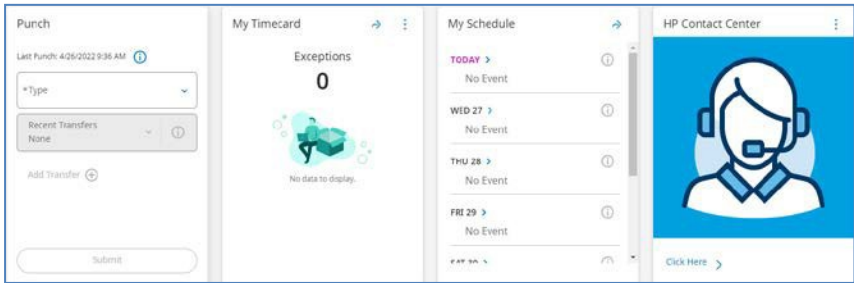
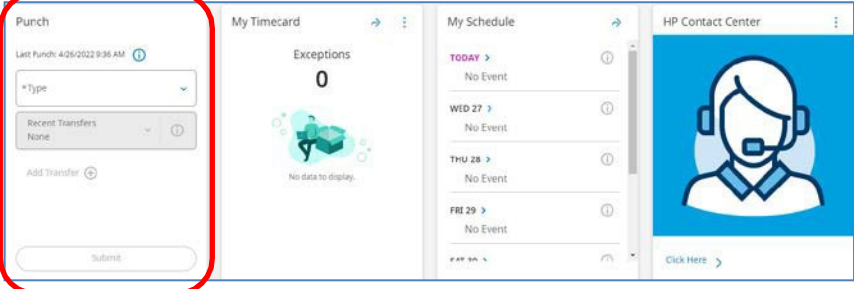


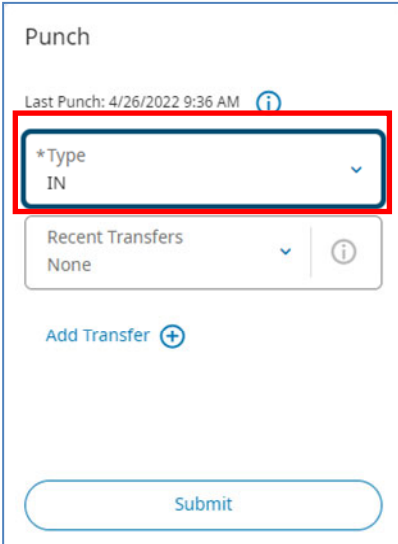
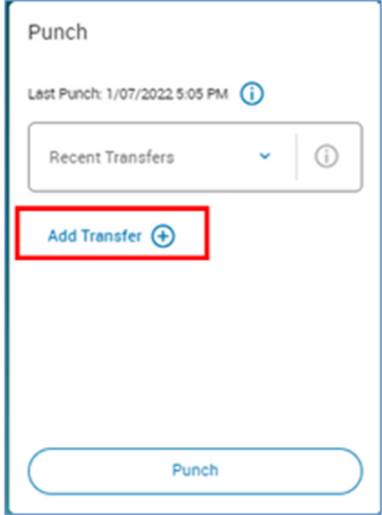
**Overview:**

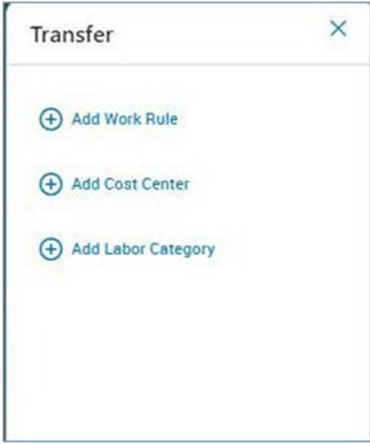
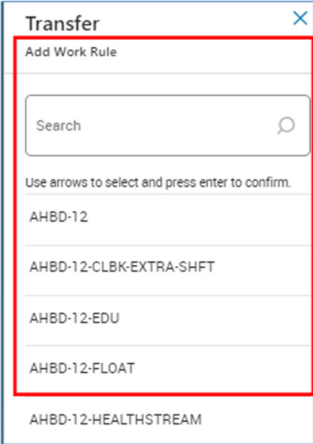
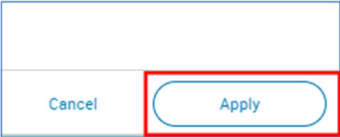
This Quick Reference Guide (QRG) will provide step-by-step instructions to non-exempt associates and contractors on how to initiate and end transfers using Web TimeStamp.

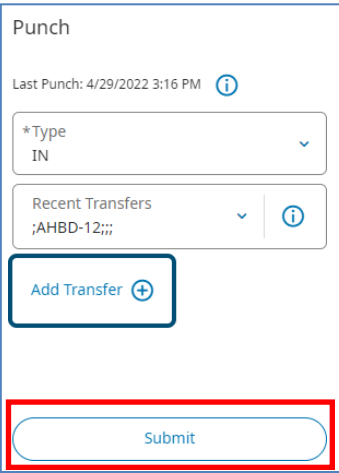
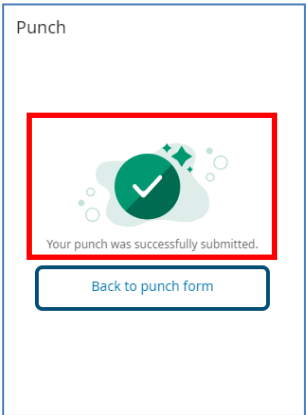


Perform the following steps to clock in:

Step	Description
<p>1. Log into the UKG Kronos Dimensions workspace.</p>	
<p>2. The 'Punch' tile is located on the center left of the screen.</p>	

Perform the following steps to initiate a Work Rule transfer.

Step	Description
<p>1. From with UKG Kronos Dimensions Web TimeStamp home screen, click the <b>'Type'</b> dropdown, then select <b>'IN'</b></p>	 <p>The screenshot shows a 'Punch' form. At the top, it says 'Punch' and 'Last Punch: 4/26/2022 9:36 AM'. Below this is a dropdown menu labeled '*Type' with 'IN' selected. This dropdown menu is highlighted with a red box. Below the dropdown is a 'Recent Transfers' section showing 'None'. At the bottom of the form is a 'Submit' button.</p>
<p>2. , Click the <b>'Add Transfer'</b> link on the 'Punch' tile.</p>	 <p>The screenshot shows the 'Punch' form. It displays 'Punch' and 'Last Punch: 1/07/2022 5:05 PM'. Below this is a 'Recent Transfers' section showing 'None'. The 'Add Transfer' link with a plus icon is highlighted with a red box. At the bottom of the form is a 'Punch' button.</p>

<p>3. The 'Transfer' window will appear on the right side of the screen.</p>	
<p>4. To transfer a work rule, click the 'Add Work Rule' dropdown and select the appropriate work rule.</p>	
<p>5. Click the 'Apply' button in the bottom side of the screen.</p>	

<p>Click the <b>'Submit'</b> button</p>	 <p>The screenshot shows the 'Punch' form interface. At the top, it says 'Punch'. Below that, it displays 'Last Punch: 4/29/2022 3:16 PM' with an information icon. There is a dropdown menu for '*Type' currently set to 'IN'. Below that is a 'Recent Transfers' section showing ';AHBD-12;;' with an information icon. An 'Add Transfer +' button is visible. At the bottom, the 'Submit' button is highlighted with a red rectangular box.</p>
<p>6. On the 'Punch' home screen tile, you will now see the punch was successfully submitted for your 'IN' punch.</p>	 <p>The screenshot shows the 'Punch' home screen. It features a large green checkmark icon with a white checkmark inside, surrounded by decorative elements. Below the icon, the text reads 'Your punch was successfully submitted.' At the bottom, there is a blue button labeled 'Back to punch form'.</p>
<p>7. To view the Punch on your timecard, click on the  on the 'My Timecard' tile.</p>	 <p>The screenshot shows the 'My Timecard' tile. At the top, it says 'My Timecard'. Below that, there is a section for 'Exceptions' with a large '0' and an icon of a person sitting at a desk. Below the icon, it says 'No data to display.' A red box highlights a blue arrow icon in the top right corner of the tile.</p>

8. You will now see the transfer on your timecard.

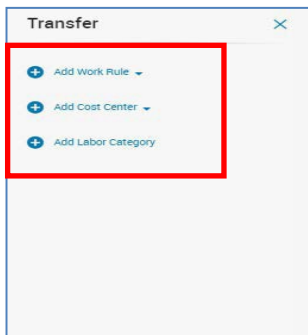
[→](#)

Date	Schedule	Absence	In	Transfer	Out
Tue 4/26			2:40 PM	..AHBD-12-EDU;;	

Use the Punch 'Type' Punch' (MEAL OUT, MEAL IN, OUT) button to complete punches for the rest of your shift.

You do not need to use the 'Add Transfer' link to transfer back to your default Work Rule. You will be transferred back to your default Work Rule after you Punch 'OUT' at the end of your shift.

**You can complete transfers for alternate assignment, and/or cost center using the same steps and selecting the appropriate transfer option.**



The screenshot shows a 'Transfer' dialog box with three options: 'Add Work Rule', 'Add Cost Center', and 'Add Labor Category'. A red box highlights these three options.