1. Record your time worked.
2. Click in the **Transfer** column for that portion of your shift. Click on the ▼ to see the drop down menu.

3. All jobs that an employee is assigned to will appear. Select the correct job, click the ▼ to move the job to the right side of the screen. Click **Select**.

4. If this is the correct job, click **OK**.
5. All jobs that an employee is assigned to will appear.
6. When you return to the timecard window, click **Save**.

If you need assistance, please contact the Payroll Department at ext. 4818.

Kronos Employee Job Aid (10/14/2014)