

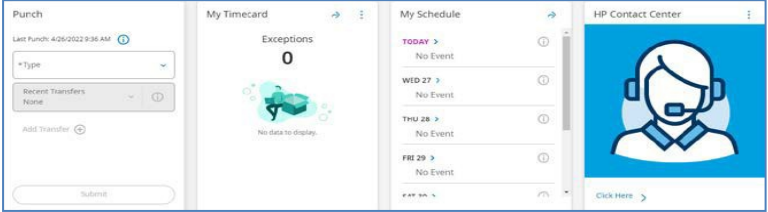
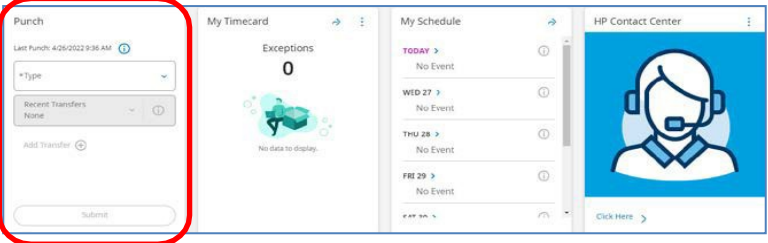
Overview:

**FOR CENTRAL COAST EMPLOYEES ONLY**

This Quick Reference Guide (QRG) will provide step-by-step instructions to non-exempt associates and contractors on how to initiate and end transfers for Business Structure (Department), Work Rule, and Labor Category/Alternate Assignment Transfers using Web TimeStamp.

- **Business Structure** (Different department – charging/allocating your hours to a different department rather than your home department).
  - Examples include: 1) a nurse who is ‘floating’ to a different department. 2) A nurse who is attending a training/education session at your site AND all training and education is charged to a specific cost center (rather than an associate’s home cost center). 3) A clinical engineering associate typically works at Ukiah but was asked to work at Howard and needs to allocate/charge that time to Howard clinical engineering services rather than Ukiah.
- **Device Work Rule Transfer** (Work type/Pay Code - Education, Orientation, Lead, Callback, etc.)
  - Examples include: 1) A nurse transferring from working her usual job on the floor of the ED to attending education or orientation. 2) A nurse working her usual job to being the Lead of the unit for a shift/period. 3) An IT or Clinical Engineering associate who was on call and was called back to work after hours to fix and issue.
- **Labor Category/Alternate Assignment** (Job assignments – multiple known jobs for an individual associate - typically with different compensation).
  - Examples include: 1) a nurse who works for both the ED and Surgical units. 2) a nurse who works in both labor and delivery and pediatrics. In these examples, an associate would need to be able to clock which hours in a day/week/pay period were worked in each job assignment so they are paid the correct rate for each job assignment.

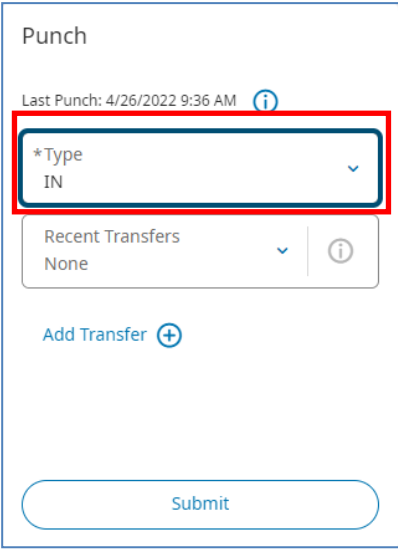
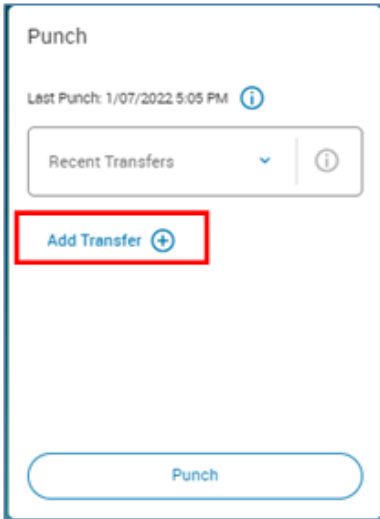
Perform the following steps to clock in:

Step	Description
<p>1. Log into the UKG Kronos Dimensions workspace.</p>	
<p>2. The ‘Punch’ tile is located on the center left of the screen.</p>	

Perform the following steps to initiate a Business Structure transfer.

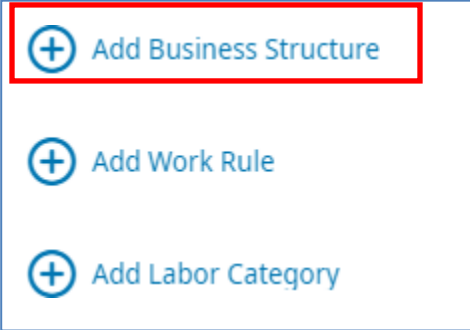
**Please note:**

- Think of the Business Structure as the **department** you will be transferring into to work.

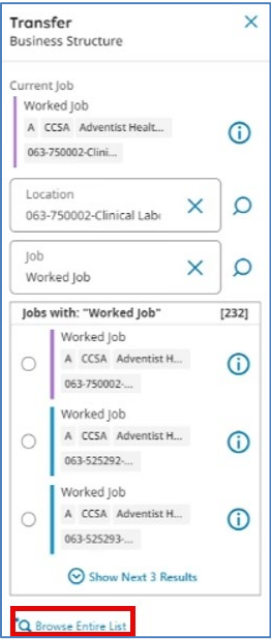
Step	Description
<p>1. From with UKG Kronos Dimensions Web TimeStamp home screen, click the <b>'Type'</b> dropdown', then select <b>'IN'</b></p>	 <p>The screenshot shows the 'Punch' interface. At the top, it says 'Punch' and 'Last Punch: 4/26/2022 9:36 AM'. Below this is a dropdown menu labeled '*Type' with 'IN' selected. This dropdown is highlighted with a red box. Below the dropdown is a 'Recent Transfers' section showing 'None'. There is an 'Add Transfer' button with a plus icon and a 'Submit' button at the bottom.</p>
<p>2. , Click the <b>'Add Transfer'</b> link on the 'Punch' tile.</p>	 <p>The screenshot shows the 'Punch' interface. At the top, it says 'Punch' and 'Last Punch: 1/07/2022 5:05 PM'. Below this is a 'Recent Transfers' section showing 'None'. The 'Add Transfer' button with a plus icon is highlighted with a red box. At the bottom, there is a 'Punch' button.</p>

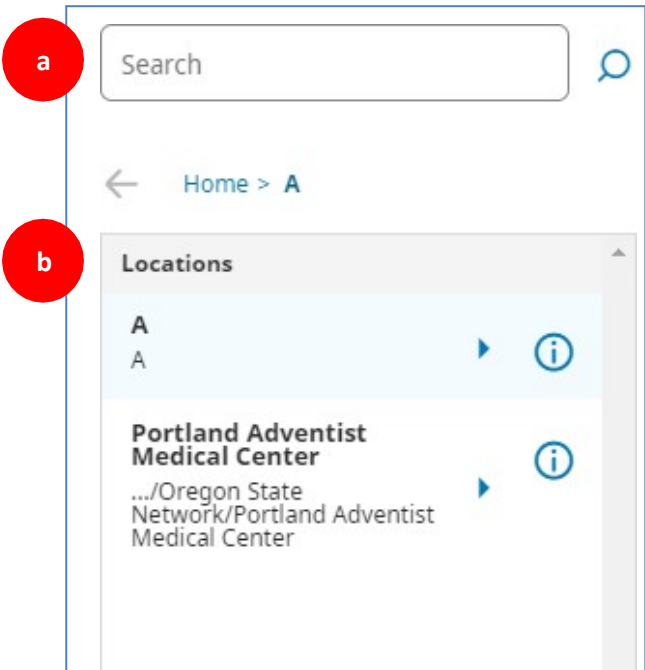
3. The 'Transfer' window will appear on the right side of the screen.

To transfer using the Business Structure, click the '**Add Business Structure**'

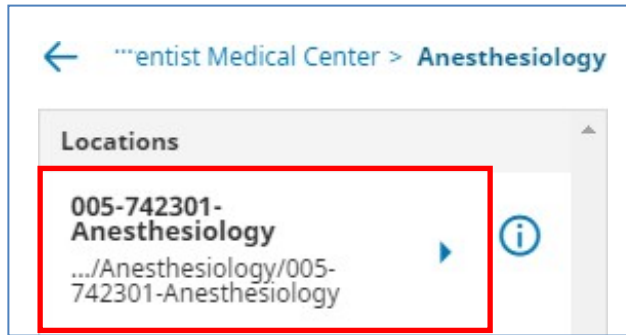


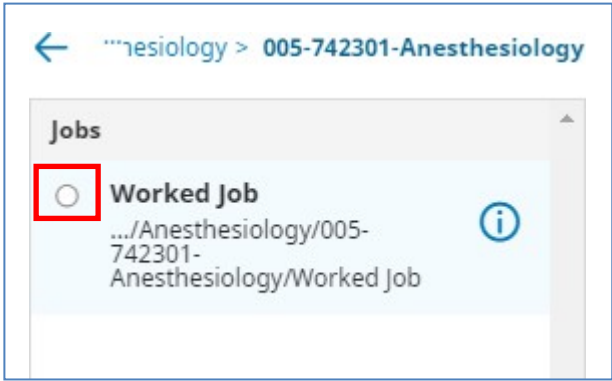
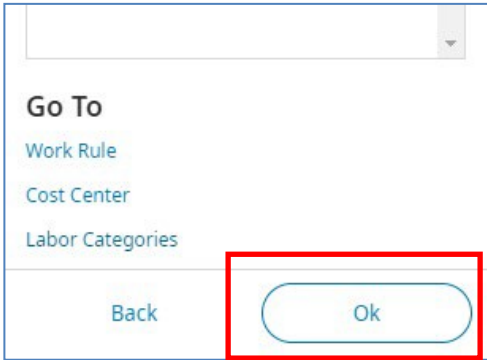
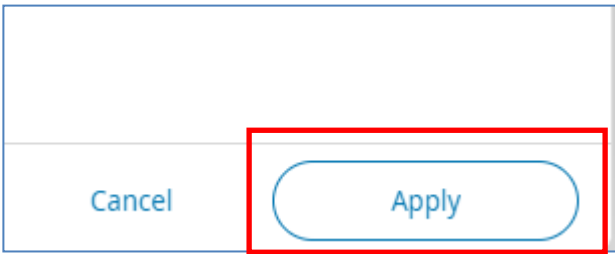
4 To search for the correct department click the '**Browse Entire List**' link

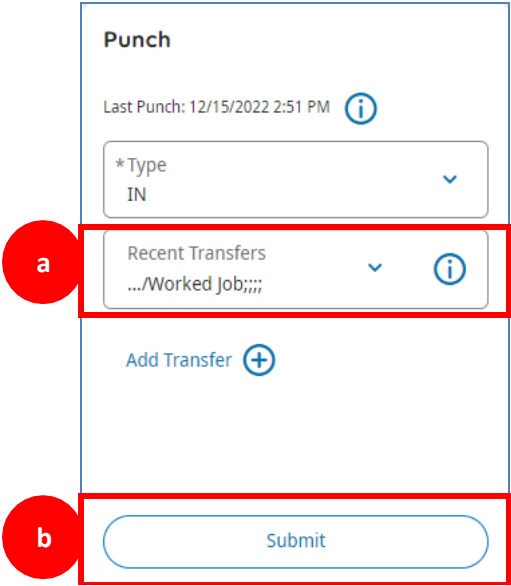
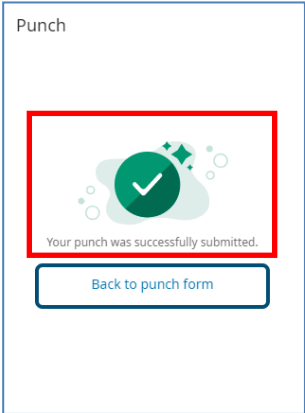
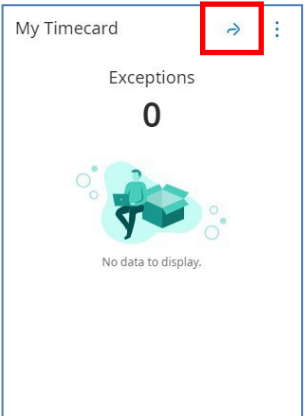


<p>5. To find the department you are transferring into, you can use</p> <p>a) The 'Search' button and enter the name of the entity/location.</p> <p><b>or</b></p> <p>b) Look in the 'Locations' section and click the arrow button '▶' to expand the list for that entity.</p>	

7. Click on the appropriate department.



<p>8. Then click the '○' button to select the 'Worked Job' option.</p>	 <p><b>Please note: You must select the 'Worked Job' button. If you don't, the transfer will not be completed.</b></p>
<p>9. The select 'Ok' at the bottom of the Transfer screen.</p>	
<p>10. Then click the 'Apply' button.</p>	

<p>11. On the home screen you will see</p> <p>a) The transfer in the 'Recent Transfers' field.</p> <p>b) Click 'Submit' to submit the punch.</p>	
<p>12. On the 'Punch' home screen tile, you will now see the punch was successfully submitted for your 'IN' punch.</p>	
<p>13. To view the Punch on your timecard, click on the '→' on the 'My Timecard' tile.</p>	

8. You will now see the transfer on your timecard.

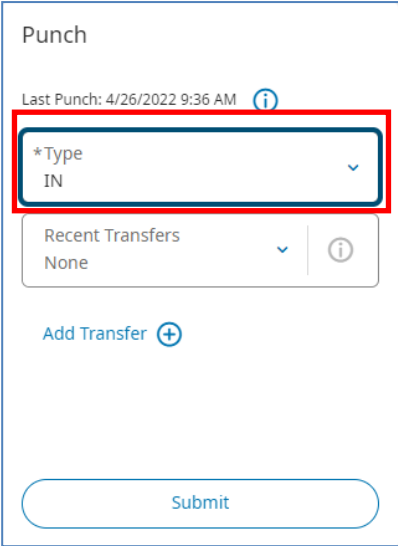
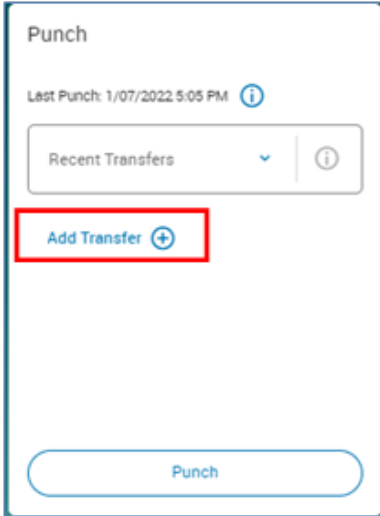
Date	Schedule	Absence	In	Transfer
Fri 12/16			8:00 AM	.../Worked Job;...

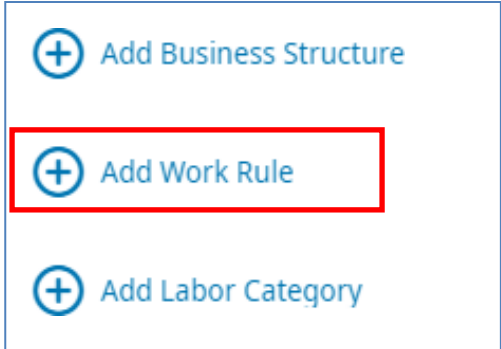
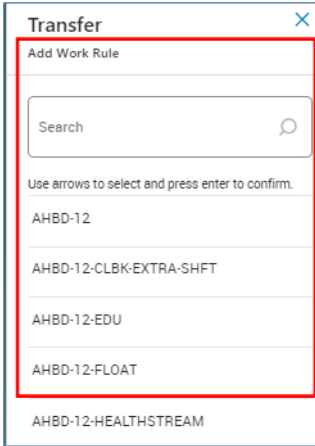
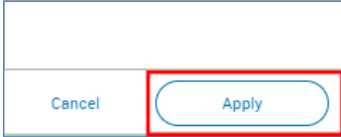
Use the Punch 'Type' Punch' (MEAL OUT, MEAL IN, OUT) button to complete punches for the rest of your shift.

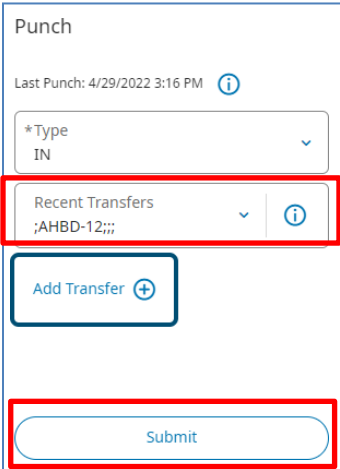
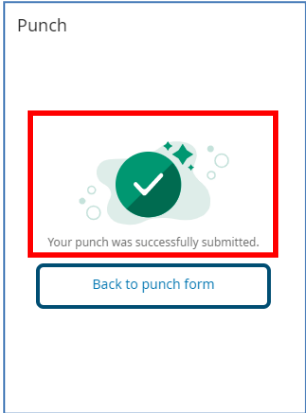
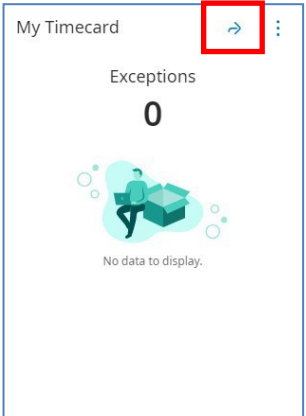
You do not need to use the 'Add Transfer' link to transfer back to your default Location/Department. You will be transferred back to your default Location after you Punch 'OUT' at the end of your shift.



**Perform the following steps to initiate a Work Rule Transfer.**

Step	Description
<p>1. From with UKG Kronos Dimensions Web TimeStamp home screen, click the <b>'Type'</b> dropdown', then select <b>'IN'</b></p>	 <p>The screenshot shows the 'Punch' interface. At the top, it says 'Punch' and 'Last Punch: 4/26/2022 9:36 AM'. Below this is a dropdown menu labeled '*Type' with 'IN' selected. This dropdown menu is highlighted with a red box. Below the dropdown is a 'Recent Transfers' section showing 'None'. At the bottom of the interface is a 'Submit' button.</p>
<p>2. , Click the <b>'Add Transfer'</b> link on the 'Punch' tile.</p>	 <p>The screenshot shows the 'Punch' interface. At the top, it says 'Punch' and 'Last Punch: 1/07/2022 5:05 PM'. Below this is a 'Recent Transfers' section showing 'None'. Below the 'Recent Transfers' section is a link labeled 'Add Transfer' with a plus sign icon. This link is highlighted with a red box. At the bottom of the interface is a 'Punch' button.</p>

<p>3. The 'Transfer' window will appear on the right side of the screen.</p> <p>Click the '<b>Add Work Rule</b>' link.</p>	
<p>4. Then select the appropriate work rule.</p>	
<p>5. Click the '<b>Apply</b>' button in the bottom side of the screen.</p>	

<p>6. On the home screen you will see</p> <p>a. The transfer in the 'Recent Transfers' field.</p> <p>b. Click <b>'Submit'</b> to submit the punch.</p>	
<p>6. On the 'Punch' home screen tile, you will now see the punch was successfully submitted for your 'IN' punch.</p>	
<p>7. To view the Punch on your timecard, click on '→'.</p>	

8. You will now see the transfer on your timecard. [→](#)

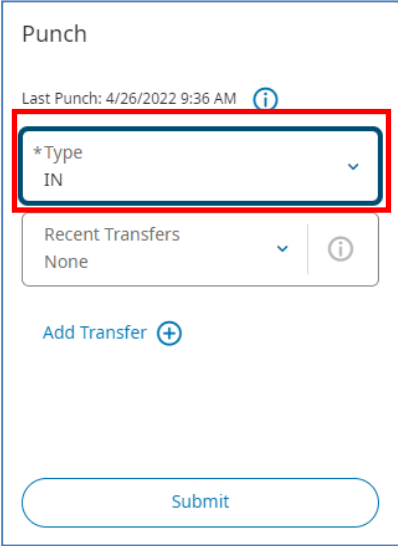
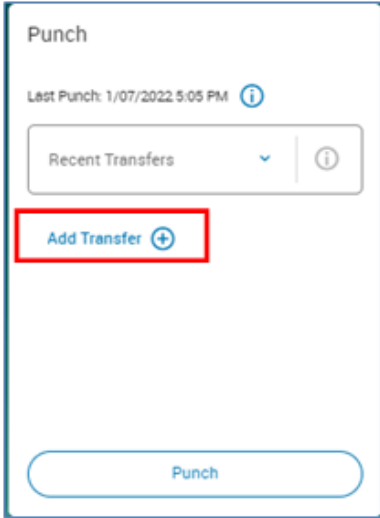
Date	Schedule	Absence	In	Transfer	Out
Tue 4/26			2:40 PM	..AHBD-12-EDU;;	

**Use the Punch ‘Type’ Punch’ (MEAL OUT, MEAL IN, OUT) button to complete punches for the rest of your shift.**

**You do not need to use the ‘Add Transfer’ link to transfer back to your default Work Rule. You will be transferred back to your default Work Rule after you Punch ‘OUT’ at the end of your shift.**

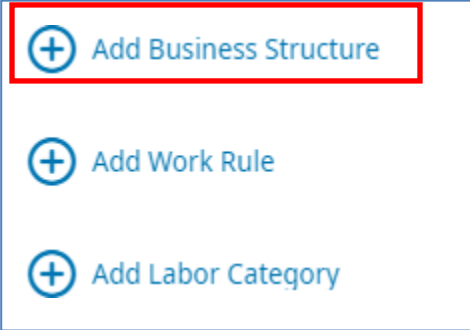
**You can complete transfers for alternate assignment using the same steps and selecting the appropriate transfer option.**

**Perform the following steps to initiate a Labor Category/Alternate Assignment transfer.**

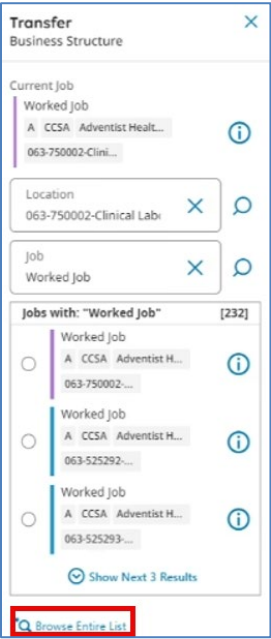
Step	Description
<p>1. From with UKG Kronos Dimensions Web TimeStamp home screen, click the <b>'Type'</b> dropdown, then select <b>'IN'</b></p>	 <p>The screenshot shows a 'Punch' form. At the top, it says 'Punch' and 'Last Punch: 4/26/2022 9:36 AM'. Below this is a dropdown menu labeled '*Type' with 'IN' selected. This dropdown is highlighted with a red box. Below the dropdown is a 'Recent Transfers' section showing 'None'. At the bottom of the form is a 'Submit' button.</p>
<p>2. , Click the <b>'Add Transfer'</b> link on the 'Punch' tile.</p>	 <p>The screenshot shows the 'Punch' form again. It says 'Punch' and 'Last Punch: 1/07/2022 5:05 PM'. Below this is a 'Recent Transfers' section showing 'None'. The 'Add Transfer' link with a plus icon is highlighted with a red box. At the bottom of the form is a 'Punch' button.</p>

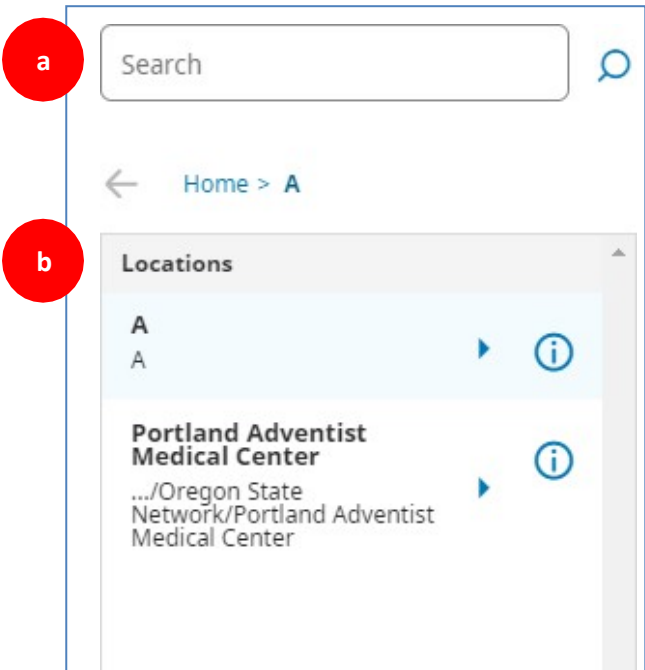
3. The 'Transfer' window will appear on the right side of the screen.

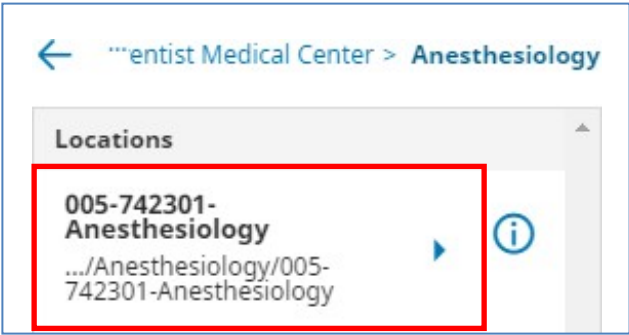
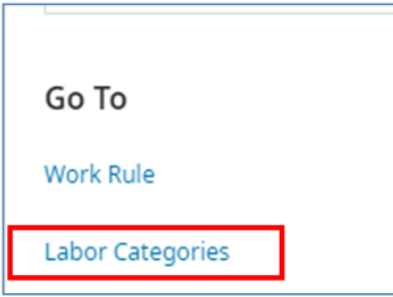
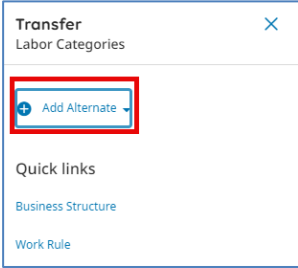
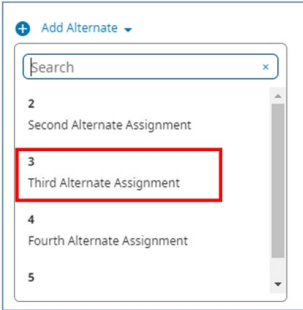
To transfer using the Business Structure, click the '**Add Business Structure**'



4 To search for the correct department click the '**Browse Entire List**' link

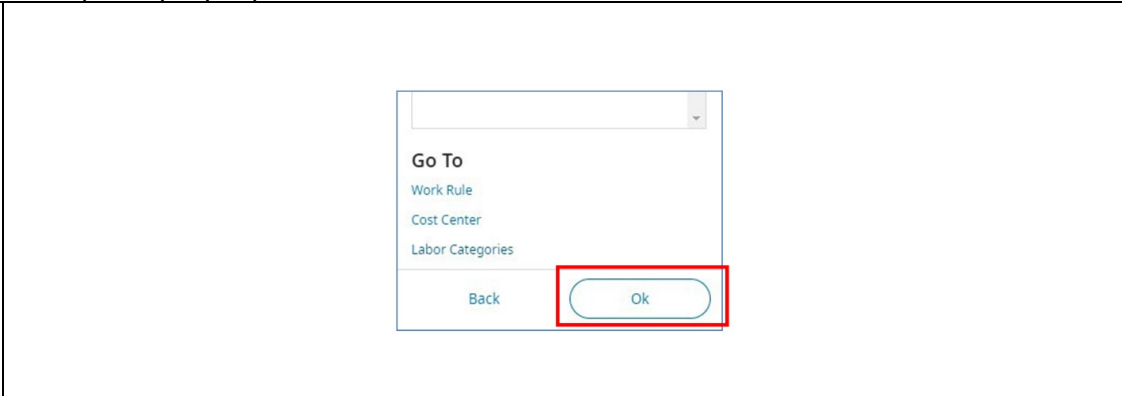


<p>5. To find the department you are transferring into, you can use</p> <p>c) The 'Search' button and enter the name of the entity/location.</p> <p><b>or</b></p> <p>d) Look in the 'Locations' section and click the arrow button '▶' to expand the list for that entity.</p>	

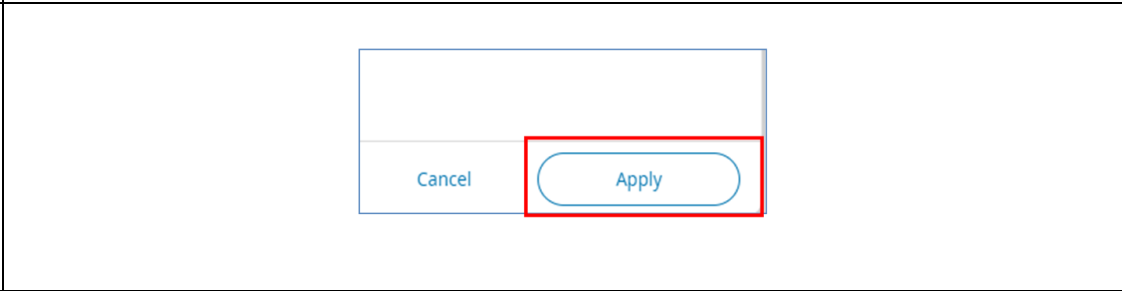
<p>7. Click on the appropriate department.</p>	 <p><b>Please note: You must select the 'Worked Job' button. If you don't, the transfer will not be completed.</b></p>
<p>8. If you will be working an alternate assignment, select the <b>'Labor Category'</b> (aka. Alternate Assignment)</p>	
<p>9. Then select <b>'Add Alternate'</b></p>	
<p>10. Then select the appropriate assignment.</p>	



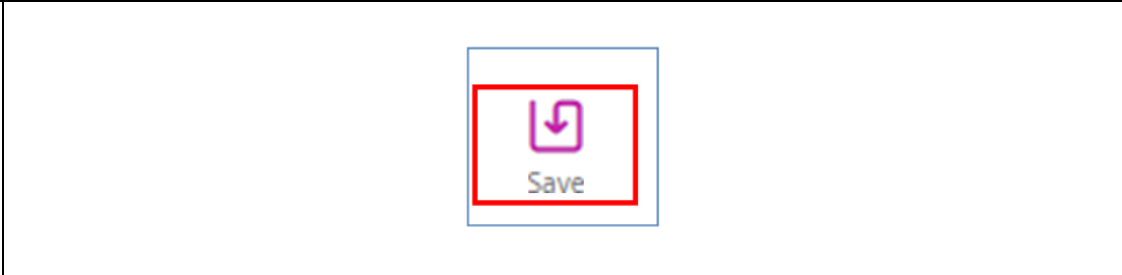
11. The select 'Ok' at the bottom of the Transfer screen.



12. Then click the 'Apply' button.



13. Click the 'Save' button at the top right of the timecard.



**Attention: Do you need to transfer back to your primary role?**

Do you need to transfer back to your primary role?	Yes/No
If you will be going back to your primary role during the same shift – you will need to transfer back to your primary assignment.	Yes
If you clock out and back in in less than 90 minutes, you will still be in your alternate assignment.  For example, if you clock into an alternate assignment, clocks out for lunch, and clocks back in after 30min, you they will still be in that alternate assignment	No
If you clock out for more than 90 minutes, the system will end the transfer. If you are continuing in the alternate assignment, you will need to transfer back into that assignment.	

To transfer back into your primary assignment, follow the transfer steps listed above and select your primary role when selection your assignment (step 10).

