

Overview:

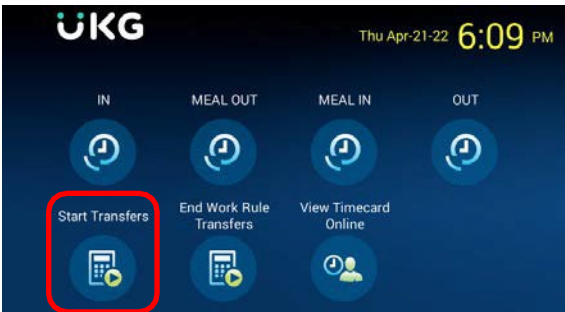
This Quick Reference Guide (QRG) will provide step-by-step instructions for non-exempt associates and contractors on how to use the Start Transfers and End Work Rule Transfers buttons on the UKG Kronos Dimensions Wall Timeclock.

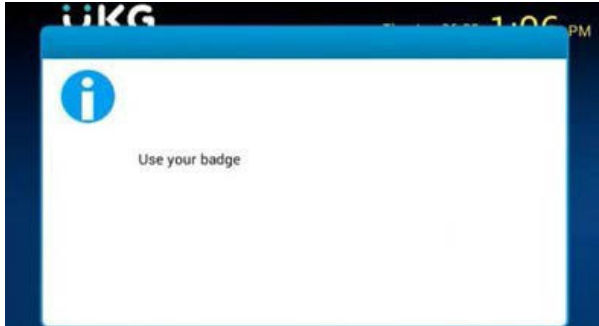



The Start Transfers and End Work Rule Transfers buttons would be used to initiate a transfer to one of the following:

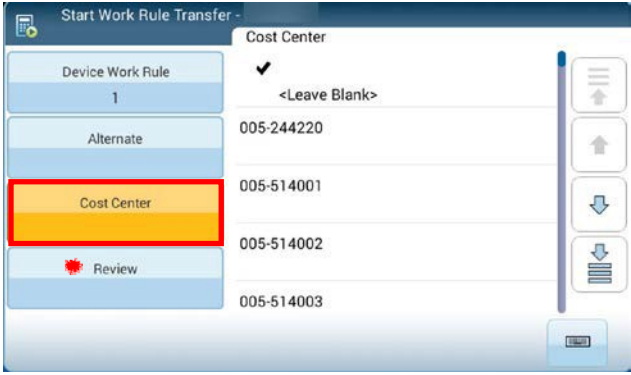
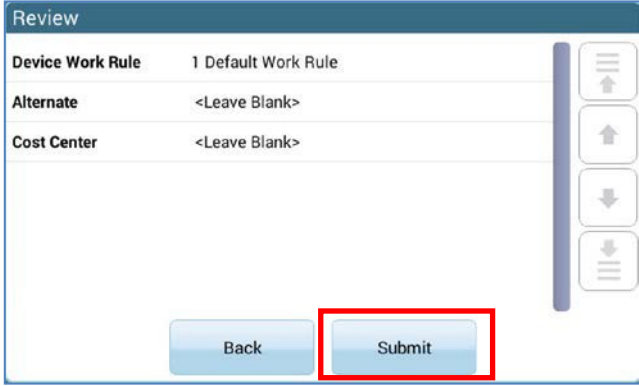
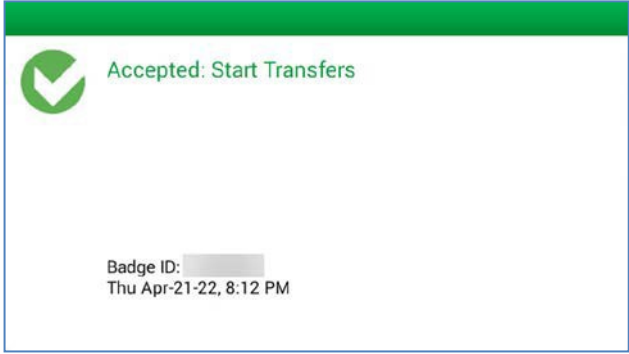
- **Device Work Rule** (Work type - Education, Orientation, Lead, Callback, etc.)
 - Examples include: 1) A nurse transferring from working her usual job on the floor of the ED to attending education or orientation. 2) A nurse working her usual job to being the Lead of the unit for a shift/period. 3) An IT or Clinical Engineering associate who was on call and was called back to work after hours to fix and issue.
- **Alternate** (Job assignments – multiple known jobs for an individual associate - typically with different compensation).
 - Examples include: 1) a nurse who works for both the ED and Surgical units. 2) a nurse who works in both labor and delivery and pediatrics. In these examples, an associate would need to be able to clock which hours in a day/week/pay period were worked in each job assignment so they are paid the correct rate for each job assignment.
- **Department** (Different cost center – charging/allocating your hours to a different department or cost center rather than your home department/cost center.
 - Examples include: 1) a nurse who is attending a training/education session and at your site all training an education is charged to a specific cost center (rather than an associate’s home cost center). 2) A clinical engineering associate typically works at Ukiah but was asked to work at Howard and needs to allocate/charge that time to Howard clinical engineering services rather than Ukiah.

NOTE: When we refer to your “badge” in the document below, please note this is your Adventist Health Identification Badge (with your Name, Title, Department Name and Picture). Holding both your AH ID badge as well as your key card (door access) up to the proximity reader may cause issues. Please only use your AH ID badge for clocking.

Perform the following steps to **start** a work rule transfer via the timeclock:

Step	Description
1. Press the Start Transfers button	

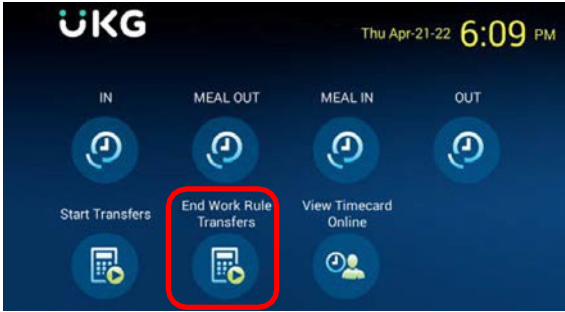
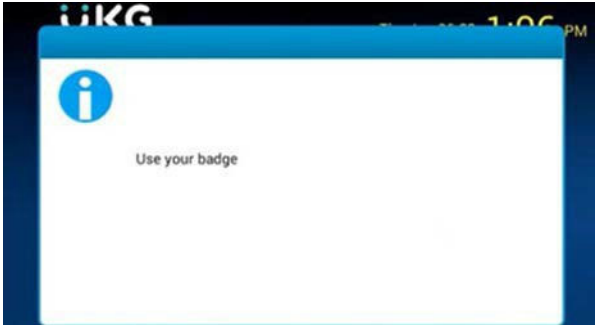
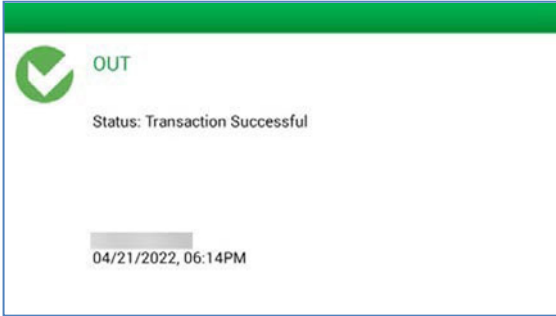
<p>2. Tap your badge to the proximity reader</p>	
<p>3. Use the Device Work Rule button to select the appropriate work type (education, orientation, callback, float, lead, etc.) as applicable.</p> <p>Note: If there is no Device Work Rule transfer, select Default Work Rule, which is your normal working schedule.</p>	 <p>*Tip: Tap the <u>Keyboard Icon</u> to prompt the Keyboard to assist in your search</p> 
<p>4. Use the Alternate button to select the necessary alternate assignment (only if applicable).</p> <p>Note: If there is no alternate assignment, leave the field blank. If you have alternate assignments and are not sure which is 1, 2, or 3, you can view your Alternate Assignments in Oracle HCM (Self-Service) on the Compensation tab or ask your manager</p>	

<p>5. Use the Cost Center button to select the Department you are charging your hours (if applicable)</p> <p>Note: If there is no alternate Department/Cost Center, leave the field blank</p>	 <p>*Use the Review button to confirm the transfer you have requested. The Review will include Device Work Rule, Alternate Assignment and Cost Center selected</p>
<p>6. Click the Submit button to save the transfer</p>	
<p>7. View the Accepted confirmation message</p>	

Perform the following steps to return to your Default Work Rule via the Wall Clock:

Note: Use the **Start Transfers** button if you need to transfer back into your Home Department, or Primary Assignment.

Important: Use the OUT button when leaving for the day

Step	Description
1. Press the End Work Rule Transfers button	 <p>The screenshot shows the UKG Wall Clock interface. At the top, it displays 'UKG' and the date/time 'Thu Apr-21-22 6:09 PM'. Below this are four main buttons: 'IN', 'MEAL OUT', 'MEAL IN', and 'OUT'. Underneath these are three smaller buttons: 'Start Transfers', 'End Work Rule Transfers' (which is highlighted with a red box), and 'View Timecard Online'. At the bottom, there are three more icons: a calculator, a person with a clock, and a person with a clock.</p>
2. Tap your badge to the proximity reader	 <p>The screenshot shows a white information window with a blue header and footer. The header contains the UKG logo and the time 'Thu Apr-21-22 6:06 PM'. The main content area has a blue information icon and the text 'Use your badge'.</p>
3. View the confirmation window displaying the message: "Transaction Successful"	 <p>The screenshot shows a white confirmation window with a green header and footer. The header contains a green checkmark icon and the text 'OUT'. The main content area has the text 'Status: Transaction Successful'. At the bottom, there is a timestamp '04/21/2022, 06:14PM'.</p>