# KRONOS®

## Transfer Employee Time in the Timecard

**This job aid explains how you can transfer employee time in the timecard.**

*Job Aid*

## About Timecard Transfers

Every employee has a primary job, which is the derived value for business structure (job), labor categories, and the cost center linked to the business structure.

You can transfer a punch, paycode, or project from the primary job to a different location in business structure, work rule, cost center, or labor category.

Transfers saved on the employee schedule will automatically appear in the timecard.

### To transfer a full shift in the timecard:

Table view

| In | Out | Transfer | In |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
| 8:00 AM | 11:00 PM | Choose: ▼ |  |
|  |  | Search... |  |
|  |  |  |  |

1. Select the **Transfer** column.

2. Click the arrow. The last five transfers you made are listed. If the transfer you want is not listed, click **Search**. The transfer panel opens.

3. Select the appropriate transfer, and the click **Save**.

### List view

1. Select the appropriate day.

2. In the day detail panel, click **Add Punch**

3. In the **Transfer** field, click the arrow. The last five transfers you made are listed. If the transfer you want is not listed, click **Search**. The Transfer panel opens.

4. Select the appropriate transfer, and then select **Save**.

5. To add a partial transfer, or transfer in the middle of a shift:

### To add a partial transfer, or transfer in the middle of a shift:

1. Add a new row in the timecard by selecting the **plus sign** to the left of the date of the transfer

2. Enter the transfer time in the **In punch** column.

3. Select the **transfer** menu immediately after the in-punch.

4. Select the appropriate transfer and then enter the out-punch of the time the transfer ended.

**Note: the system will add purple times during the shift to complete the necessary shift segments. Be sure to review the timecard totals to verify the hours earned under each transfer.**

| | | Date | | Schedule | Absence | In | Out | Transfer | In |
|---|---|---|---|---|---|---|---|---|---|
| + | 🗑 | Mon 6/17 | | | | | | | |
| + | 🗑 | Tue 6/18 | ⏱ | 7:00 AM - 8:30 PM | | 7:00 AM | 11:00 AM | | 12:00 PM |
| + | 🗑 | | | | | 3:00 PM | | | |

## In the transfer panel, select the following:

### Business Structure

The business structure defines where employees can work. To change the business structure:

1. Click **Select**.

2. In the **Business Structure** area, use the arrows ▶ to select the various levels of the business structure. To move back, use the left arrow . You can also enter all or part of the desired business structure in the Search box, then click **Search** 🔍

3. When finished, click **Apply**.

4. To remove the business structure, click **Clear Business Structure**.

### Work Rule

The work rule defines how the employee's shift is calculated. To change the work rule:

1. Select a new work rule from the drop-down box. You can also enter all or part of the desired work rule in the **Search** box.

### Payer Cost Center

The payer cost center defines who pays for the employee's work. To change the cost center:

1. Click **Select**.

2. In the **Cost Center** area, select Cost Center radio button.

3. Click the **down arrow** Icon 🔽 and select from the list of available cost centers. You can also enter part or all of a cost center in the Search box.

4. Click **Apply**.

### Labor Categories

The labor category defines the work that employees can do within an organization. To change the labor category:

1. Click **Select**.

2. In the Labor Category area, select a **labor category** from the drop-down list. You can also enter part or all of a labor category in the Search box.

3. When finished, click **Apply**.
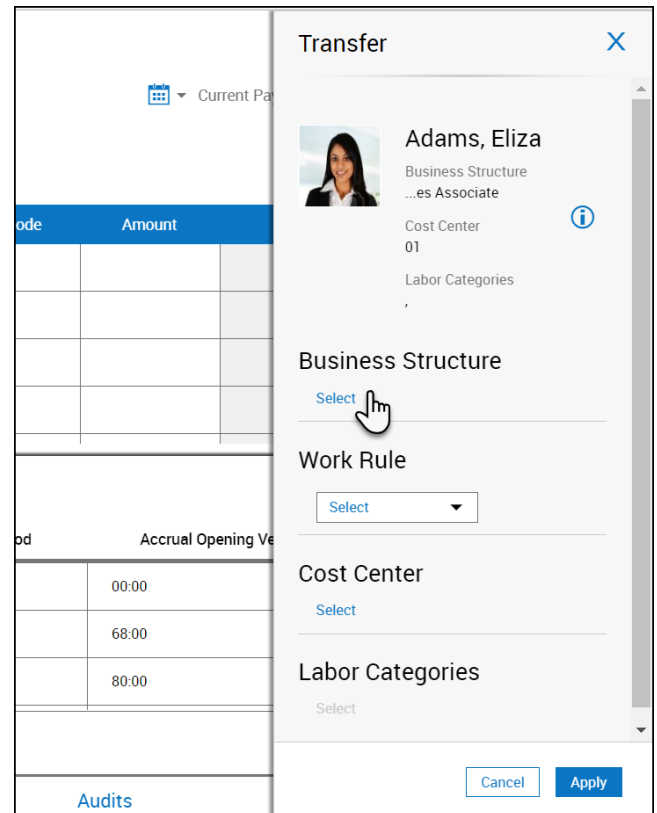
## Review timecard totals after transfer:

To review the hours allocated to each shift transfer:

1. Click the **Totals** tab
2. Locate the row with the **(x)**

| Location ↑₁ | Job ↑₂ | Cost Center ↑₃ | Labor Category ↑₄ | Pay Code ↑₅ | Amount |
|---|---|---|---|---|---|
| (x)Corporate/Grocery/R... | (x)Clerk | | | All Regular | 1:00 |
| (x)Corporate/Grocery/R... | (x)Clerk | | | Regular | 1:00 |
| (x)Corporate/Grocery/R... | (x)Clerk | | | Total Hours Worked Ret... | 1:00 |
| Corporate/Grocery/Reg... | Associate | | | All Regular | 7:00 |
| Corporate/Grocery/Reg... | Associate | | | Regular | 7:00 |

| Totals | Accruals | Historical Corrections |
|---|---|---|