



Penn
Highlands
Healthcare

204 Hospital Avenue
PO Box 447
DuBois, PA 15801-0447

Penn Highlands Healthcare WFM System Implementation

Penn Highlands Brookville

Employees on a payroll schedule from Saturday through Friday, should begin using the WFM system on **Saturday morning June 24, 2023.**

Employees on a payroll schedule from Sunday through Saturday, should begin using the WFM system on **Sunday morning June 25, 2023.**

Penn Highlands Clearfield

The PH Clearfield payroll schedule is from Monday through Sunday. Employees should begin using the WFM system on **Monday morning June 26, 2023.**

Corporate Employees

Since Corporate employees are on a payroll schedule from Monday through Sunday, you should begin using the WFM system on **Monday morning June 26, 2023.**

Penn Highlands DuBois

Employees on a payroll schedule from Sunday through Saturday, should begin using the WFM system on **Sunday morning June 25, 2023.**

Employees on a payroll schedule from Monday through Sunday, should begin using the WFM system on **Monday morning June 26, 2023.**

Penn Highlands Elk

Since PH Elk is on a payroll schedule from Sunday through Saturday, employees should begin using the WFM system on **Sunday morning June 25, 2023.**

Penn Highlands Huntingdon

Since the PH Huntingdon payroll schedule is from Sunday through Saturday, employees should begin using the WFM system on **Sunday morning, June 25, 2023.**

Penn Highlands Jefferson Manor

Since the PH Jefferson Manor payroll schedule is from Sunday through Saturday, employees should begin using the WFM system on **Sunday morning, June 25, 2023.**

Penn Highlands Tyrone

Since the PH Tyrone payroll schedule is from Sunday through Saturday, employees should begin using the WFM system on **Sunday morning June 25, 2023.**

Premier Healthcare Staffing Employees

Since the payroll schedule is from Sunday through Saturday, employees should begin using the WFM system on **Sunday morning June 25, 2023.**

Time Clock Locations

The new time clocks are in the process of being programmed and will be installed very soon. It is important to note that some clocks will not be replaced. Listed below are the time clock locations at each facility. If you do not see a clock listed in your area, you will be required to use the computer or the app.

Penn Highlands Brookville: Ground Floor

Penn Highlands Clearfield: Ground Floor Entrance

Penn Highlands DuBois (West Campus): Basement Floor by Elevator and Coffee Shop Lobby Area

Penn Highlands DuBois (East Campus): Near Adult Unit

Penn Highlands Elk: Rear Cafe

Penn Highlands Huntingdon: Loading Dock

Penn Highlands Jefferson Manor: Main Entrance

Penn Highlands Elk Pinecrest Manor: Near the Loading Dock

Penn Highlands Tyrone: First Floor HR Area