Using the Punch Transfer button on the Punch Tile

For hourly paid employees who have more than one position ONLY.

This job aid explains how to Punch IN using Punch Transfer on the Punch tile; Punch OUT at the end of your shift and complete the Meal Attestation process, if presented to you after 5 hours of work.

Using PUNCH TRANSFER button (ONLY for employees with multiple positions):

It is recommended you DON’t use the Transfer drop down menu, as the lengthy job paths can be difficult to interpret

but instead -

BEGIN by using the Punch Transfer button

Use the Punch Transfer button when starting your shift to Select Location and Labor Category that aligns with the correct job you are working for that shift/day.

When you are done working in that job or shift, you will use the Punch In-Out button. That will capture your end time for that shift.

If you are changing jobs during the day, Punch Out first, then use the Punch Transfer steps to select the new job you are punching in for. NOTE: You could have several sets of IN and OUT punches on your timecard on any given day, based on your work schedule and the number of jobs you have.

STEPS to Record your time using the ‘Punch Transfer’ button - (employees with multiple jobs ONLY)

1. On the Punch tile on your home page, click the Punch Transfer button. A pop-up box will appear, labeled Confirm.

2. In the Select Location drop down, select the job location you will be working at, then click Next.
3. In the *Select Labor Category* drop down, you will see a list of the active jobs you currently have, that you could Punch IN for.

*IF* you don’t see the job you are looking for *please contact your supervisor for assistance.*

(Example of an employee with 3 different jobs)
4. Once you have selected the correct activity, click **Next**.

5. The next panel is a confirmation that your Punch Transfer is correct.
   Choose “**Yes**” or “**Cancel Transaction**” (to start over.)

6. Click **Submit**.
   A message will display that the transaction was complete & you have successfully **Punched In** for that shift/position.
7. **IF** you are done working in that shift/position and **will be taking a break** before starting your next shift/position – click the **Punch In-Out** button on the Punch Tile to **Punch OUT**.

OR

8. **IF** you are ending work on one shift/position and transitioning to another position **without taking a break** – click on the **Punch Transfer** button on Punch Tile instead and follow **Steps 1 – 6** to select the position you are now working on. When you are done working and will not be starting another shift before taking a break you should **Punch Out** on the **Punch In-Out** button (Step 7 above).

**Example:** Starting your day at Job #1, then changing to Job #2 with no break in between:
   a. click **Punch Transfer** – Select Job #1
   b. click **Punch Transfer** – Select Job #2
   c. When done working - click **Punch In-Out**

9. Finally, when you do **Punch Out** at the end of a shift/day, **IF** you have worked 5 or more hours that day, Kronos will prompt you with a “**Meal Attestation**”.
   - If you select **YES**, and **Submit**, - Kronos will subtract 30 minutes from your calculated work hours between your **IN** and **OUT** punch.
• If you select NO and Submit, it will follow up with a new prompt asking why you missed your owed meal break.

In the drop-down menu are 3 options:

**OPTION #1** - Mutual agreement with supervisor to work through my meal break

**OR**

**OPTION #2** – Worked through my meal break without supervisor approval

**OR**

**OPTION #3** – Meal break was not provided

Make your selection and Submit. Your OUT punch should be successfully captured and posted to your Timecard.
Your shift total should be the full amount of time worked between your IN and OUT punch. It will not subtract the 30 minutes for a meal break*.

**NOTE:** If you opt to Punch Out for a meal break during your shift, you will need to begin with the PUNCH TRANSFER button process again to capture the correct hours worked to the correct job.

In addition, because Kronos recognizes you took a break - due to your punching out, then back in, if you are presented with the *Meal Attestation* later that day and select **YES**, it should not subtract the 30 minute meal break. This is because it interprets that break between punches (*if 30 or more minutes*) as your meal break.

*If you encounter an error in this process, your supervisor can cancel the meal deduction on your timecard manually, via the **Job Aid** – “**Cancelling a Automatically Deducted Meal Break**”*