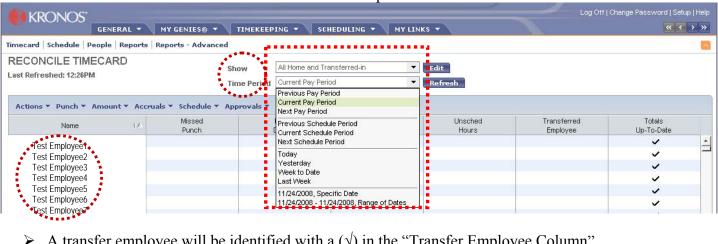
Transferring Time in Kronos

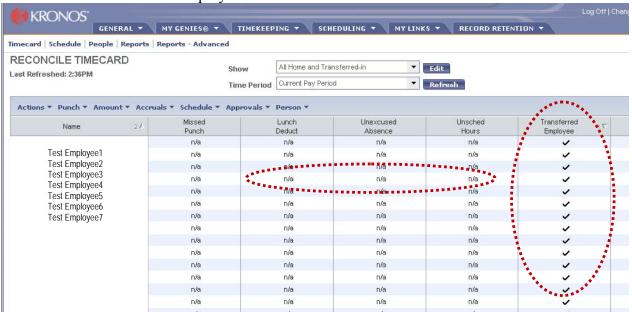
Tutorial for employees with more than one position.

How to Transfer Time:

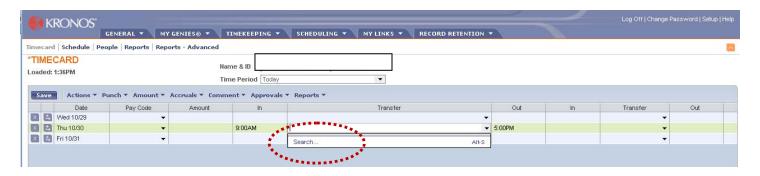
- Select the correct pay period.
- Select "All Home and Transferred-In" from the drop down menu.



- A transfer employee will be identified with a $(\sqrt{})$ in the "Transfer Employee Column".
- Double click on the employee to edit their timecard.

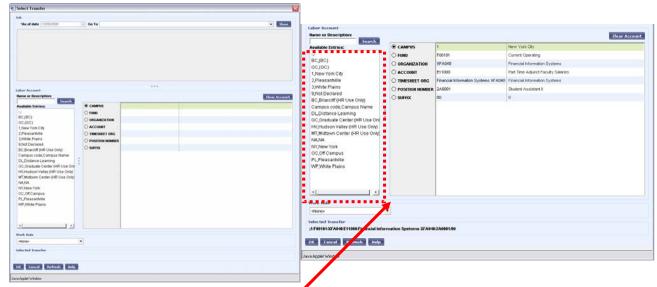


Record the in and out time for the employee and Click the transfer cell, click the drop down arrow and click search.



<u>Search for correct labor accounts:</u> (this transaction is done once per employee)

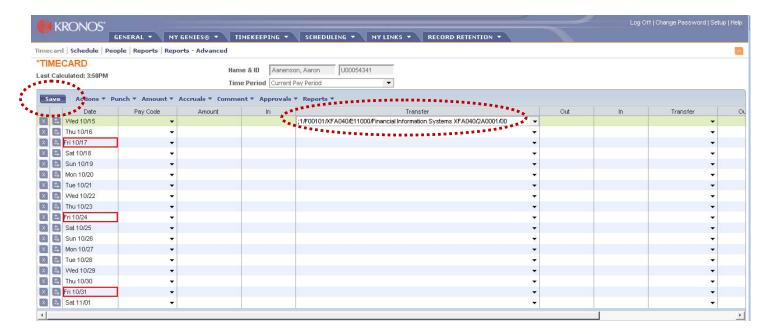
- Select the correct labor account information under Search Results.
- ➤ **Click** each radio button (*Campus, Fund, Organization, Account, Timesheet Org., Position Number and Suffix*) and the corresponding information will populate on the left side of the screen under the "Available Entries" then double click it and will forward to the corresponding labor account.



** Note: the available entries will vary for each employee **

Once the correct labor level account information is entered, click OK

After you click "OK" you will be redirected to the timecard, you will see the transfer account string under the **Transfer** column. **SAVE** the timecard.



When a manager and/or a supervisor records time for their employee and he/she is a transfer employee, they must remember to select the transfer labor account code in the **Transfer** column for each day the employee worked.