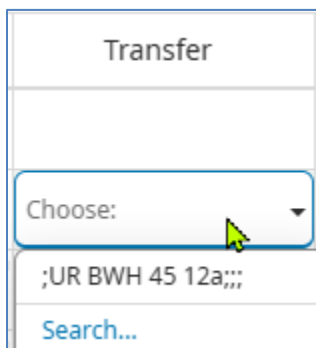


Work Rule Transfer

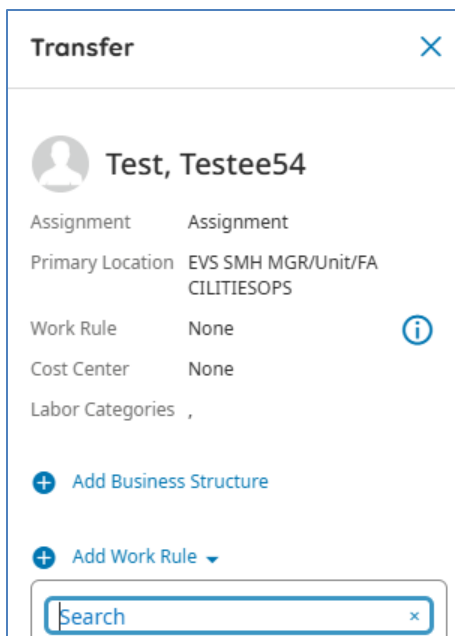
The work rule defines how the employee's shift is calculated.

Navigation: Main Menu > Time > Timecards

1. Select the **Transfer** column. Select **Search** to open the **Transfer** panel.



2. Select a new work rule from **Work Rule Transfer** panel.



You can also enter all or part of the desired work rule in the **Search** field.

3. Select **Apply**.
4. Select **Save**.