Instructions for Transferring Hours in KRONOS

For “timestamp” employees with multiple hourly positions

Step 1
Log-in to Kronos and you will be taken to the ‘My Information – My Timestamp’ page.

Step 2
If you are about to work a shift for a second or third position, locate the ‘Transfer’ field in the middle of the page and hit the drop-down arrow. All currently active positions will populate in the drop-down list.
Step 3
Simply select the position that relates to the shift you are about to work.

Step 4
After selecting the correct position, hit the ‘Record Timestamp’ button to clock in for your shift.
Step 5

When you are finished with your shift and are ready to clock out, log back in to Kronos and simply hit ‘Record Timestamp’.

IMPORTANT: Do NOT record anything in the ‘Transfer’ field when clocking out of a shift.

Step 6

To check the hours recorded and transferred on your timecard for the pay period, select the ‘My Reports’ link on the right hand Related Items pane.
Step 7
Select the pay period you are trying to view, then hit ‘View Report’.

Step 8
This will bring up your timecard and will show any recorded In or Out punches, as well as any recorded Transfers. At the bottom, you can see a breakdown of how many hours are being applied to each of your positions.