

Step 3

Click in the 'Transfer' cell for that shift. All currently active positions will populate in the drop-down list.

The screenshot shows the Kronos Timecards interface. The 'Transfer' column for the date Mon 11/28 is selected, and a dropdown menu is open, displaying a list of job positions: 1470022 - ST WKR FWS-PHILOSOPHY, 1480018 - ST WKR-JESUIT COMM, 1480393 - ST WKR-MSD CHAPEL NON-FWS, and 1480532 - ST WKR-MSD CHAPEL NON-FWS. The interface includes a 'My Information' tab, a 'Timecards' window, and a sidebar with navigation options like 'Timecards', 'My Audits', 'My Reports', and 'Kronos KnowledgePass'.

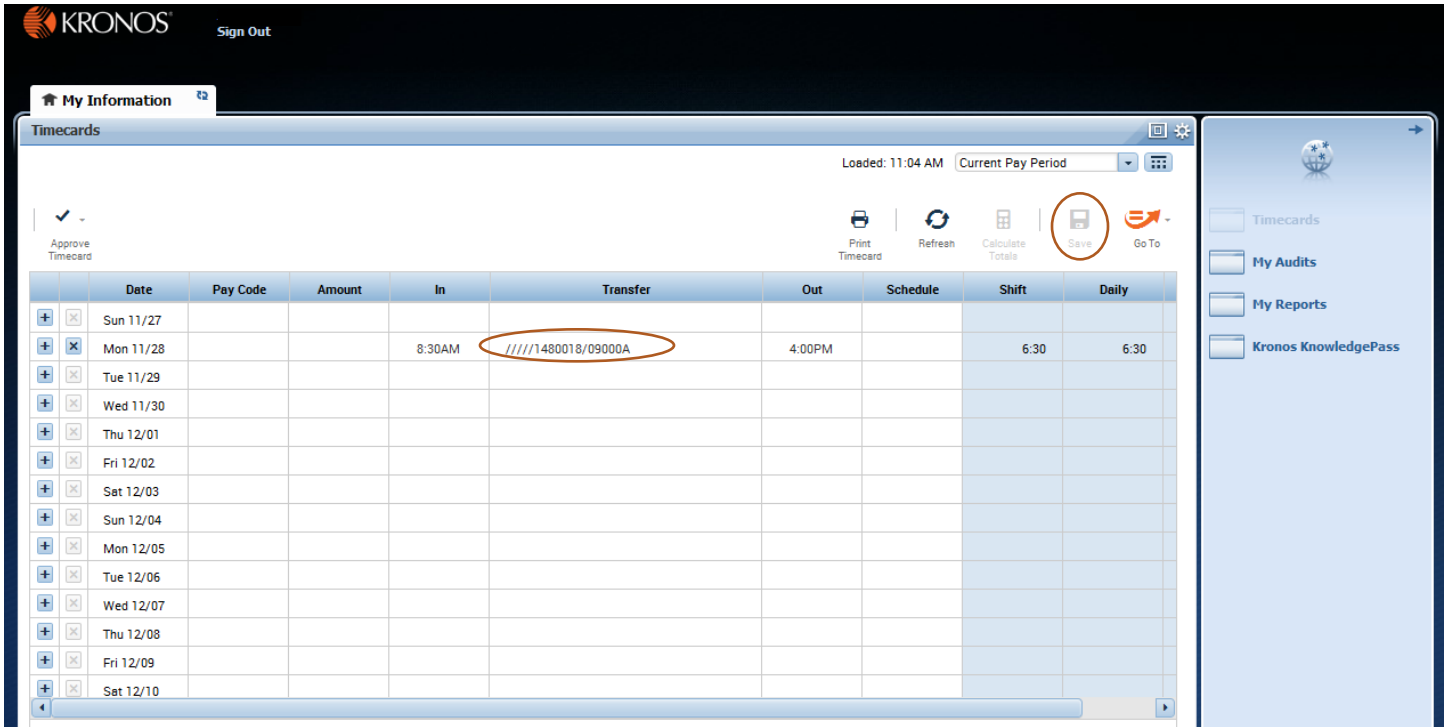
Step 4

Simply select the position that relates to the shift entered.

The screenshot shows the Kronos Timecards interface with the dropdown menu closed. The 'Transfer' cell for Mon 11/28 now contains the selected position: 1480018 - ST WKR-JESUIT COMM. The interface elements are the same as in Step 3.

Step 5

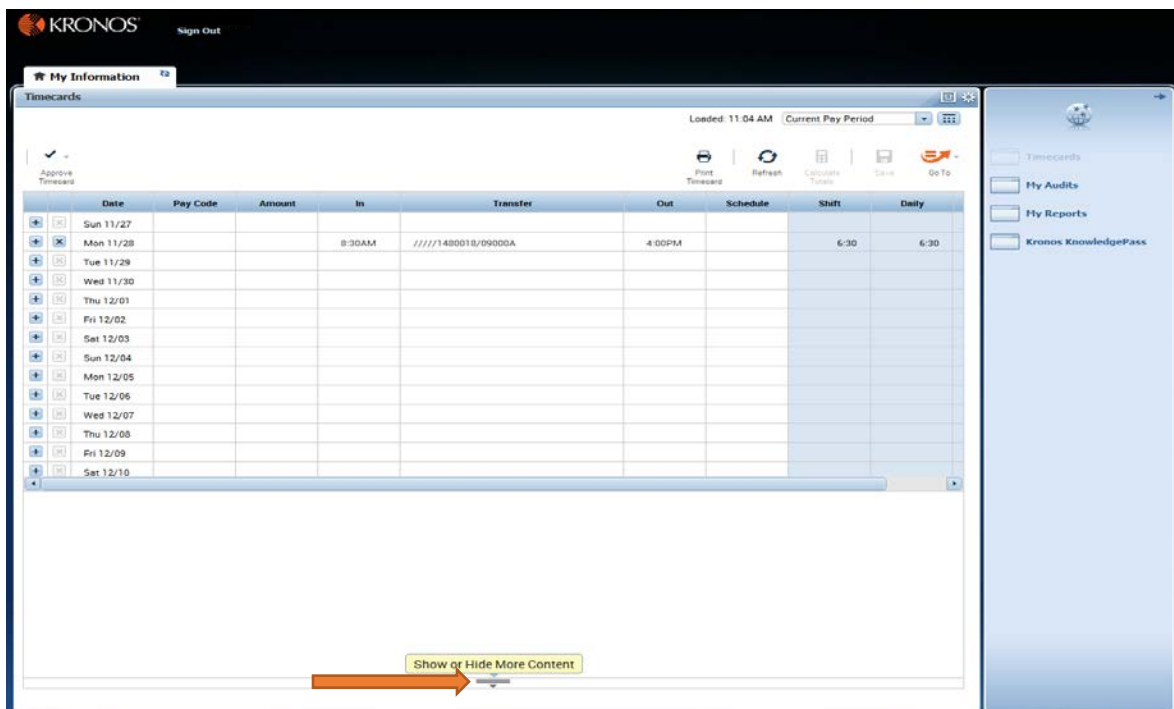
Hit 'Save' – The transfer field should then automatically display the full transfer code of the position plus the work unit. The transfer is now complete.



The screenshot shows the Kronos Timecards interface. The top toolbar includes buttons for 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The 'Save' button is circled in red. Below the toolbar is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, Schedule, Shift, and Daily. The row for Monday, 11/28, shows an 'In' time of 8:30AM, an 'Out' time of 4:00PM, and a 'Transfer' field containing the code '/////1480018/09000A', which is circled in red. The 'Shift' column shows '6:30' and the 'Daily' column shows '6:30'. A sidebar on the right contains navigation links for 'Timecards', 'My Audits', 'My Reports', and 'Kronos KnowledgePass'.

Step 6

To check your totals for the pay period and the breakdown of hours allocated to each position, expand the 'Totals' tab at the bottom by hitting the arrow icon below your timecard.



The screenshot shows the Kronos Timecards interface with the 'Totals' tab expanded at the bottom. An orange arrow points to the 'Show or Hide More Content' button. The table from the previous screenshot is visible above the expanded 'Totals' section. The sidebar on the right remains the same.

The screenshot shows the Kronos Timecards interface. At the top, there is a 'My Information' tab and a 'Timecards' section. The main area contains a table with columns: Date, Pay Code, Amount, In, Transfer, Out, Schedule, Shift, and Daily. Below this table is a 'Totals' section with a sub-table for 'Accruals'.

Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily
Sun 11/27								
Mon 11/28			8:30AM	////1480018/09000A	4:00PM		6:30	6:30
Tue 11/29			9:00AM	////1470022/02108A	12:00PM		3:00	3:00
Wed 11/30								
Thu 12/01								
Fri 12/02								
Sat 12/03								
Sun 12/04								
Mon 12/05								
Tue 12/06								
Wed 12/07								
Thu 12/08								
Fri 12/09								
Sat 12/10								

Account	Pay Code	Amount
(x)9100/LUC/670031/5310/L7002/1480018/09000A	REGULAR	6.30
(x)9100/LUC/670031/5310/L7002/1470022/02108A	REGULAR	3.00

Step 7

After entering and correctly transferring all hours for the pay period, make sure to approve your timecard. Find the 'Approve Timecard' icon in the upper left and select 'Approve Timecard' from the drop down list.

The screenshot shows the Kronos Timecards interface with the 'Approve Timecard' dropdown menu open. The menu options are 'Approve Timecard' and 'Remove Timecard Approval'. The main table and summary table are visible in the background.

Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily
Mon 11/28			8:30AM	////1480018/09000A	4:00PM		6:30	6:30
Tue 11/29			9:00AM	////1470022/02108A	12:00PM		3:00	3:00
Wed 11/30								
Thu 12/01								
Fri 12/02								
Sat 12/03								
Sun 12/04								
Mon 12/05								
Tue 12/06								
Wed 12/07								
Thu 12/08								
Fri 12/09								
Sat 12/10								

Account	Pay Code	Amount
(x)9100/LUC/670031/5310/L7002/1480018/09000A	REGULAR	6.30
(x)9100/LUC/670031/5310/L7002/1470022/02108A	REGULAR	3.00

Step 8

Your timecard will change color to indicate that the approval has been applied.

The screenshot displays the Kronos Timecards application interface. At the top left, the Kronos logo and "Sign Out" link are visible. Below the navigation bar, the "My Information" tab is active, and the "Timecards" window is open. The main area shows a table of timecard entries for the current pay period, starting from Sunday, 11/27. The table includes columns for Date, Pay Code, Amount, In, Transfer, Out, Schedule, Shift, and Daily. Two entries are visible: Monday, 11/28 (8:30 AM to 4:00 PM) and Tuesday, 11/29 (9:00 AM to 12:00 PM). The interface also features a sidebar on the right with navigation options: Timecards, My Audits, My Reports, and Kronos KnowledgePass. At the bottom, there is a "Totals" and "Accruals" section with a summary table.

Date	Pay Code	Amount	In	Transfer	Out	Schedule	Shift	Daily
Sun 11/27								
Mon 11/28			8:30AM	//////1480018/09000A	4:00PM		6:30	6:30
Tue 11/29			9:00AM	//////1470022/02108A	12:00PM		3:00	3:00
Wed 11/30								
Thu 12/01								
Fri 12/02								
Sat 12/03								
Sun 12/04								
Mon 12/05								
Tue 12/06								
Wed 12/07								
Thu 12/08								

Account	Pay Code	Amount
(x)9100/LUC/670031/5310/L7002/1480018/09000A	REGULAR	6:30
(x)9100/LUC/670031/5310/L7002/1470022/02108A	REGULAR	3:00