Quick Reference Guide: Web TimeStamp - Transfers
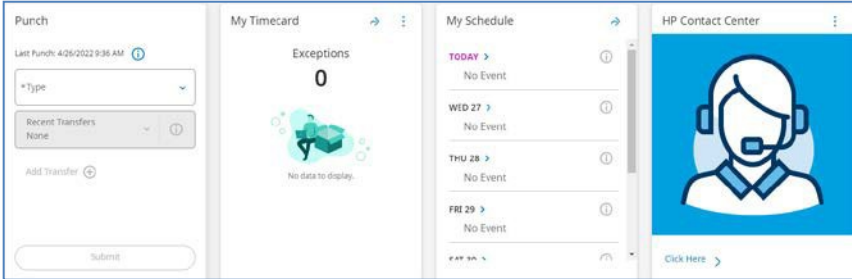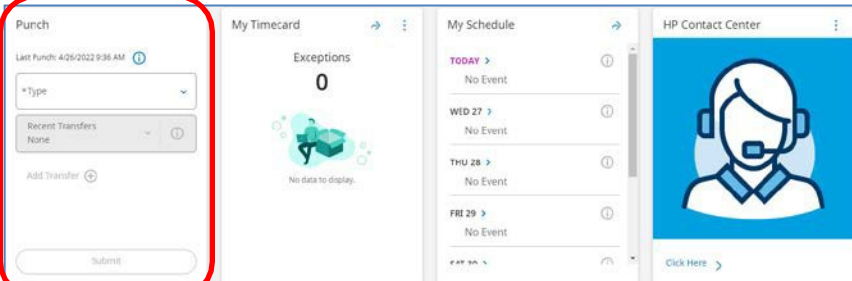Non-Exempt Associate Timekeeping UKG Kronos
Dimensions (rev. 12/29/22)

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 for Business Structure (Department), Work Rules, and Labor Categories using Web TimeStamp.
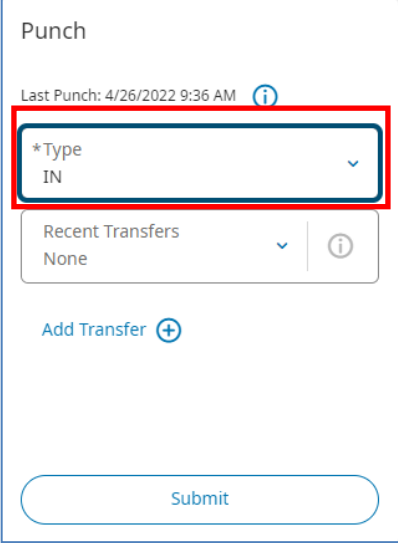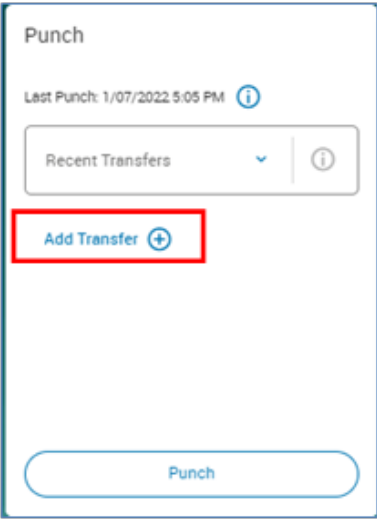
Perform the following steps to clock in:

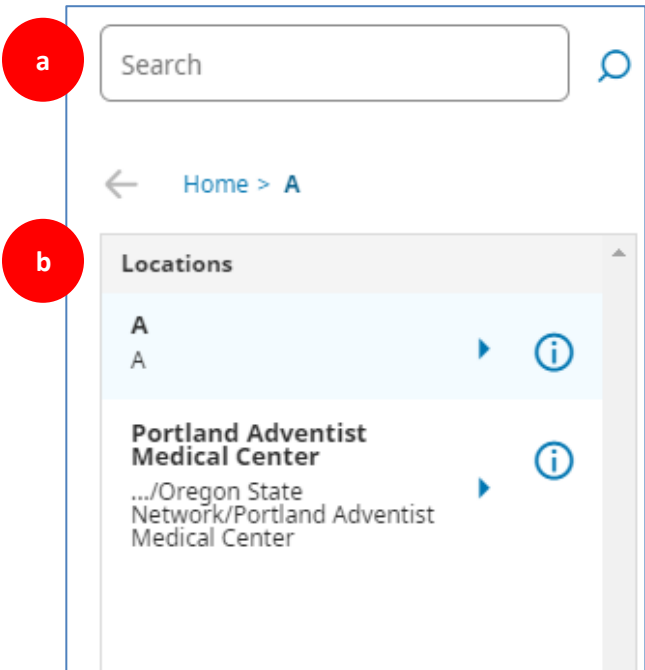| Step	Description
1. Log into the UKG Kronos Dimensions workspace.	
2. The 'Punch' tile is located on the center left of the screen.	

Perform the following steps to initiate a Business Structure transfer.

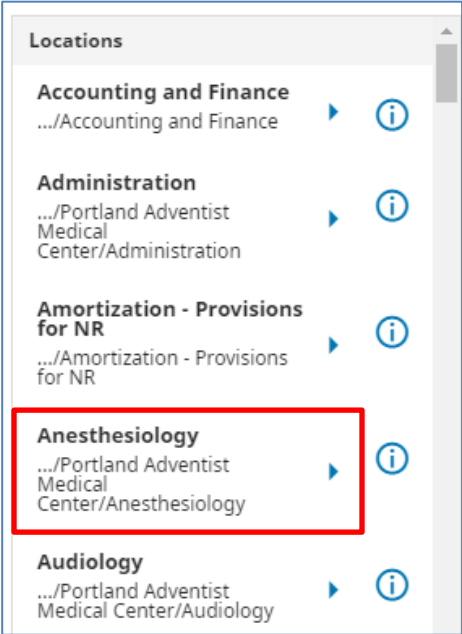## Please note:

- Think of the Business Structure as the **department** you will be transferring into to work.

Step	Description
1. From with UKG Kronos Dimensions Web TimeStamp home screen, click the '***Type***' dropdown', then select '***IN'***	Punch Last Punch: 4/26/2022 9:36 AM ⓘ *Type IN ⌄ Recent Transfers ⌄ ⓘ None Add Transfer ⊕ Submit
2. , Click the **'Add Transfer'** link on the 'Punch' tile.	Punch Last Punch: 1/07/2022 5:05 PM ⓘ Recent Transfers ⌄ ⓘ Add Transfer ⊕ Punch

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3. The 'Transfer' window will appear on the right side of the screen. To transfer using the Business Structure, click the '**Add Business Structure**' The Business Structure Transfer takes the place of the previous 'Cost Center' transfer.	**The Business Structure Transfer takes the place of the previous 'Cost Center' transfer.** ⊕ Add Business Structure ⊕ Add Work Rule ⊕ Add Labor Category
4 To search for the correct department click the '**Browse Entire List**' link	**Transfer** Add Business Structure Current Job Worked Job A zNot Live on Di... zNot Live on Di... ⓘ Location zNot Live on Dimensi ✕ ○ Job Worked Job ✕ ○ There are too many jobs to display. Refine your search further to see some results. Change Location Change Job 🔍 Browse Entire List

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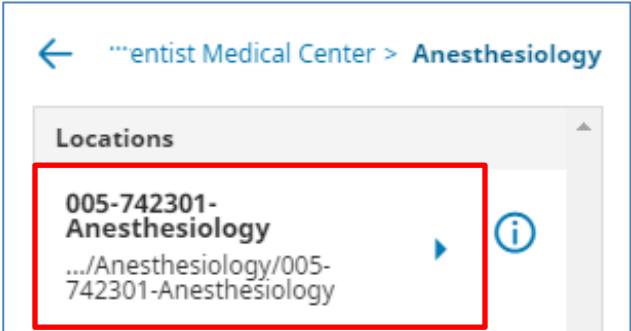|	
5. To find the department you are transferring into, you can use a) The 'Search' button and enter the name of the entity/location. **or** b) Look in the 'Locations' section and click the arrow button ' ▶ ' to expand the list for that entity.	

6. Once in the proper entity, click on appropriate Service Line.	
7. Click on the appropriate department.	
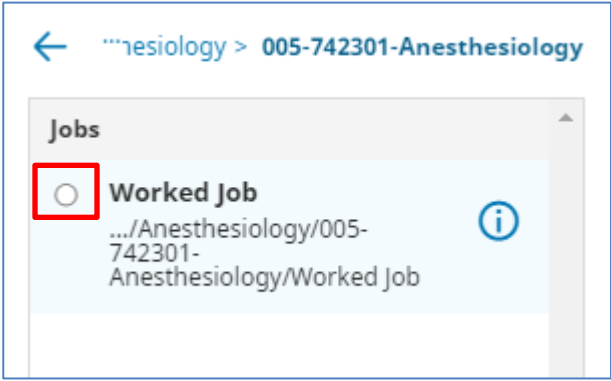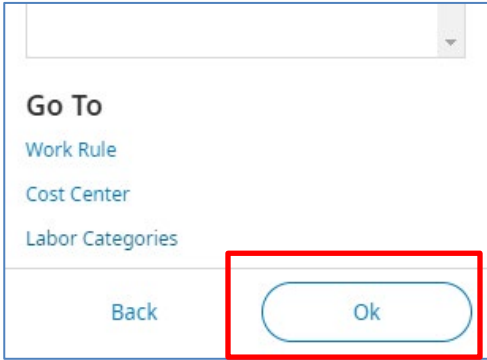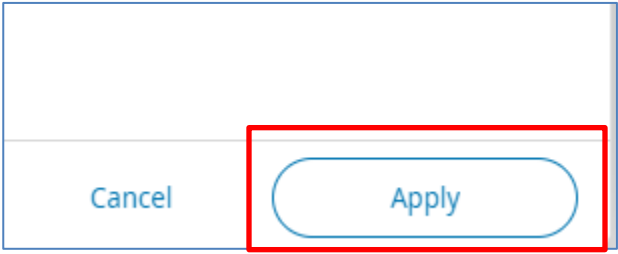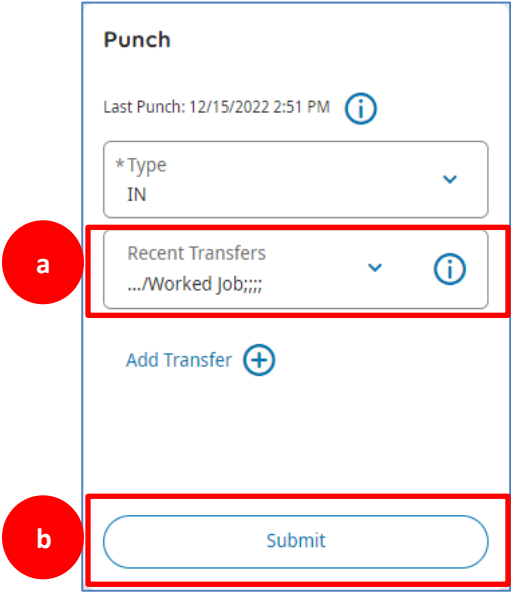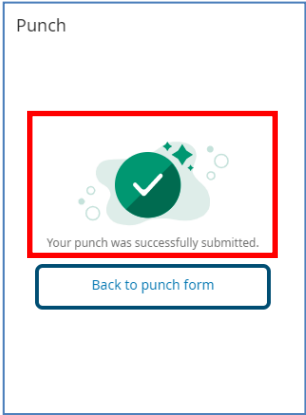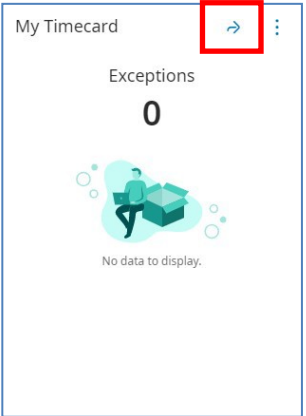
8. Then click the '○' button to select the 'Worked Job' option.	**Please note: You must select the 'Worked Job' button. If you don't, the transfer will not be completed.**
9. The select 'Ok' at the bottom of the Transfer screen.	
10. Then click the 'Apply' button.	

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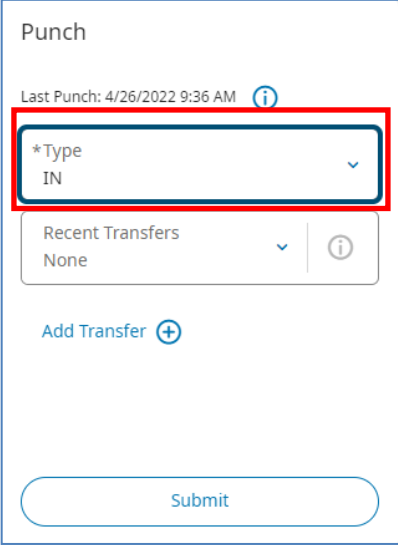|	
11. On the home screen you will see a) The transfer in the 'Recent Transfers' field. b) Click 'Submit' to submit the punch.	**Punch** Last Punch: 12/15/2022 2:51 PM ⓘ *Type IN ⌄ **a** Recent Transfers ⌄ ⓘ .../Worked Job;;;; Add Transfer ⊕ **b** Submit
12. On the 'Punch' home screen tile, you will now see the punch was successfully submitted for your 'IN' punch.	Punch ✓ Your punch was successfully submitted. Back to punch form
13. To view the Punch on your timecard, click on the '→' on the 'My Timecard' tile.	My Timecard → ⋮ Exceptions 0 No data to display.

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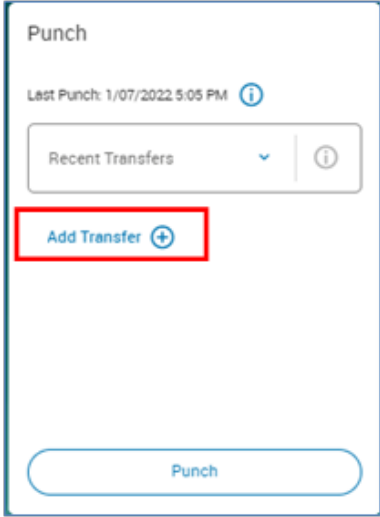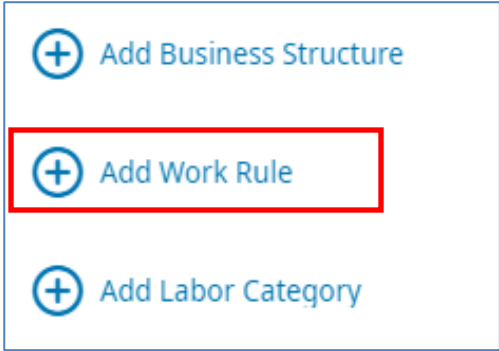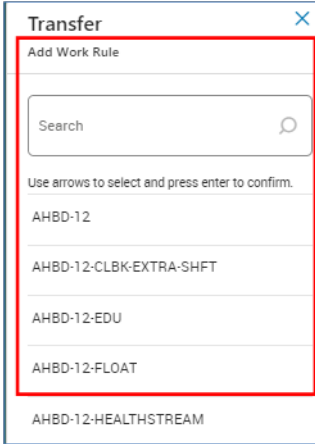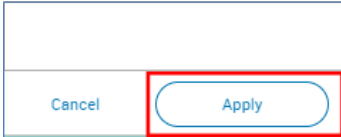
8. You will now see the transfer on your timecard.					
	Date	Schedule	Absence	In	Transfer
	Fri 12/16			8:00 AM	...//Worked Job;;;;

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 Location/Department. You will be transferred back to your default Location after you Punch 'OUT' at the end of your shift.

Perform the following steps to initiate a Work Rule transfer.

Step	Description
1. From with UKG Kronos Dimensions Web TimeStamp home screen, click the '**Type**' dropdown', then select '**IN**'	
2. , Click the **'Add Transfer'** link on the 'Punch' tile.	

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3. The 'Transfer' window will appear on the right side of the screen. Click the '**Add Work Rule**' link.	
4. Then select the appropriate work rule.	
5. Click the '**Apply**' button in the bottom side of the screen.	

6. On the home screen you will see a. The transfer in the 'Recent Transfers' field. b. Click '**Submit**' to submit the punch.	**Punch** Last Punch: 4/29/2022 3:16 PM ⓘ *Type IN ⌄ **a** — Recent Transfers ⌄ ⓘ ;AHBD-12;;; Add Transfer ⊕ **b** — Submit
6. On the 'Punch' home screen tile, you will now see the punch was successfully submitted for your 'IN' punch.	**Punch** ✓ Your punch was successfully submitted. Back to punch form
7. To view the Punch on your timecard, click on '→'. →	**My Timecard** → ⋮ Exceptions **0** No data to display.

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 using the same steps and selecting the appropriate transfer option.