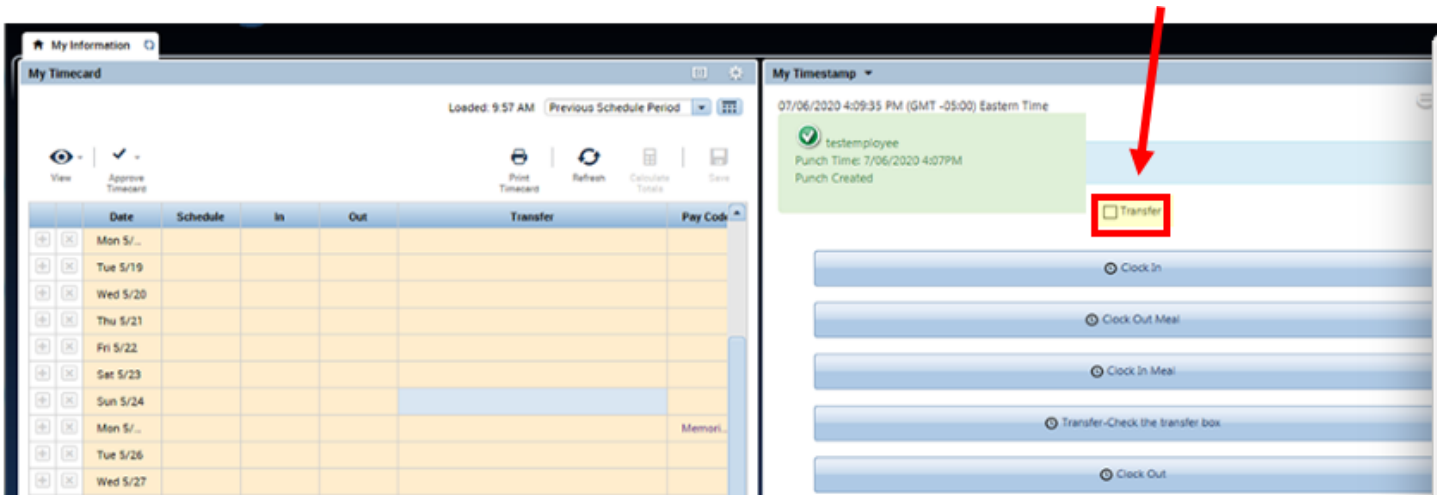
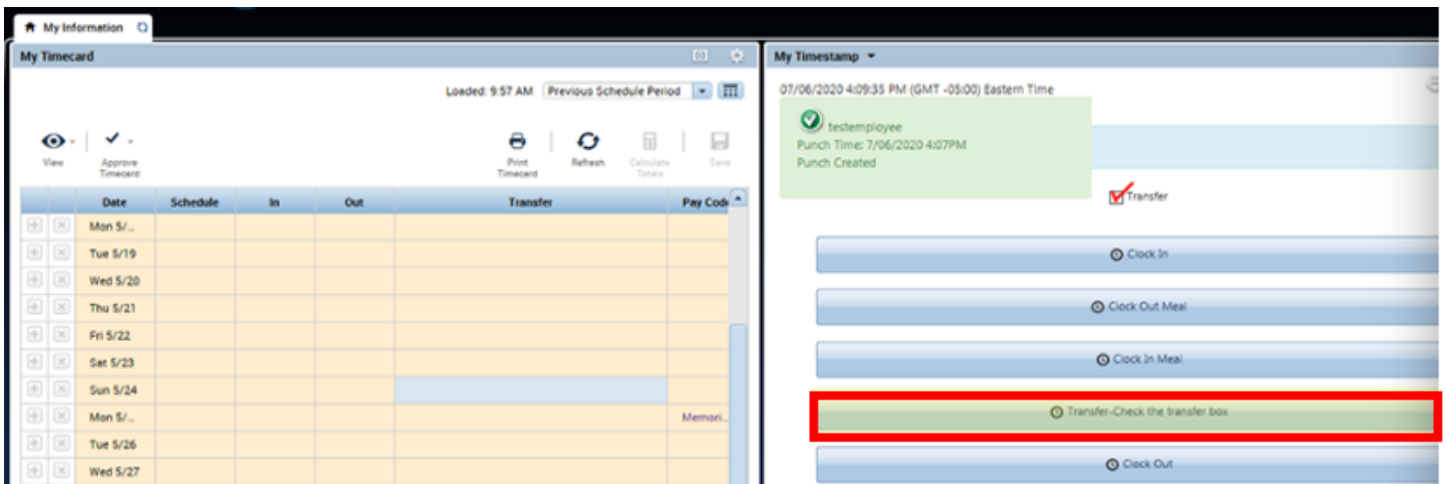


SELF-SERVICE – TRANSFERRING TIME IN KRONOS

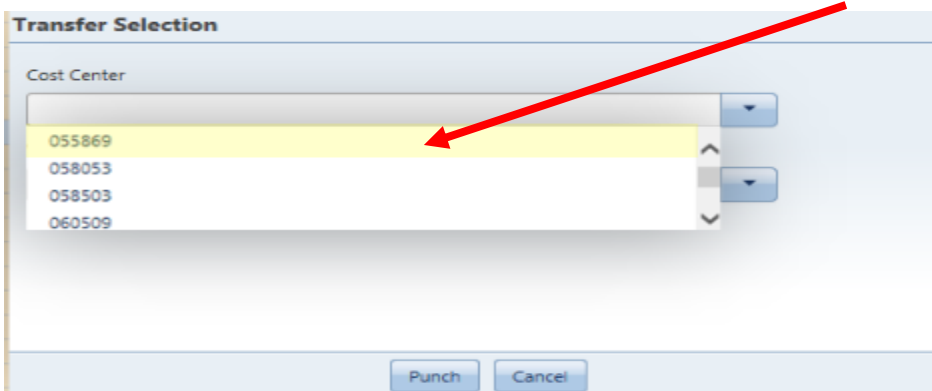
From the My Timestamp window, click the **Transfer** box to begin the process of being transferred to another area.



Click **Transfer – Check the transfer box**



In the Transfer Selection window, select the correct Cost Center for the transferred time



SELF-SERVICE – TRANSFERRING TIME IN KRONOS

Click the associated work rule

Transfer Selection

Cost Center
055869

Work Rule
001 NonEmp Travelers
100 40OT KY-OT HW
101 40OT HW SH ONC
102 40OT HW SH ONC

Punch Cancel

Click Punch

Transfer Selection

Cost Center
055869

Work Rule
100 40OT KY-OT HW

Punch Cancel

Click Refresh. Next, click to Sign Out.

My Information Sawyer Sign Out

My Timesheet

Loaded 8:57 AM Previous Schedule Period

Transfer

My Timesheet

01/06/2023 4:09:53 PM GMT -0500 Eastern Time

✓ 322899496

Punch Time: 01/06/2023 12:08PM

Punch Created

Transfer to: 011003496/0100 40OT KY-OT HW