

# 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...**

| In     | Transfer                             | Out     |
|--------|--------------------------------------|---------|
| 7:55AM | //179//<br>/444//<br>Search... Alt-S | 12:00PM |

Do NOT choose a department!

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

**Labor Account**  
Name or Description:  Search

Available Entries:

|                             |
|-----------------------------|
| 0,Default                   |
| 11,Police Instruction       |
| 51,Police Community Service |
| <b>179,179</b>              |
| 181,Athletics               |
| 800,Stipend                 |

1

- Department
- Job Code
- Supplemental Duties 179
- Budget Code
- TRS Position Code
- Reserved 2

**Work Rule** 3

Supp Duty

Selected Transfer  
//179/-//;Supp Duty

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

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

**Labor Account**  
Name or Description:  Search

Available Entries:

|  |
|--|
| 1999110001311000,1999110001311000        |
| 1999110001411000,1999110001411000        |
| 1999110001424000,1999110001424000        |
| 1999110001611000,1999110001611000        |
| 1999110004111000,1999110004111000        |
| <b>1999110004124000,1999110004124000</b> |
| 1999110004311000,1999110004311000        |
| 1999110004324000,1999110004324000        |

4

- Department
- Job Code
- Supplemental Duties 179
- Budget Code 1999110004124000
- TRS Position Code
- Reserved 2
- Reserved 3

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

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

| Date      | Pay Code | Amount        | In     | Transfer                     | Out     |
|-----------|----------|---------------|--------|------------------------------|---------|
| Sun 10/28 |          |               |        |                              |         |
| Mon 10/29 |          | morning...    | 7:55AM | ...9110004124000//;Supp Duty | 12:00PM |
| Mon 10/29 |          | AND afternoon | 1:00PM | ...9110004124000//;Supp Duty | 3:35PM  |
| Tue 10/30 |          |               |        |                              |         |

Finally, click **Save**

Save Actions Pu

Date

X Sun 10/28