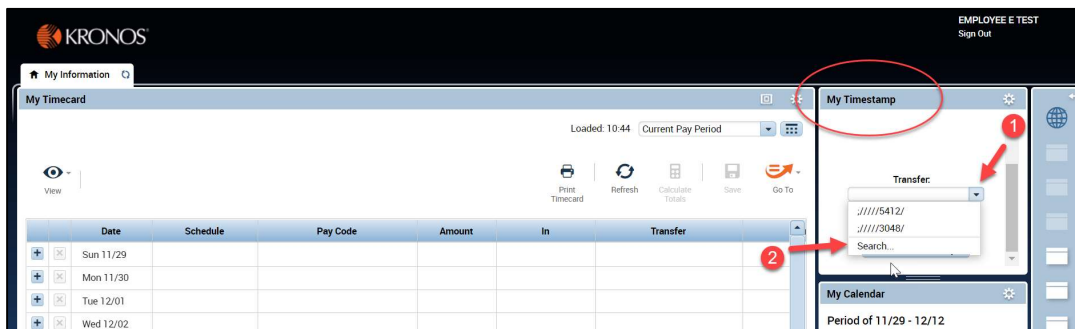


***Use this job aid when punching into a shift that should be labeled as something other than your regular shift e.g. Called In, Charge, COVID hours

Entering a Transfer in Kronos

***Please note this can be done simultaneously when entering a Work Rule and/or Operational Tracker Transfer. All Transfers must be entered as the work begins; employees do not have the ability to enter transfers after the work has occurred.

1. Go to the timestamp widget on the right-hand side of the timecard and click the drop-down arrow in the **Transfer** field and click “Search”.



2. The Transfer window will open; within the Labor account tab, click the drop-down arrow on the HR Position field
 - a. Another pop up will appear that prompts you to “smart search.” You can search by either position number or description.

Transfer

Labor Account
Work Rule

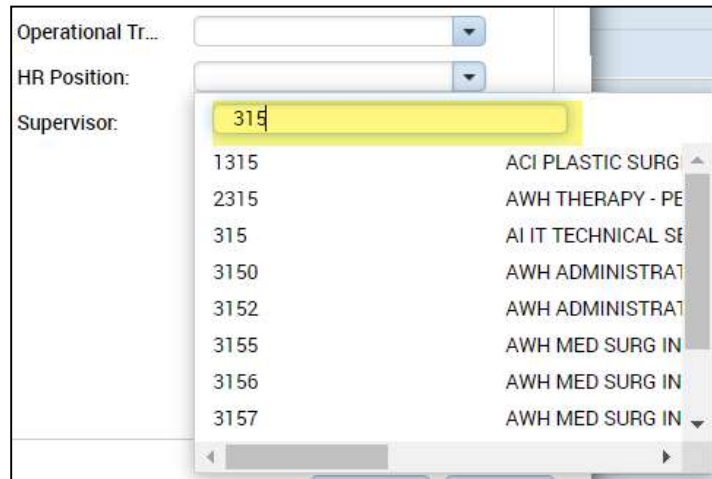
Labor Account | Work Rule

Add Labor Account Clear All

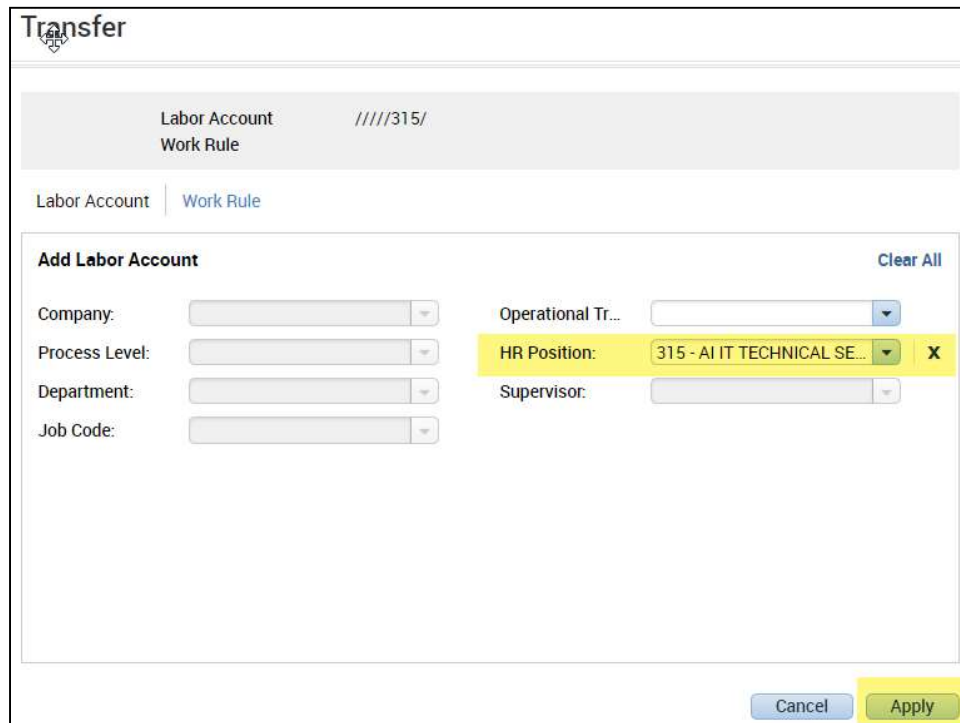
Company:	<input type="text"/>	Operational Tr...:	<input type="text"/>
Process Level:	<input type="text"/>	HR Position:	<input type="text"/>
Department:	<input type="text"/>	Supervisor:	<input type="text"/>
Job Code:	<input type="text"/>		

Timestamp: Entering a Transfer

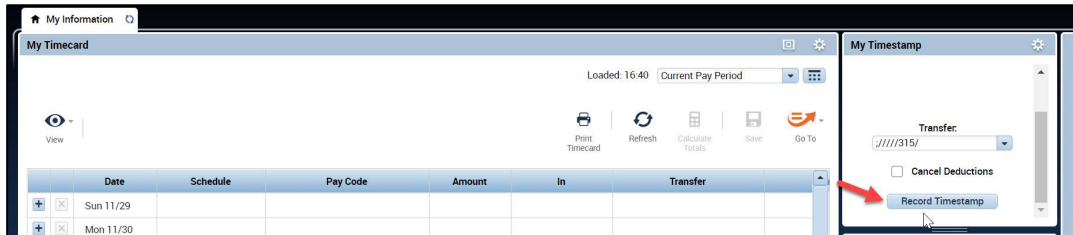
3. Enter the HR Position number or position description in the “smart search” box.
 - a. Options will appear in list below.



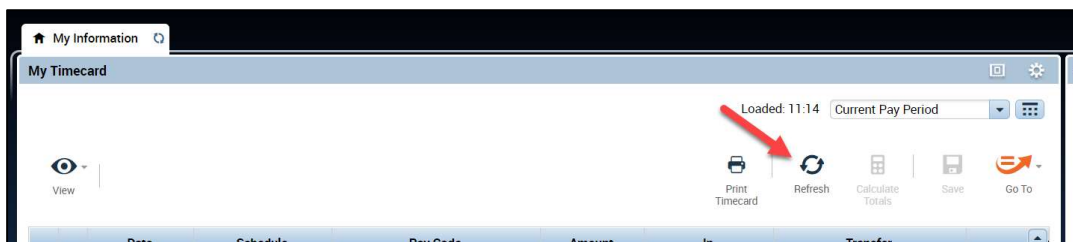
4. Select the desired position – the selected position will populate in the HR Position field. Then click “Apply”.



- Click “Record Timestamp” to punch into the transferred position.



- Click “Refresh” to see the punch information in the timecard.



***Please note when a transfer is made during a shift to stop working the primary position and begin working a secondary position, entering the transfer information, and recording the Timestamp will complete both ending the first position and begin the transferred position. If floating to another position for the first half of a shift, the employee must transfer back to their home position for Kronos to know they are not working the full day in the secondary position.

Transferring Work Rules in Kronos

When an employee works a shift that should be labeled as something other than a regular shift, possibly resulting in specific compensation or is transferring to another position, a work rule is necessary.

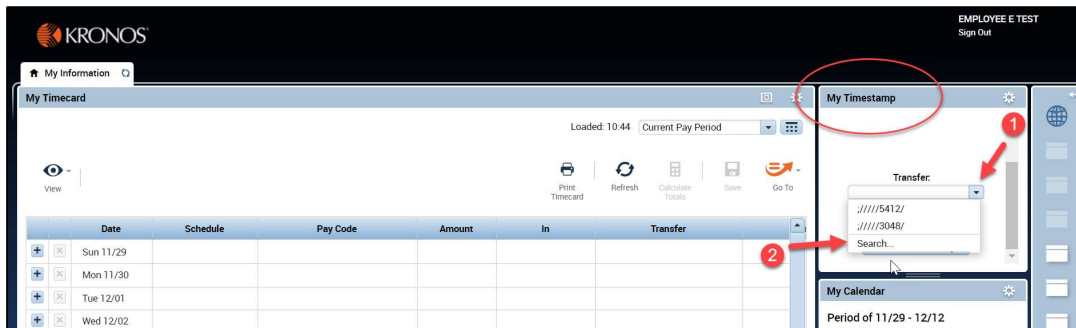
- Work rules including “Shift” will apply appropriate Shift Differentials according to the entity the employee works.
 - Example: Non-Exempt Shift
- Work Rules including “Day” will not apply Shift Differentials as they do not qualify for them.
 - Example: Non-Exempt Day

***Please note each position will have a designated Work Rule set up specifically for that position. Employees can work multiple positions; one position that qualifies for shift differentials and another position that does not qualify for shift differentials.

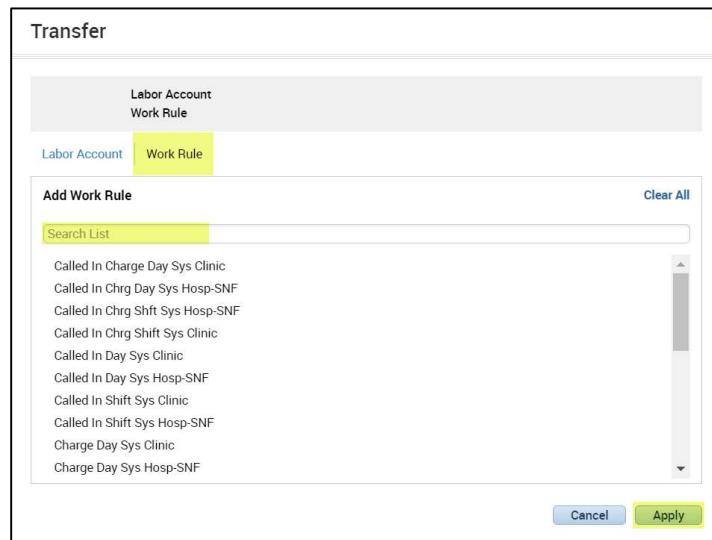
Timestamp: Entering a Transfer

***Please note this can be done simultaneously when entering a Position and/or Operational Tracker Transfer. Transfers must be entered as the work begins; employees do not have the ability to enter transfers after the work has occurred.

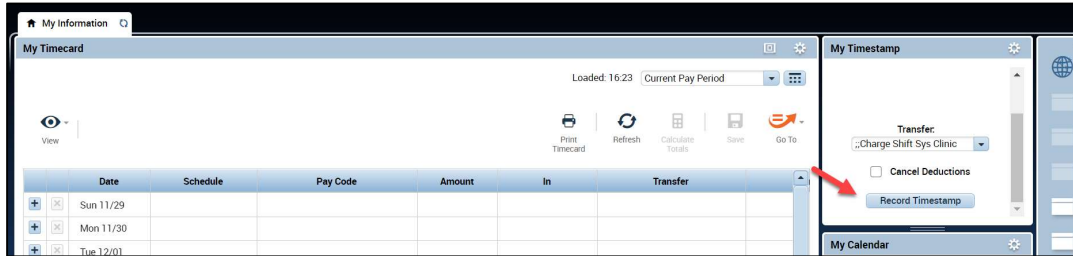
1. Go to the timestamp widget on the right-hand side of the timecard and click the drop-down arrow in the **Transfer** field and click “Search”.



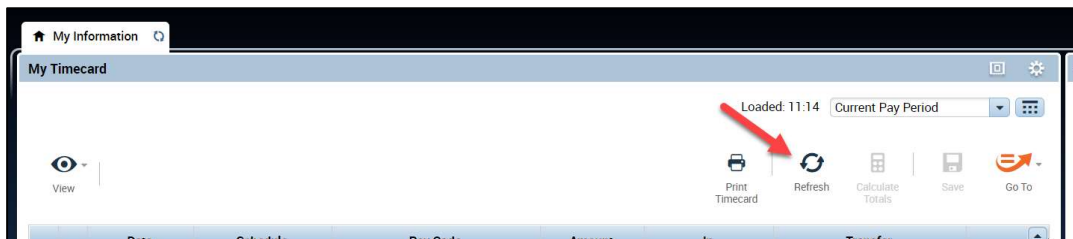
2. Click the “Work Rule” tab, either scroll through the list of work rules or enter the work rule into the Search field, select the desired work rule, and click “Apply”.
 - a. Follow the naming schematic (“Shift” or “Day”) based on the position’s payrule.



3. Click “Record Timestamp” to punch into the transferred work rule.



4. Click “Refresh” to see the punch information in the timecard.



***Please note when a transfer is made during a shift to stop working the first Work Rule and begin working a different Work Rule, entering the Work Rule transfer information, and recording the Timestamp will complete both ending the first Work Rule and begin the transferred Work Rule. If the first half of a shift is a different Work Rule than the primary Work Rule, the employee must transfer back to their home position’s Work Rule for Kronos to know they are not working the full day in a different Work Rule.

Position/Work Rule Transfer Tips

Working Primary Position

If the employee is working in their home position, they can simply clock in and out for the day – Kronos will assume if no transfer is entered, the employee is working their home position. The exception to this is when they are working the first part of the shift in a secondary position and the second part of their shift in their primary position; they need to transfer back to their home position.

Second Position Transfers

If an employee holds more than one position in GHR, they will need to know the HR Position number of their second position and the work rule to transfer this time correctly. Please contact your Human Resource Business Partner team if you are unsure what the proper work rule should be.

Timestamp: Entering a Transfer

Employees will be compensated in accordance with the work rule that is associated with their HR Position (if the overtime rule is the same for both positions).

Example: Employee's first position is a Registered Nurse in Med Surg at Aspirus Divine Savior Hospital. The HR Position code is: 8010 with a work rule of "Non-Exempt Shift." The second position for this employee is a Registered Nurse-Clinic in Clinic Ops Orthopedic Surgery at Aspirus Divine Savior. The HR Position code is: 8026 with a work rule of "Non-Exempt Day."

Employees must enter both HR Position and Work rule to ensure they are being compensated correctly.

Working Two Positions in the Same Day

For those employees that work the first part of their shift in a secondary position and then work their home position after, a transfer to the home position must be entered. If the transfer is not entered, Kronos will assume the employee worked the entire shift in their second position. Kronos must have a transfer into their home position.

This example shows that the employee correctly transferred the first part of the shift into their second position, and the second ½ of their shift back into their home position. Note that the work rule is also included in this transfer. This is necessary because the work rule associated with each position is not the same.

Transferring to the Operational Tracker in Kronos

***The operational tracker is used as a method to label worked time as "due to a specific reason."

COVID

All hourly staff should track worked hours dedicated to COVID-19 at the badge reader or time stamp feature in Kronos for any of the following scenarios:

- Staff at Alternative Screening Sites.
- Staff who administer vaccinations.
- Staff at COVID 19 Call Center.
- Staff who are screening at main entrances at each of our facilities.
- Staff who provide direct inpatient care to a presumptive COVID-19 patient.
- Staff who are performing duties that they would not be doing if not for COVID-19.

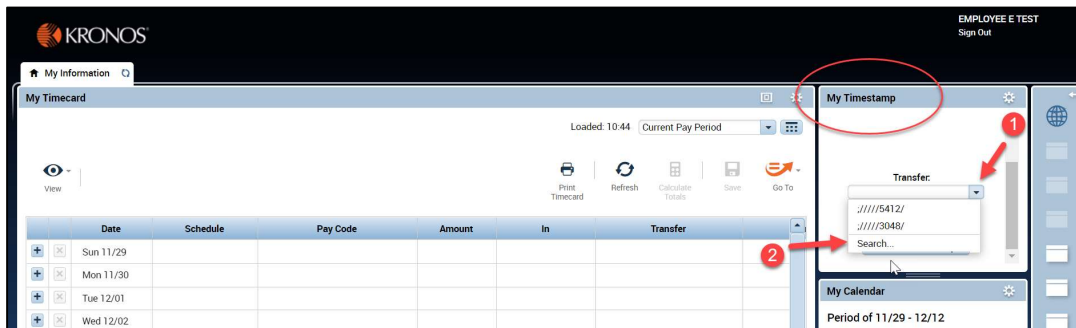
EPIC PROJECT WORK

All staff should track worked hours dedicated to EPIC PROJECT WORK at the badge reader or time stamp feature in Kronos for any of the following scenarios:

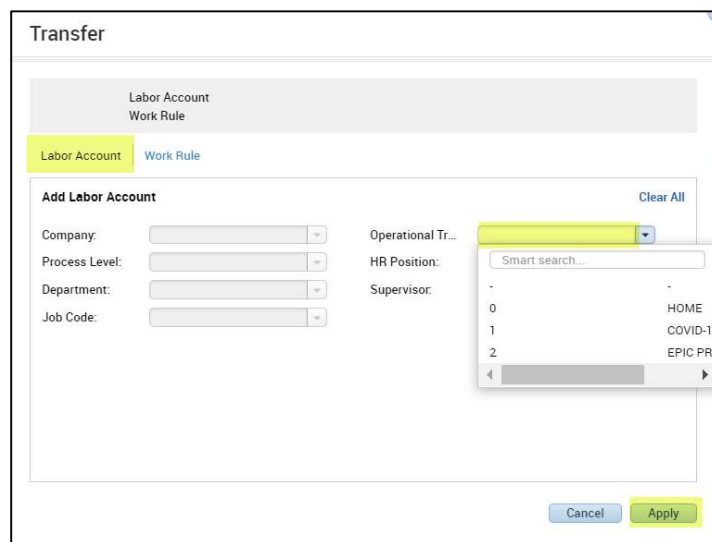
- Work performed to support or implement EPIC not included in regular work tasks.

***Please note this can be simultaneously when entering a Position and/or Work Rule Transfer. Transfers must be entered as the work begins; employees do not have the ability to enter transfers after the work has occurred.

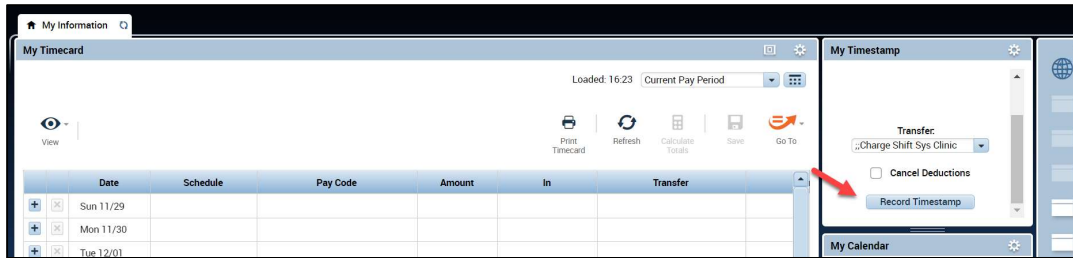
1. Go to the timestamp widget on the right-hand side of the timecard and click the drop-down arrow in the **Transfer** field and click "Search".



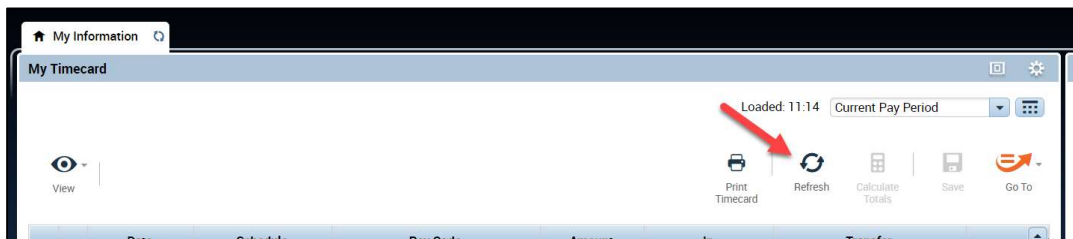
2. The Transfer window will open; within the Labor account tab, click the drop-down arrow on the Operational Tracking field
 - a. Another pop up will appear that prompts you to "smart search." You can select the appropriate tracker from the drop-down list and click Apply.



3. Click Record Timestamp to punch into the operational tracker.



4. Click refresh to see the punch information in the timecard.



***Please note when a transfer is made during a shift to stop an operational tracker and apply a different one, entering the operational tracker transfer information and recording the Timestamp will complete both ending the first operational tracker and begin the transferred operational tracker. If the first half of a shift is a different operational tracker than the normal (“home”) operational tracker, the employee must transfer back to the home operational tracker for Kronos to know they are not working the full day in a different operational tracker.

If you have questions about this process or would like more information, please contact your manager, timekeeper, or Human Resources Business Partner.