

KRONOS Workforce Timekeeper Transfer Guidelines and Examples for Hourly Employees

Transfer to Dept (7321) began at 12:30 pm

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Tue 8/12									
Wed 8/13			7:00AM		12:00PM	12:30PM	::7321/III	3:30PM	8.0
Thu 8/14			Worked in Home Dept from 7am-noon						

Note: since the first transfer on this line is blank, this means that from 7 - 12, the employee worked in their home dept.

3. The only 2 times you ever need to enter "Out" times is for the following:

- Lunch
- End of Shift

Only 2 "Out" times are required

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Tue 8/12					Lunch			End of Shift	
Wed 8/13			7:00PM		12:00AM	12:30AM		7:00AM	11.5

KRONOS will automatically fill in all other "Out" times (for transfers) for you.

If you are not clocking out but simply starting something new (i.e. meeting, working in another dept or fund code, etc.), then leave the "Out" times blank when entering your time. When you save, KRONOS will fill in the out times for you.

4. Once you initiate a transfer, that transfer stays in effect for the remainder of the shift UNLESS you transfer back OR to something else.

- a. **Work Rule Transfer (Orientation, Training, Preceptor):** If you transfer to a different Work Rule for a **portion** of your shift, you must transfer back to your "Home" work rule when you are finished OR to another Work Rule if applicable; otherwise the transfer will remain in effect for the duration of that shift.

- **For Work Rule Transfers, when you return to your regular hours/job, select your "Home" Work Rule.**

In	Transfer	Out	In	Transfer	Out	Shift
8:00AM	::Training 8		10:00AM	::8HRLVNSD	12:00PM	
					"Home" Work Rule	

- "Home" Work Rule equals Regular Hours.

KRONOS Workforce Timekeeper Transfer Guidelines and Examples for Hourly Employees

- **What is my "Home" Work Rule?** To find your home work rule, hover over your name (to hover, place your cursor over the Name and ID field).

8hr LVN
 Pay Rule: 8HRLVNSD
 Primary Account(s):
 12/27/2006-forever
 10/Patient Care/7326/03/000/Goldbach Michelle J/Southeast
 SDHPC/Patient Care Services/South East/LVN/Default
 /Goldbach Michelle J/Southeast
 Daily: 0.0 Weekly: 0.0 Per Pay Period: 0.0

Your "Home" work rule will be the first Work Rule after the word <None> in the Transfer Work Rule drop-down screen.

- Dept Transfer:** If you transfer to a different dept for a **portion** of your shift, you must transfer back to your home dept when you are finished (or another dept if applicable); otherwise the transfer will remain in effect for the duration of that shift.

Dept Transfer then back to Home Dept

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Wed 8/13									
Thu 8/14			8:00AM	;17321/III		10:00AM	;17318/III	12:00PM	
Fri 8/15									

Transfer to another Dept

Transfer back to Home Dept

Start in Home Dept then Transfer to another Dept

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
x	Wed 8/13									
x	Thu 8/14			8:00AM			10:00AM	;17321/III	12:00PM	
x	Fri 8/15									

If you start your shift in your Home Dept, you do NOT need to enter your home dept as a transfer and may leave it blank

KRONOS Workforce Timekeeper Transfer Guidelines and Examples for Hourly Employees

- c. **Fund Code Transfer:** If you transfer to a different fund code for a **portion** of your shift, you must transfer back to the default "000" fund code; otherwise the transfer will remain in effect for the duration of that shift.

Fund Code Transfer

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Wed 8/13				Transfer to Fund Code			Transfer back	
Thu 8/14			8:00AM	::/359/	10:00...	10:00AM	::/000/	12:00PM

5. Transfers **ONLY** affect a shift; KRONOS resets every day to the default of "Home" Dept and "Home" Work Rule.

KRONOS Workforce Timekeeper Transfer Guidelines and Examples for Hourly Employees

Examples – Note: all Transfers use the same Transfer Guidelines and work the same way.

How To Transfer an Entire Shift

Holiday (entire shift)

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 9/01			7:00AM	::Holiday 8 LVN	12:00PM	12:30PM		3:30PM	8.0

Orientation (entire shift)

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 8/25			8:00AM	::Orientation 8 LVN	12:00PM	1:00PM		5:00PM	8.0

How to Transfer a portion of a shift to a different Work Rule

- Regular Shift: 8a-5p
- Lunch: 12-1p
- IDG Team Meeting (coded to Training): 2-4p

This would be a **“Work Rule”** transfer and would require:

- 2 rows for the 1 shift
- 4 “In” punches
- 2 “Out” punches (1. Lunch 2. End of Shift)
- 2 Transfers (1. Training 2. Transfer back to “Home” Work Rule)

Correct Date Entry (Before Saving)

***TIMECARD**

Last Calculated: 9:55AM

Name & ID
Time Period

Save Actions Punch Amount Accruals Comment Approvals Reports Leave											
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
X	↕	Sat 8/23									
X	↕	Sun 8/24									
X	↕	Mon 8/25			8:00AM		12:00PM	1:00PM			4.0
X	↕	Mon 8/25			2:00PM	::Training 8		4:00PM	::8HRLVNSD	5:00PM	

Reminder: Warnings are okay and do NOT need to be corrected.

After Saving – KRONOS fills in “Out” punches (2) in purple.

TIMECARD

Last Saved: 9:57AM

Name & ID
Time Period

Save Actions Punch Amount Accruals Comment Approvals Reports Leave											
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
X	↕	Sat 8/23									
X	↕	Sun 8/24									
X	↕	Mon 8/25			8:00AM		12:00PM	1:00PM		2:00PM	
X	↕	Mon 8/25			2:00PM	::Training 8	4:00PM	4:00PM	::8HRLVNSD	5:00PM	8.0

KRONOS Workforce Timekeeper Transfer Guidelines and Examples for Hourly Employees

Multiple Dept Transfers (in 1 Shift) scenario:

- Regular Shift: 7a-7p
- Lunch: 12-1p
- Department Transfers:
 - Began work in Home Dept (7326)
 - Worked in Dept 7320 from 8-10a
 - Worked in Dept 7321 from 10a-12p
 - Returned to Home Dept from 1-4p
 - Worked in Dept 7320 from 4-6p
 - Returned to Home Dept and worked until end of shift 6-7p

This would be a Dept transfer and would require:

- 3 rows for the 1 shift
- 6 "In" punches
- 2 "Out" punches (1. Lunch 2. End of Shift)
- 5 Transfers (3 transfers to 2 other Depts (7320 & 7321) and 2 transfers back to "Home" Dept of 7326.)

Correct Date Entry (*Before Saving*)

***TIMECARD**

Last Calculated: 10:13AM

Name & ID
 Time Period

Save Actions Punch Amount Accruals Comment Approvals Reports Leave											
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	
x	Sat 8/23										
x	Sun 8/24										
x	Mon 8/25			7:00AM			8:00AM	;/7320////			
x	Mon 8/25			10:00AM	;/7321////	12:00PM	1:00PM	;/7326////		5.0	
x	Mon 8/25			4:00PM	;/7320////		6:00PM	;/7326////	7:00PM		

After Saving – KRONOS fills in "Out" punches (4) in purple.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Sat 8/23									
Sun 8/24									
Mon 8/25			7:00AM		8:00AM	8:00AM	;/7320////	10:00AM	
Mon 8/25			10:00AM	;/7321////	12:00PM	1:00PM	;/7326////	4:00PM	
Mon 8/25			4:00PM	;/7320////	6:00PM	6:00PM	;/7326////	7:00PM	11.0

KRONOS Workforce Timekeeper Transfer Guidelines and Examples for Hourly Employees

Multiple Work Rule Transfer:

Scenario:

- Regular Shift: 8a-5p
- Break: 12-1p
- Preceptor: 8a-12p
- Attended in-service: 3-5p

This would be a Work Rule transfer and would require:

- 2 rows for the 1 shift
- 3 "In" punches
- 2 "Out" punches (1. Lunch 2. End of Shift)
- 3 Transfers (1. Preceptor 2. Return to "Home" Work Rule 3. Training)

Correct Date Entry (*Before Saving*)

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 8/25	▼		8:00AM	::Preceptor 8 LVN ▼	12:00PM	1:00PM	::8HRLVNSD ▼		4.0
Mon 8/25	▼		3:00PM	::Training 8 ▼	5:00PM		▼		

After Saving – KRONOS fills in "Out" punches (1) in purple.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 8/25	▼		8:00AM	::Preceptor 8 LVN ▼	12:00PM	1:00PM	::8HRLVNSD ▼	3:00PM	
Mon 8/25	▼		3:00PM	::Training 8 ▼	5:00PM		▼		8.0

KRONOS Workforce Timekeeper Transfer Guidelines and Examples for Hourly Employees

Multiple/Combined Transfer:

Scenario:

- You picked up an extra shift for another dept (7320).
- Extra Shift: 8a - 4:30p
- Lunch: 12:30-1p
- Required to attend "Home" Dept (7326) Team Meeting: 2-3p

This would be a Combined transfer and would require:

- 2 rows for the 1 shift
- 4 "In" punches (Start of Day, Return from Lunch, Start of Meeting, Return to Work)
- 2 "Out" punches (1. Lunch 2. End of Shift)
- 3 Transfers
 - Transfer to extra shift Dept
 - Combined Dept/Work Rule Transfer to Home Dept for Team Meeting
 - Combined Dept/Work Rule Transfer to Return to Work in extra shift Dept for Regular Work Rule (Job)

Correct Entry (Before Saving)

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 8/25	▼		8:00AM	;//7320//// ▼	12:30PM	1:00PM	▼		4.5
Mon 8/25	▼		2:00PM	;//7326////;Training 8 ▼		3:00PM	;//7320////;8HRLVNSD ▼	4:30PM	

After Saving – KRONOS fills in "Out" punches (2) in purple.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 8/25	▼		8:00AM	;//7320//// ▼	12:30PM	1:00PM	▼	2:00PM	
Mon 8/25	▼		2:00PM	;//7326////;Training 8 ▼	3:00PM	3:00PM	;//7320////;8HRLVNSD ▼	4:30PM	8.0

KRONOS Workforce Timekeeper Transfer Guidelines and Examples for Hourly Employees

Holiday Combined Transfer

Scenario:

- Holiday Shift: (for Home Dept) 2-10:30p
- Break: 6-6:30p
- Transfer to Diff Dept: 7:30p - end of the shift

Correct Entry (Before Saving)

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 8/25	▼		2:00PM	::Holiday 8 LVN ▼	6:00PM	6:30PM	▼		4.0
Mon 8/25	▼		7:30PM	::17320//// ▼	10:30PM		▼		

After Saving – KRONOS fills in "Out" punches (1) in purple.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
Mon 8/25	▼		2:00PM	::Holiday 8 LVN ▼	6:00PM	6:30PM	▼	7:30PM	
Mon 8/25	▼		7:30PM	::17320//// ▼	10:30PM		▼		8.0

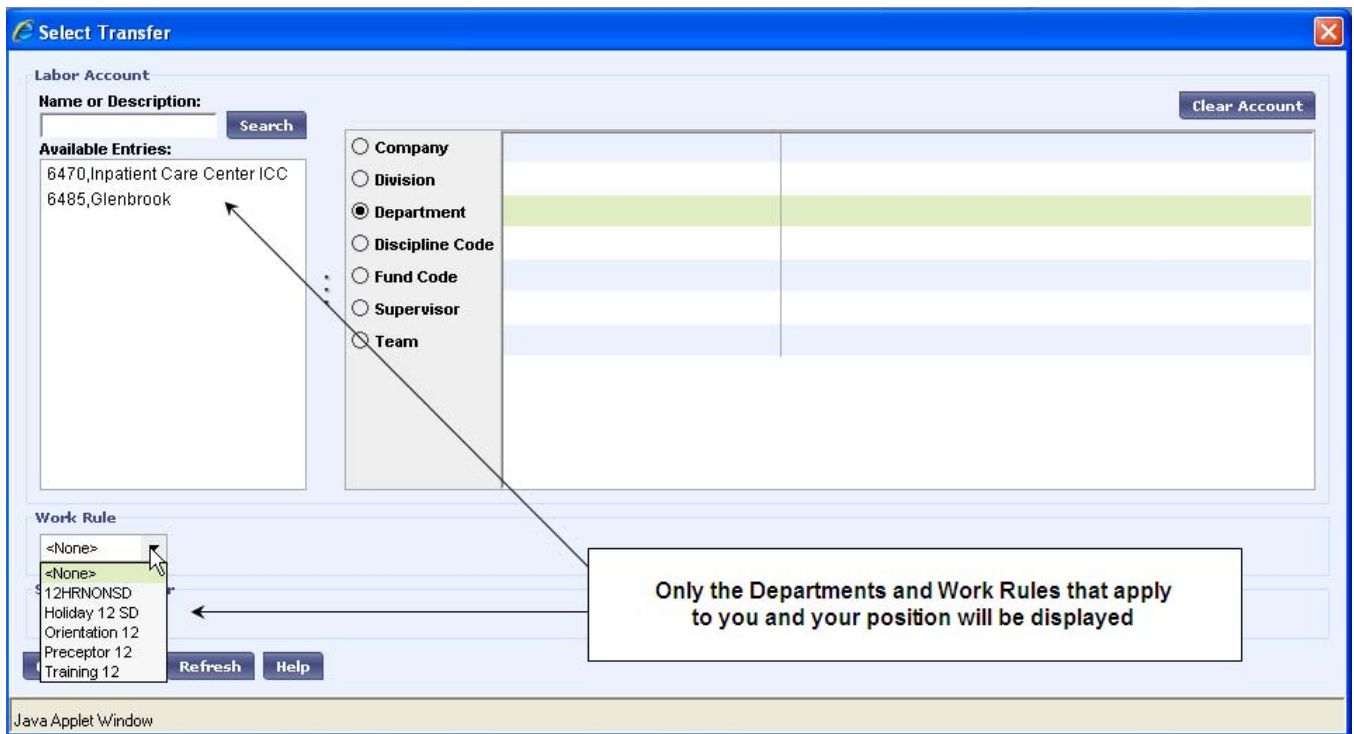
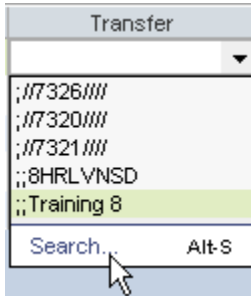
Note: Holiday stays in effect for entire shift!

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Frequently Asked Questions & Answers

Q. I'm trying to transfer but I don't see the department I need in the Transfer field drop-down list.

A. Only the 5 most recent transfer selections you have made will appear in the transfer field drop-down. To select a new/different transfer, click Search (bottom of drop-down). This will take you to the Transfer Window where you can then select the transfer desired.



Q. What if the list of available entries for Depts. does not include a dept I need to transfer to?

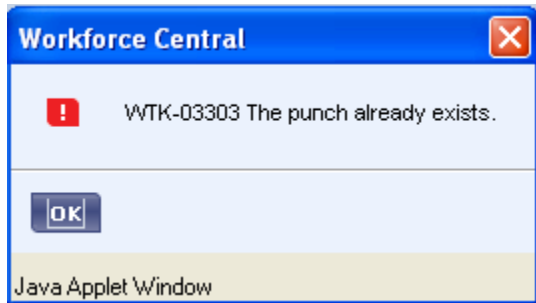
A. Only the Depts. and Work Rules that apply to you and your position will be displayed. If you need access to additional depts. or work rules, please have your manager contact Payroll.

KRONOS Workforce Timekeeper Transfer Guidelines and Examples for Hourly Employees

Q. What should meetings be coded to?

A. For all non-exempt (hourly) employees, Meetings/IDGs/In-Services of any kind should be coded to Training.

Q. What does the error "punch already exists" mean?



A. The error means that you entered an "Out" punch when you were transferring and one was not required and there is an "In" time with the same exact time, causing a duplicate. To correct this error, delete the "Out" punch. Remember, the only 2 times you need to enter "Out" times are for lunch or end of shift.