
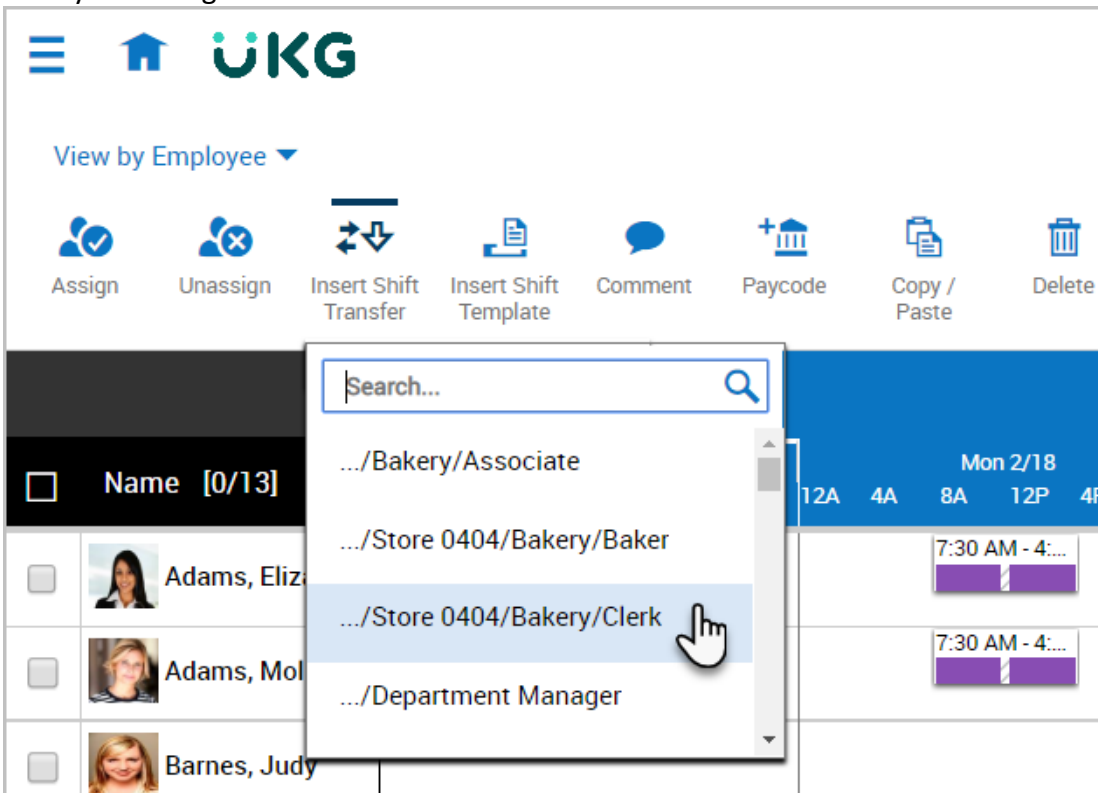


Transfer a Shift Using Quick Actions

You can insert a shift transfer to change the job or location (store) for a shift; all segments, including breaks, of the selected shift are assigned the selected job. Other data associated with the shift remain unchanged.

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.



The screenshot displays the UKG software interface. At the top, there is a navigation bar with a menu icon, a home icon, and the UKG logo. Below this is a 'View by Employee' dropdown menu. A toolbar contains several icons: Assign, Unassign, Insert Shift Transfer (highlighted), Insert Shift Template, Comment, Paycode, Copy / Paste, and Delete. Below the toolbar is a list of employees with checkboxes and names: Adams, Elizabeth; Adams, Molly; Barnes, Judy. A search dropdown menu is open over the employee list, showing a search bar and a list of job titles: .../Bakery/Associate, .../Store 0404/Bakery/Baker, .../Store 0404/Bakery/Clerk (highlighted with a hand cursor), and .../Department Manager. To the right, a shift schedule for Monday 2/18 is visible, showing shifts from 12A to 4P with a 7:30 AM - 4:00 PM shift highlighted.