Using the Punch Tile

This job aid explains how to record your time and perform other functions using the Punch tile.

**Punch Tile Overview**

The Punch tile can be used to record several activities:

1. Transfer time to another job, labor category, or work rule
2. Record In- and out-punches
3. View your last punch time recorded

**Record your time**

To record your time, select **Punch**.

A green success message then appears at the top, along with the time of the punch updated at the bottom. If there is a problem with your punch, a failure message displays with the reason for the failure.

**Record a punch with a transfer**

**Transfer** — A transfer is performed in Kronos when you need to change your job, change your work rule (or pay calculation) or change your labor category for that shift.

You can perform many transfers during your work day.

To transfer your time:

4. In the Punch tile, select the **Transfer** menu and select **More**...
5. From the Transfer Panel, select the applicable business structure, cost center, labor category, or job by clicking on the blue **Select** link.
6. Click **Apply**. Then press the **Punch** button.
Transfer Examples:

- COMING SOON