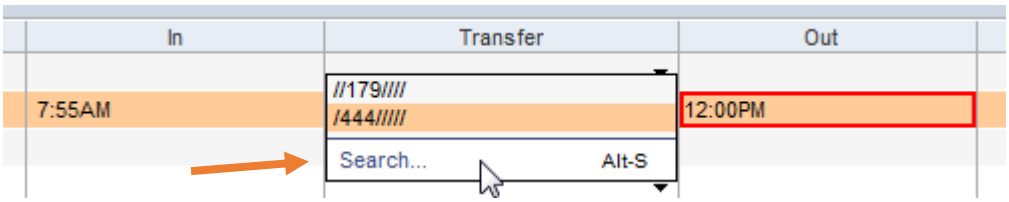
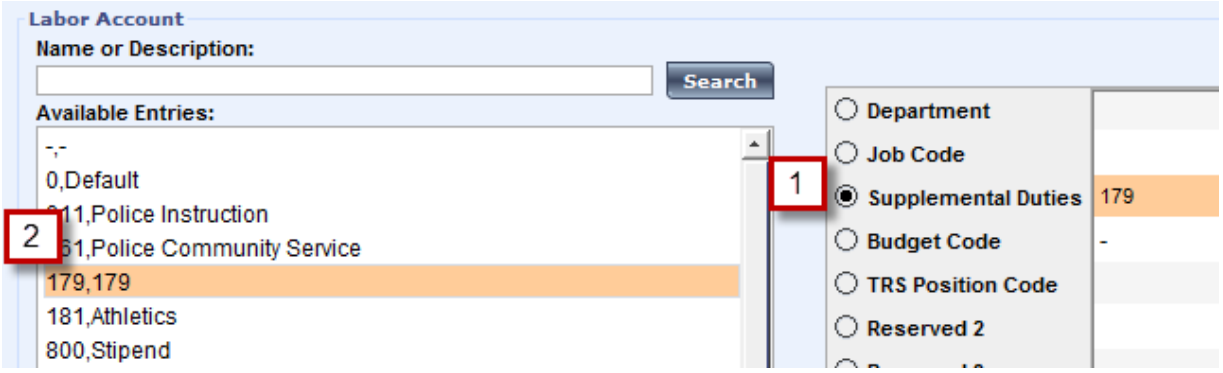
Kronos Hours Transfer – For Kronos Managers

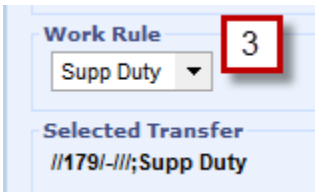
If you need to transfer an employee's time to a different budget code for a supplemental duty, click the space between two punches in the transfer column, then click ***Search…***



Do NOT choose a department!

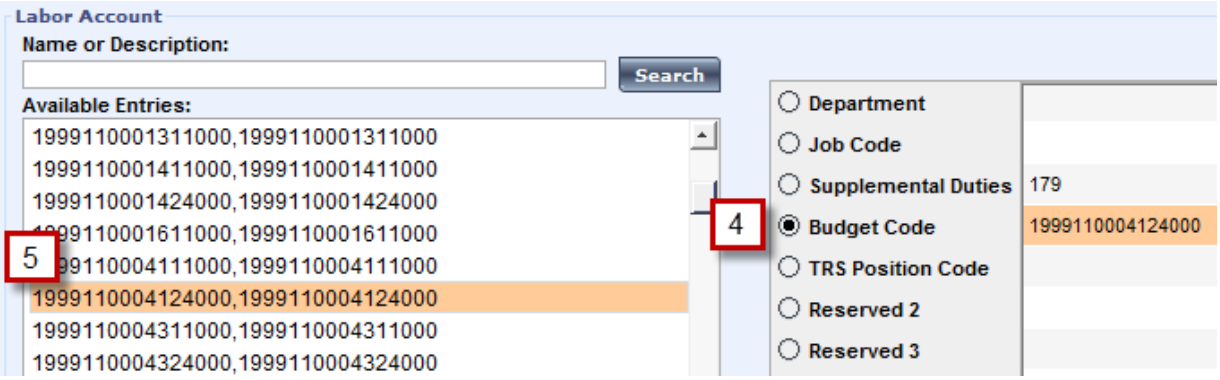
Select *Supplemental Duties* from the right column, then select ***179, 179*** from the left column***.***





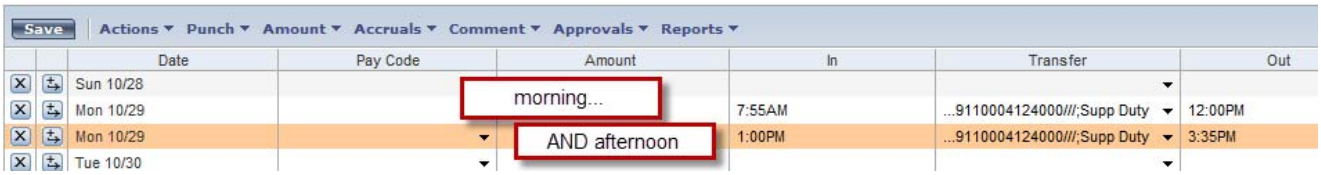
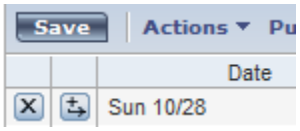
Select ***Supp Duty*** on the Work Rule drop-down.

Then select *Budget Code* from the right column, and the correct code from the left.



Click ***OK*** and you go back to their Timecard, where you may also need to…

****transfer another set of punches for the same day****



Finally, click ***Save***