KRONOS®

Job Aid

Transfer a shift using Insert Transfer

You can transfer employees to work under different business structure jobs, work rules, payer cost centers, or labor categories.

Examples:

- A **Business Structure transfer** example — A manufacturing manager needs to transfer everyone who works on Line 1 to work on Line 2 because of a mechanical problem.

- A **Work Rule transfer** example — Several employees who are On Call are called into work from 4:00pm–9:00pm; they need to be paid a shift differential. The Manager transfers them from an On Call to an On Call/Worked Shift work rule.

- A **Payer Cost Center transfer** example— For a training session, transfer all employees on Floor 1 to Cost Center 32145 from 3:00pm until the end of their shift.

- A **Labor Category transfer** example — For a special project transfer a team of employees to a different Labor Category for the balance of the financial quarter.

- **Note:** You cannot edit shifts on signed-off or locked days

1. Do one:

   - Right-click one employee, a schedule group, or a set of employment terms.

   - Pre-select a unique set of employees using Shift-select or Control-select, then right-click one of the selected employees.

2. The Employee glance appears.
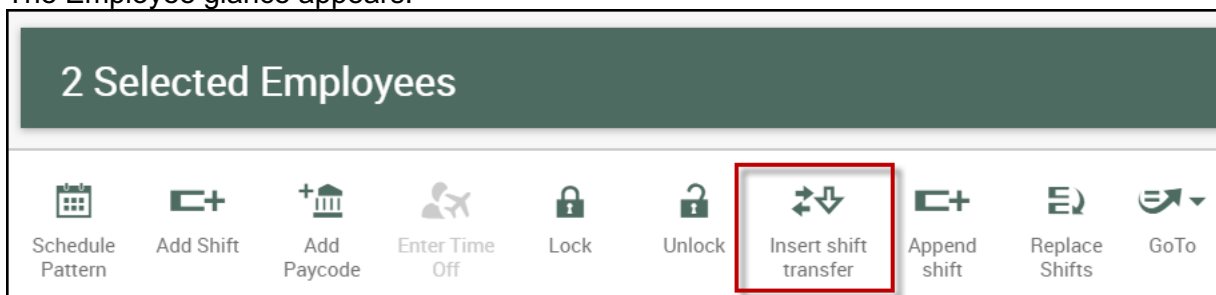
3. Select **Insert Shift Transfer** in the glance. Warning: Insert a shift transfer only for shifts that have 2 or fewer segments because the transfer replaces all segments that follow, including breaks.

4. Select an **Effective Date** during the period of the schedule currently loaded.

5. Enter the **Start** and **End Time** using standard time-of-day format. The maximum length of a shift is 24 hours.

6. Select a transfer from the **Transfer** menu.   **Note:** If the menu does not include the transfer you want, you can define the transfer. Click More at the bottom of the menu to open the Transfer panel.

7. **Save** your changes.