

1. Navigate to Workforce Management.
2. Navigate to the Punch Window.

Punch

Last Punch: 7/15/2022 3:59 PM ⓘ

*Type ▼

Recent Transfers
None ⓘ

Add Transfer ⊕

Submit

3. Choose your Punch type (Clock In or Clock Out)

Punch

Last Punch: 7/15/2022 3:59 PM ⓘ

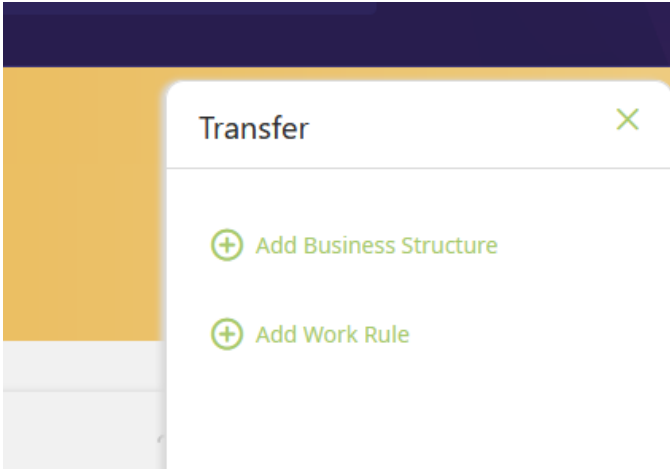
*Type
Clock In ▼

Recent Transfers
None ⓘ

Add Transfer ⊕

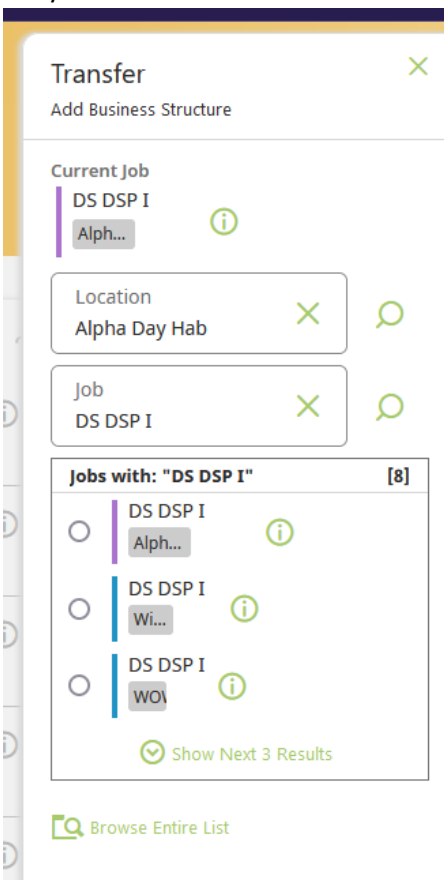
Submit

4. If a Transfer is needed, prior to hitting submit you would click **Add Transfer**
5. A Drawer on the right-hand side of the screen will appear, if transfer Job or Department, you would choose **Add Business Transfer**, if transferring hours to Training, you would choose **Add Work Rule**.

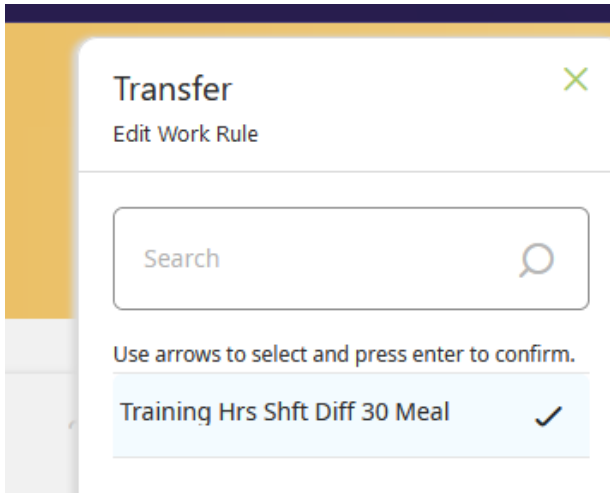


6. For the transfer Business Structure, once that it clicked, the employees would choose where they need to go. If the employee only has one job, they will just see the departments that those jobs are in. If they have both different jobs and departments, they will see both.

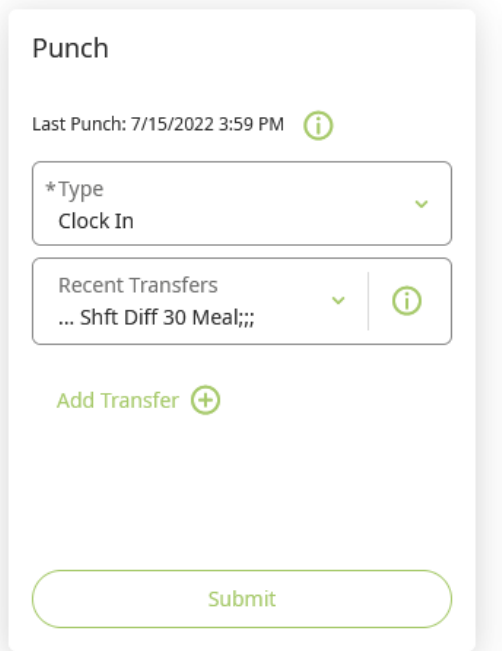
They can search if needed.



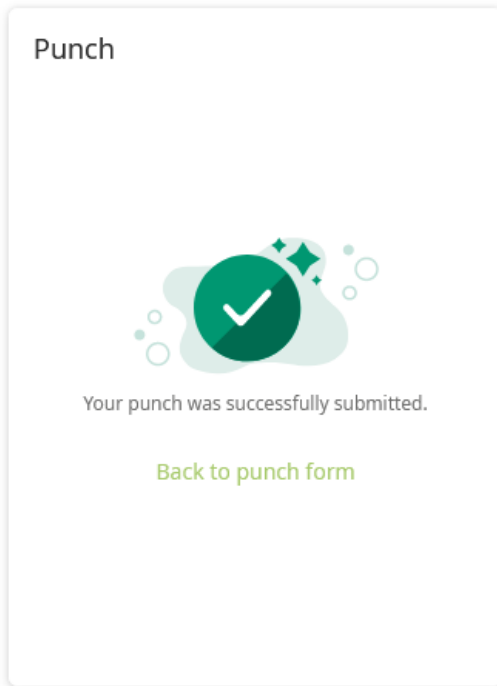
7. If needing to Transfer to the work rule that pays the training hours pay amount, they would click on **Add** Work Rule and click the work rule.



8. Once Options are chosen, they will Click **Apply**.
9. After Clicking Apply, they will click **Submit** on the Punch Time.



10. Once the Punch has been accepted, they will see this:



11.

12. They can click on **Back to punch form** to see the time that the punch was completed.

Punch

Last Punch: 7/15/2022 4:06 PM i

*Type v

Recent Transfers v i
None

Add Transfer +

Submit