Kronos Hours Transfer to Summer Help – For Kronos Managers

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



Do NOT enter a Department or Job Code!

Select Supplemental Duties from the right column, then select 862, Secondary Job 10.00 from the left column.

Available Entries:	O Department	
-,-	1 O Job Code	
0,Default	Supplemental Duties	32
011,Police Instruction		-
061,Police Community Service	O Budget Code	
179,179	○ TRS Position Code	
181,Athletics	O Reserved 2	
800,Stipend	O Received 3	
854, Transportation Payroll 16.98	C Reserved 3	
855,Secondary Job 12.35		
859,Class C Driver 13.70		
2 Secondary Job 16.26		
Driver 17.25	:	
862,Secondary Job 10.00	•	
864 Secondary Job 25 00		
Work Rule		
3		
Supp Duty	Select Supp Duty on the Work Rule	e drop

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

E L	Labor Account					
	Name or Descr	iption:				
			Search			
Available Entries:					O Department	
	199123SH	99000,199x23SH 99000	-		O Job Code	
Г	100123SH	99000,199x23SH 99000		4		862
L	5 123SH	99000,199x23SH 99000	L L	·	Supplemental Duties	002
Ļ	123SH	99000,199x23SH 99000		_	Budget Code	199123SH 99000
	199123SH	99000,199x23SH 99000			O TRS Position Code	
	199123SH	99000,199x23SH 99000			O Reserved 2	
	199123SH	99000,199x23SH 99000			-	

Click *OK* and go back to their Timecard, where you may also need to... **transfer another set of punches for the same day**

Save Actions Punch Accruals Comment Approvals Reports											
		Date	Pay Code	Amount	In	Transfer	Out				
X	±.	Sat 4/24	•			-					
X	±,	Sun 4/25	•	morning		-					
X	[≟	Mon 4/26	•		6:36AM	123SH 99000///;Supp Duty 👻	10:33AM				
X	5	Mon 4/26	•	AND afternoon	11:03AM	123SH 99000///;Supp Duty 👻	3:00PM				
X	4	Mon 4/26	•	AND alternoon	11:03AM	123SH 99000///;Supp Duty 🔻	3:00PM				

