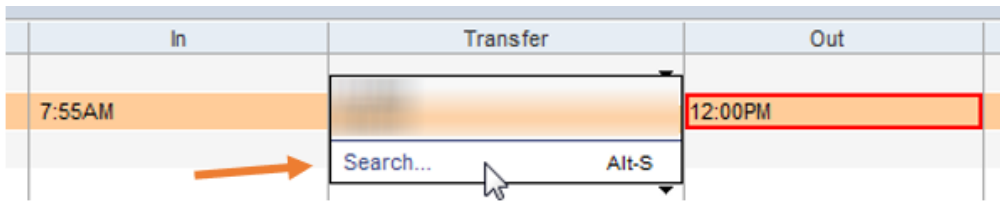


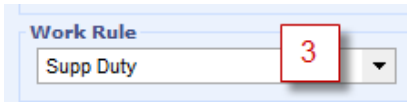
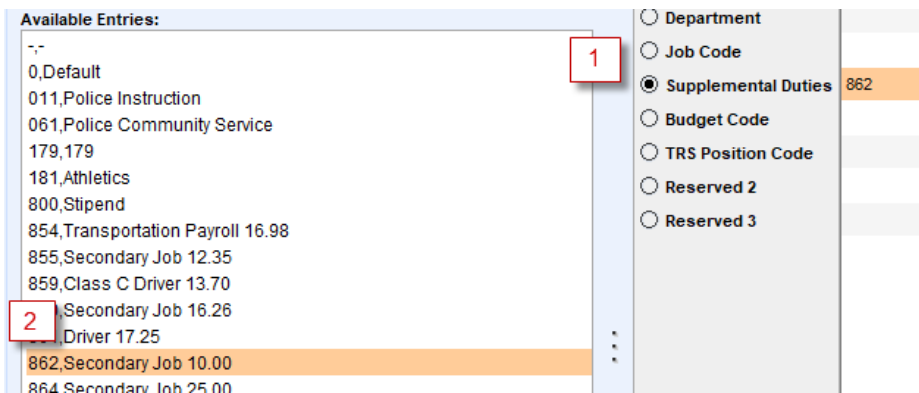
Kronos Hours Transfer to Summer Help – For Kronos Managers

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...**



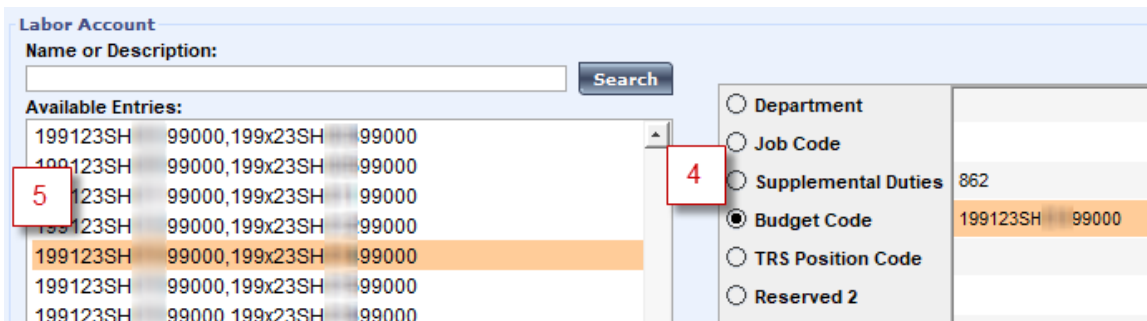
Do NOT enter a Department or Job Code!

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



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

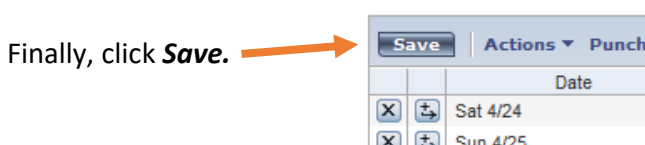
Then select *Budget Code* from the right column, and the correct code from the left.



Click **OK** and 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
X	Sat 4/24					
X	Sun 4/25					
X	Mon 4/26			6:36AM	...123SH 99000///; Supp Duty	10:33AM
X	Mon 4/26			11:03AM	...123SH 99000///; Supp Duty	3:00PM



Finally, click **Save**.