Transfer a Shift Using Quick Actions

A shift transfer can be done to transfer an employee to a different job or location.

If an Employee Does Not Work on Your Unit

When an employee does not work on your unit and needs to pick up time (second appointment), the first shift that employee works must be created by the UKG Scheduling team.

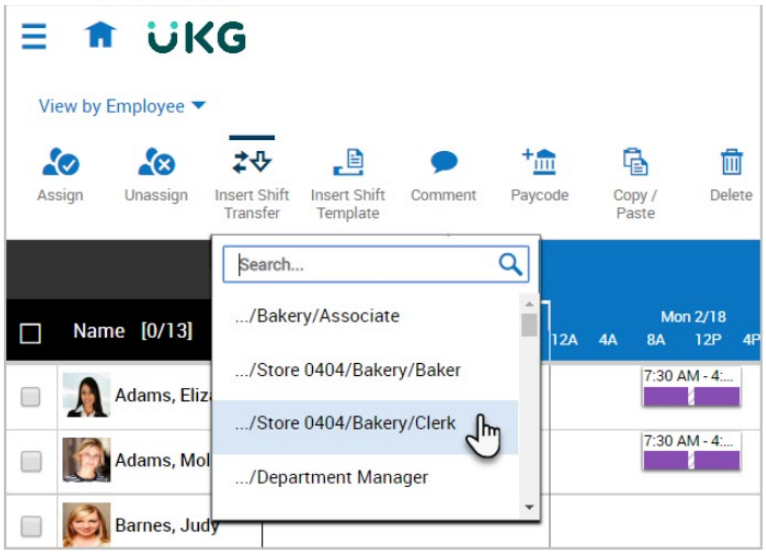
Open a ticket requesting a Transfer for that employee. Please provide the information below:

- Date of first shift
- Shift start time
- Shift end time
- Employee full name
- Scheduling unit name where the transfer shift is needed

Once the transfer shift is created, you will see the employee on the unit schedule and can add additional transfer shifts by following the steps below.

To Transfer a Full Shift

1. Open the **Quick Actions** toolbar. 
2. Select **Insert Shift Transfer** icon.
3. Select the job or location from the list. The list contains only jobs that are included in your employee's current transfer set.
4. Click one or more scheduled shifts that you wish to transfer.
5. Save your changes.


UKG
View by Employee
Assign
Unassign
Insert Shift Transfer
Insert Shift Template
Comment
Paycode
Copy / Paste
Delete
Search...
.../Bakery/Associate
.../Store 0404/Bakery/Baker
.../Store 0404/Bakery/Clerk
.../Department Manager
Name [0/13]
Mon 2/18
12A
4A
8A
12P
4P
Adams, Eliz
Adams, Mol
Barnes, Judy
7:30 AM - 4:...
7:30 AM - 4:...