursing 10Hr UMHC	3054
Hosp Nursing 12Hr UMHC	3055
Hosp Clinic 8Hr BASC	3100
Hosp Clinic 10Hr BASC	3101
Hosp Clinic 12Hr BASC	3102
Hosp Nursing 8Hr BASC	3103
Hosp Nursing 10Hr BASC	3104
Hosp Nursing 12Hr BASC	3105
Hosp Temp	3150
Hosp Monthly	3151
Hosp Pharm 8Hr UMHC	3056
Hosp Pharm 10Hr UMHC	3057
Hosp Pharm 12Hr UMHC	3058

TAG	
Exempt	101
Non-exempt	201
Temp	901

Ten digit TAG number consists of:	
Department:	30260 or 30167
Sub department:	Two-digit number
TAG:	101, 201 or 901

Timeclock Device Group Name	Device Group No.
UMHC Basement	0001
UMHC 1st Floor	0002
UMHC 2nd Floor	0003
UMHC 3rd Floor	0007
SCCC 1st Floor	0004
SCCC 2nd Floor	0005
SCCC 2nd Floor OR	0006
UMHC (all devices)	0101
UMHC Nurses	0102
ABLEH Ground Floor	1000
ABLEH 1st Floor	1001
ABLEH 2nd Floor	1002
ABLEH 3rd Floor	1003
ABLEH 4th Floor	1004
ABLEH 5th Floor	1005
ABLEH 6th Floor	1006
ABLEH (all devices)	1101
ABLEH Nurses	1102
Vinciana	2001
Gables1 (All)	3001
JMT 1315	5001
Deerfield	6001
McKnight	7001
Remotes (All)	8000
Naples	8001
Plantation	8002
Palm Beach	8003
Temps	9991
Nurse Floater	9992