

## Kronos Hours Transfer – For Non-Exempt Employees

If you need to transfer your time to a different budget code for a supplemental duty, click the **drop-down** for transfers in the TIME STAMP page then click **Search...**

Tuesday, October 30, 2018  
2:53PM (GMT -06:00) Central Time

Transfers [dropdown menu]  
Search... Alt-S

Cancel all meal deductions  
 Log off after stamping

Record Time Stamp

Select *Supplemental Duties* from the right column, then select **179, 179** from the left column.

Name or Description: [text box] Search

Available Entries:

- 0, Default
- 1, Police Instruction
- 1, Police Community Service
- 179, 179**
- 181, Athletics
- 800, Stipend

1

- Department
- Job Code
- Supplemental Duties
- Budget Code
- TRS Position Code
- Reserved 2

Work Rule  
Supp Duty

Selected Transfer  
;/179/179/;Supp Duty

Then select **Supp Duty** on the Work Rule drop-down.

If you know the budget code that should be used for your supplemental duty, select *Budget Code* from the right column, then the correct code from the left.

OK Cancel Refresh Help

Click **OK**

After clicking **OK** you will be taken back to the Time Stamp screen, where you will need to click the **Record Time Stamp** button to record the transfer:

Transfers ;/179/199913007281100J///;Supp Duty

Cancel all meal deductions  
 Log off after stamping

Record Time Stamp

*When returning from a transfer.....*

If you are finished working for the day (or finished with your shift), all you need to do is **Record Time Stamp**. If you are going back to your REGULAR job, then you need to transfer yourself back using the previously shown transfer steps and choosing **0, Default** for Supplemental Duties and **Supp Duty** for the Work Rule.