Using the Punch Tile

This job aid explains how you can record your time and perform other functions using the punch tile.

Use the Punch Tile:

The Punch tile can be used to record several activities:

1. Quickly record in and out punches on your timecard.
2. Transfer time to another job, labor category, or work rule, if you have more than one job.
3. View your last punch time recorded.

Record time (employees with one job)

1. If you only have one job, 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 time with transfer (employees with multiple jobs)

**Transfer** — If you have more than one job, you will always use the transfer function in Kronos to select the location and labor category that aligns with the correct job for that shift.
You can perform many transfers during your work day.

**To transfer your time:**

1. In the Punch tile, click the **Punch Transfer** button.
2. From the Transfer Panel, use the drop-down menu to select the applicable location – this represents your Position Title by location.
   
   ![Transfer Panel](image)

   You can hover over the options to view the full job string – important if you have similar functional jobs and need to verify the correct one.

3. Click **Next**.
4. In the Labor Category, use the next drop-down menu to select the Activity, which is the specific job you are performing within your Position.
5. Click **Next**.
6. The next panel is a confirmation that your job transfer is correct. Choose “yes” or “cancel transaction” (to start over.)
7. Click **Submit**. You will see an info box that the transaction was complete.