

UKG Transition Tipsheet

Important Transition Details

Midnight Transition:

- *At 12:00 AM on March 1st, Pediatric employees at Broward Health will officially transition to Nicklaus Children's Hospital.*
- **Action Required:**
 - **Clock In:** Continue clocking in as usual at 7:30 PM on February 28th under Broward Health using phone or timeclock
 - **Clock Out:** from Broward Health at 1159am using the Broward Health Phone system***Nicklaus Leadership will manually clock you in at 12:00 AM to reflect the transition in punch for your first shift as an NCHS employee.*

End of Shift:

- At the end of your shift, punch out using the designated Nicklaus Children's Hospital (NCHS) timeclocks.
- Leaders will manually update timecards to record the in-punch for transitioning employees.

Badge Guidelines

- **BH Contractor Badge:**
 - As of 3/1 - Broward Health Badges will be deactivated, and staff will receive a Broward Health Contractor badge.
 - Use this Contractor badge to access hospital areas, Epic, and certain equipment/systems.
- **NCHS Badge:**
 - Use this badge to clock in and out at a NCHS-designated clock.



Important Notes:

- BH Contractor Badge: Swiping this badge at NCHS clocks will NOT record punches.
- Non-NCHS Clocks: Any punches at a Broward Time Clock will NOT record the punch. Please ensure you are using a Nicklaus-Designated clock.
- **NCHS Clocks:** These clocks will be clearly labeled. Ensure you use the correct clocks for your punches.

Clock Replacement Schedule

On 2/28 between 7:45 PM–11:30 PM: IT staff will replace existing UKG clocks with new Nicklaus Children's UKG clocks.

Additional Guidance:

- Nicklaus and Broward Health are distinct/separate employers.
- Employees will not be able to float to a non-Nicklaus department as of 3/1.
- Employees who desire to work Staff Relief at Broward Health will need to inquire directly with Broward HR/Talent Acquisition.

Key Points to Remember:

- In the future, if working as a Broward Health Staff Relief Employee:
 - Do not wear your Nicklaus Children's badge
 - Use Broward Staff Relief ID Badge to clock in and out at Broward Health clocks.
 - Ensure you are swiping at BH-designated clocks only.

Helpful Resources

Link: [UKG Resources](#)

Questions or Assistance?

For any UKG issues during the transition, please reach out to:

- Please reach out to your respective leader with any questions.
- **Payroll Department:** payroll.corrections@nicklaushealth.org or 786-624-2429.