

Add or Edit a Job Transfer path – on a Timecard

This job aid explains how to Add or Change * a job transfer path on a Timecard, when a position was not selected via the Punch Transfer button on the Punch Tile.

For employees with more than 1 position, if the transfer is not on the timecard OR is not correct, the employee will not get paid for those hours worked correctly - because Kronos does not know what fund to charge or can charge the wrong one.

A Transfer position must be added to a timecard for each set of punches, before a timecard can be approved at the end of pay period.

IMPORTANT: Transfer edits can be made by the employee OR the time -approver

If Employee makes the edit(s), the Time-Approver is required to approve change(s) to finalize edit(s)

If Time-Approver makes the edit(s) on the employee timecard, they are applied immediately.

How to manually 'Add' a missing Transfer position:

1. Open employee's Timecard:

2. In the Transfer column, click - then select 'Search' in the drop-down:

3. A Transfer pop-out panel appears on the right of the display.
Click on

9. The Transfer path has now been applied to that set of punches on the employee timecard.

Click [] when you are done all edits.

If you are the employee making the edits, you can verify your changes under View Pending, until your Time-Approver acknowledges the edits by approving them when they receive the notifications in their Control Center. They will then post to your timecard.

If you are the time-approver making the edits, after you click [] they will remain on the employee's timecard and the employee will receive notification(s) in their Control Center that you made edit(s) to their timecard.

If you have remaining sets of punches that need a Transfer position added, repeat the process.

10. If you click on the Totals tab at the bottom of the timecard you can now see the Labor Category (*containing 3 parts of data: Personal ID number, Position and Suffix*) have correctly been assigned to the hours worked. *This is required for the work time to pay correctly.*

EX: The Job circled in [] now has the correct transfer path assigned to it in the Labor Category column. The Job in yellow still needs a transfer path added to pay that time worked correctly.

*If the Transfer path posted on the timecard for any set of punches [], delete it and follow Steps 2-9 to correct it and [] before the end of a pay period.