Job Transfers and Combo Code Overrides

Purpose:
- How to enter transfer jobs at a time clock or on the computer application.
- How to update punch transfers on the computer.

This process may vary between employees, so for any questions on how a specific employee should enter their transfer, contact uservpay@umn.edu.

<table>
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<th>Reference Guide Details</th>
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<tr>
<td>Guide Objectives</td>
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<td>Upon completion, the user will:</td>
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<td>● Know how to enter punch into a different job or code via time clock or computer</td>
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<td>● Know how to enter update punch transfer on the computer</td>
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<td>Prerequisites</td>
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<tr>
<td>None</td>
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<td>Kronos Role</td>
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<td>Employee, Supervisor</td>
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*Entering for full days:*

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*Entering for partial days:*

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Transfers at a Time Clock

There are a variety of reasons an employee may need to use the Assignment Transfer function at a time clock.

Examples:
A student works in different positions across units, for example they have a position in Aux Dining and FM Landcare, then they would need to use the Assignment Transfer option to punch into the correct position.

An employee is augmented to a temporary work assignment. Using the Assignment Transfer button will allow them to augment those hours worked and/or return to their normal assignment.

An employee is working in a different location and needs to use a specific location/combo code. They will punch in using the Assignment Transfer button and select the appropriate location/code.

If an employee does not require an augmentation or transfer, then they would swipe at the clock without selecting the Assignment Transfer button.

At the end of a shift, swiping at the clock will count as an out punch for any time clocked.
Steps to use Assignment Transfer:
1. If the employee is working outside of their normal location or assignment, then they would touch the “Assignment Transfer” button and swipe their badge.

2. The clock should show a list of available options specific to the employee. This list will show the “Base” or primary work assignment and a list of authorized options. This may include multiple positions, augmentations, location/combo code overrides, or a combination.

This example shows an employee with two different positions and a location/CC override.
3. Clicking on the assignment option will be considered a punch.

4. To swipe out of all hours for the shift, the employee only needs to swipe their badge.
Transfers on the Computer

Some employees may use the computer to punch in/out and track transfers. These employees will be able to log into Kronos and see a “My Timestamp” widget when they log in. This is where the drop down for any authorized transfer options will display. In this example the prepopulated options show a variety of position options and location/combo code options. To punch into one, the employee would select the option from the drop down and then click on the “Record Timestamp” button. If an employee does not need to transfer into a different position or location/combo code, then they only need to click on the “Record Timestamp” button.

To punch out, the employee only needs to click on the “Record Timestamp” button.
Note: If an employee has more options than are available in the drop down, they can use the search to select the proper combination. Contact your supervisor or HR/Payroll representative to determine the correct options.

When using the search option, the employee will need to click on the Labor Account tab and fill in ALL of the drop-down options. These options are specific to the employee and should show only options that are authorized for them.

If an invalid combination is selected, Kronos will display an error message on the timecard and will prevent the timecard from being saved. Contact your supervisor or HR/Payroll representative to determine the correct combinations.
Supervisor – Entering on behalf of an employee

A supervisor may need to enter time on behalf of an employee or make a correction to time that has been entered. This is done by accessing the employee’s timecard and modifying the time and transfer fields.

**Entering for full days:**
If a transfer needs to be entered for an employee, then the supervisor will follow these steps:

1. Open the timecard and find the date worked.
2. Find the day and hours that should be transferred.
3. Click on the Transfer field to the right and select the option from the recently used or Search.
4. If using search, then a pop up window will appear. Select the correct option for EVERY drop-down.
5. Click apply and save changes on the timecard.
**Entering for partial days:**

1. Add a new row.
2. Enter the start time of the transfer.
3. Enter the transfer detail.
4. Click on Calculate Totals.
5. The system will populate the OUT punch for the previous entry.
6. Save changes.

![Timecard data entry interface](image-url)
If the transfer is at the beginning of the day and you need to return them to their default area, follow the same steps but use the – (dash) in the sixth and seventh drop-downs (Combo Code and Premium Pay). This should look like this: