Timekeeper: Entering Position and Work Rule Transfers

Transferring Positions in Kronos

Entity + Dept + Job = Position

***This can be done at the same time as entering a Work Rule and/or Operational Tracking Transfer.
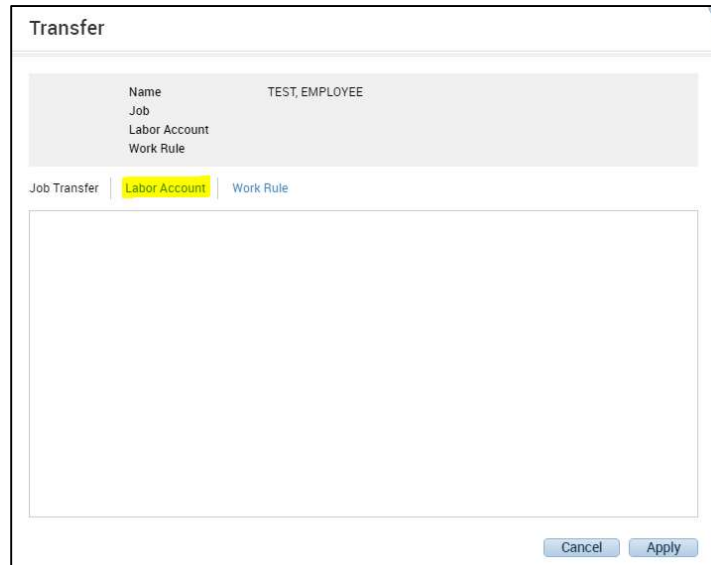
How to Transfer Positions in Kronos:

1. Select the drop-down arrow in the "Transfer" column between the "In" and "Out" punches.

2. Click "Search"

3. Click Labor Account

4.   Enter the HR Position number or description in the orange "Smart Search" field

5.   The position will populate in the results space. Click on it.

6.   Click "Apply."

7.   This pulls you back into the timecard. Save your changes.

**When a transfer is made during a shift, the employee must clock out when they stop working the first position, and back in at the start of working their second position for the transfer to be added to their timecard. If floating to another position / department 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 one 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.
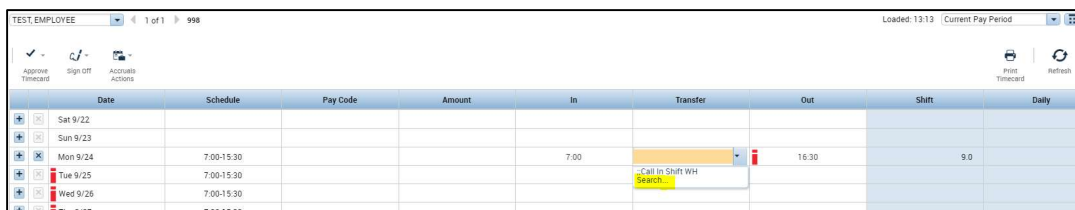
- Work rules including "Shift" will apply appropriate Shift Differentials according to the entity the employee works.
    - o   Example: Non Exempt Shift
- Work Rules including "Day" will not apply Shift Differentials as they do not qualify for them.
    - o   Example: Non Exempt Day

***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.

How to Enter a Work Rule Transfer in Kronos:

***This can be done at the same time as entering a Position and/or Operational Tracking Transfer.
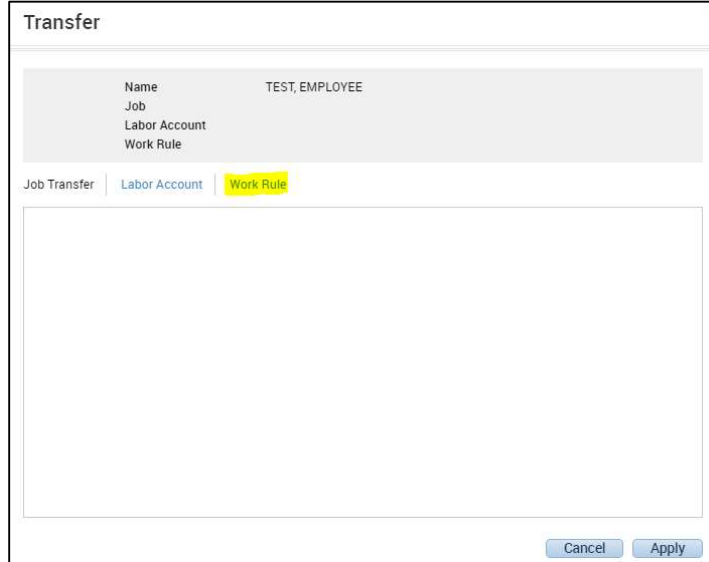
1.   Select the drop-down arrow in the "Transfer" column between the "In" and "Out" punches.
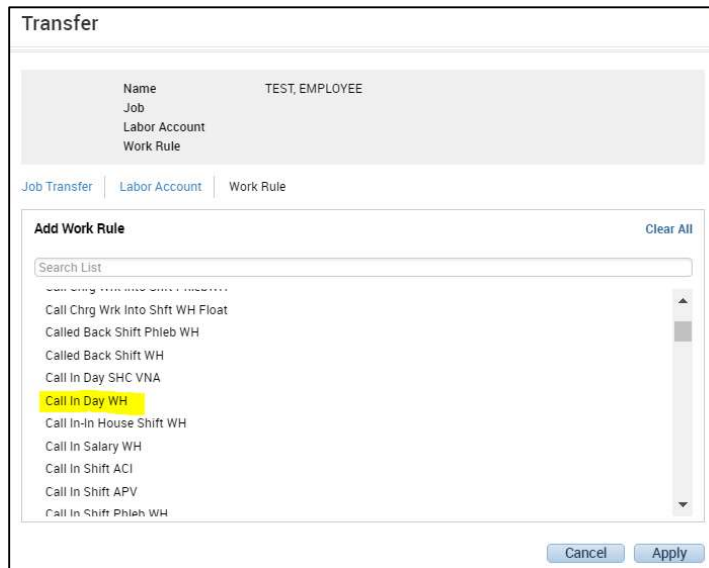
2.   Click "Search"

3.   Click "Work Rule"

4.   Select the appropriate work rule - follow the naming schematic ("Shift" or "Day")
        based on the positions pay rule (you can right click on the employee's name in the
        timecard to find the primary position's pay rule).

5.   Click "Apply"

6.   This pulls you back into the timecard. Save your changes.

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.

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.

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily
+	×	Tue 12/01				8:00	;/////8026/;Non Exempt Day Sys Clinic	12:29		
+	×	Tue 12/01				12:30	. ;/////8010/;Non Exempt Shift Sys Hosp	16:30	8.0	8.0

Transferring Operational Trackers in Kronos

***This can be done at the same time as entering a Position and/or Work Rule Transfer.

 *Transferring into a tracking status to capture hours dedicated to a specific situation.

COVID (not used for Exempt staff)
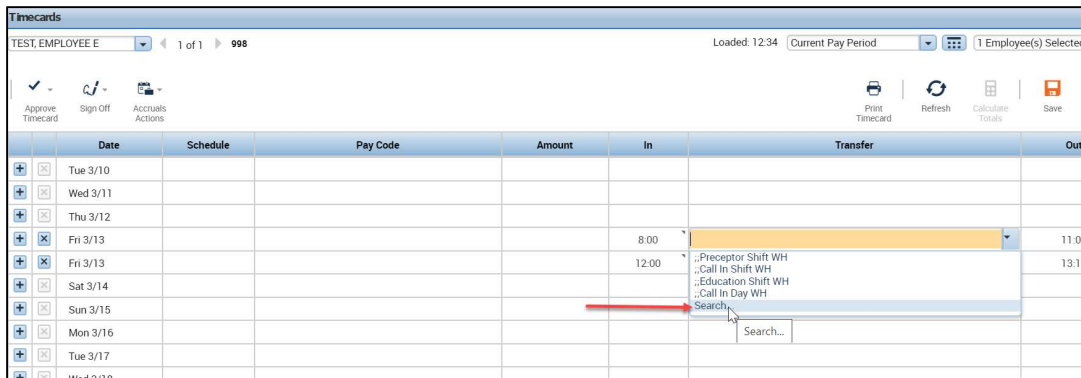All hourly staff should track worked hours dedicated to COVID-19 at the badge reader or time stamp feature in Kronos for any of the following scenarios:
- Staff at Alternative Screening Sites.
- Staff who administer vaccinations.
- Staff at COVID 19 Call Center.
- Staff who are screening at main entrances 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.

How To Enter Operational Tracker Transfers in Kronos:

1. Click in the transfer column of the timecard on the day you need to update to a tracking status and click "Search".

2.   Click Labor Account

3.   Click on the Operational Tracking drop down and click on the appropriate tracking ID

4. Click Apply

5. The transfer will pull into the timecard. Click Save.

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