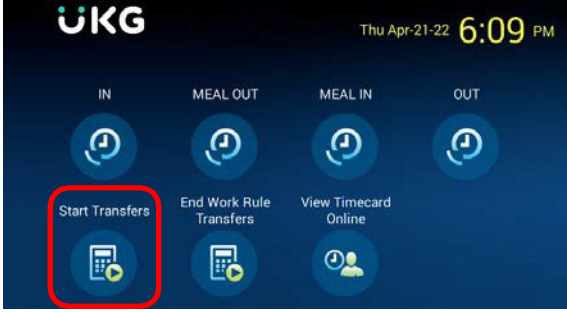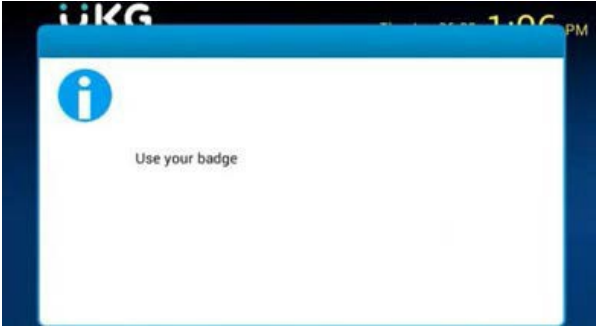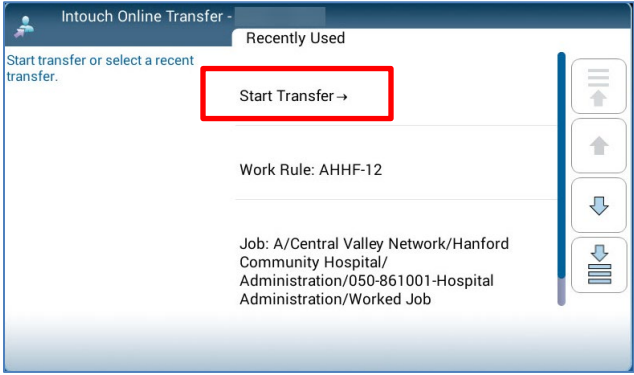**Overview:**

This Quick Reference Guide (QRG) will provide step-by-step instructions for non-exempt associates and contractors on how to use the Start Transfers and End Work Rule Transfers buttons on the UKG Kronos Dimensions Wall Timeclock.

The Start Transfers and End Work Rule Transfers buttons would be used to initiate a transfer to one of the following:
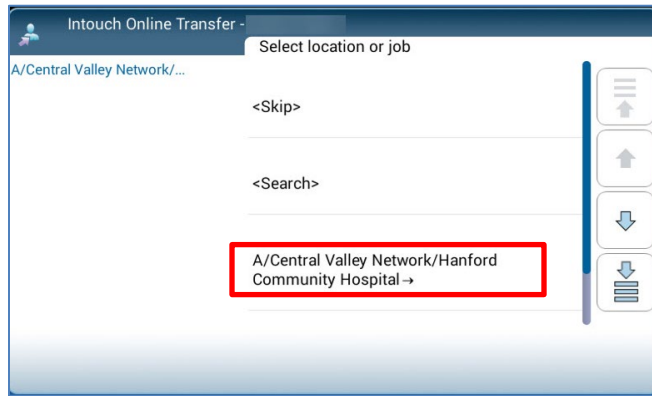
- **Business Structure** (Different department – charging/allocating your hours to a different department rather than your home department).
  - Examples include: 1) a nurse who is attending a training/education session and at your site all training an education is charged to a specific cost center (rather than an associate's home cost center). 2) A clinical engineering associate typically works at Ukiah but was asked to work at Howard and needs to allocate/charge that time to Howard clinical engineering services rather than Ukiah.
- **Device Work Rule** (Work type - Education, Orientation, Lead, Callback,etc.)
  - Examples include: 1) A nurse transferring from working her usual job on the floor of the ED to attending education or orientation. 2) A nurse working her usual job to being the Lead of the unit for a shift/period. 3) An IT or Clinical Engineering associate who was on call and was called back to work after hours to fix and issue.
- **Alternate** (Job assignments – multiple known jobs for an individual associate - typically with different compensation).
  - Examples include: 1) a nurse who works for both the ED and Surgical units. 2) a nurse who works in both labor and delivery and pediatrics. In these examples, an associate would need to be able to clock which hours in a day/week/pay period were worked in each job assignment so they are paid the correct rate for each job assignment.

NOTE: When we refer to your "badge" in the document below, please note this is your Adventist Health Identification Badge (with your Name, Title, Department Name and Picture). Holding both your AH ID badge as well as your key card (door access) up to the proximity reader may cause issues. Please only use your AH ID badge for clocking.

Perform the following steps to **start a Business Structure/Department** transfer via the timeclock:

Step	Description
1. Press the **Start Transfers** button	
2. Tap your badge to the proximity reader	
3. Tap a recently used Work Rule Transfer, a recently used Department Transfer, or tap **'Start Transfer'** to start a new transfer.	

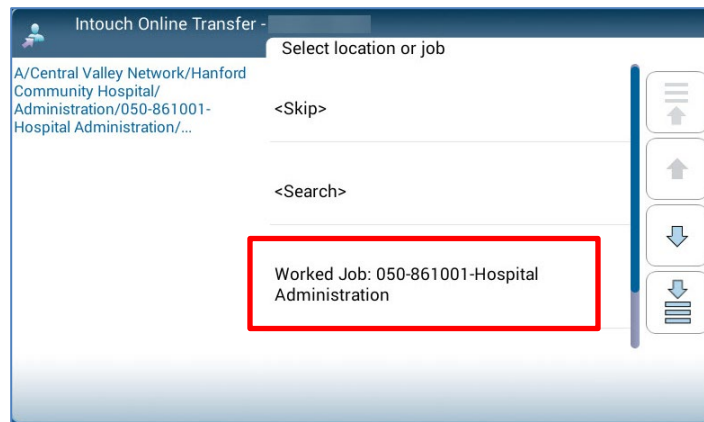|	
4. Tap the appropriate **Hospital** name**.**	
	Tip: Tap <u><Search></u> to search for a specific department number then **Skip to step 6**.
5. Tap the appropriate **Service Line**.	
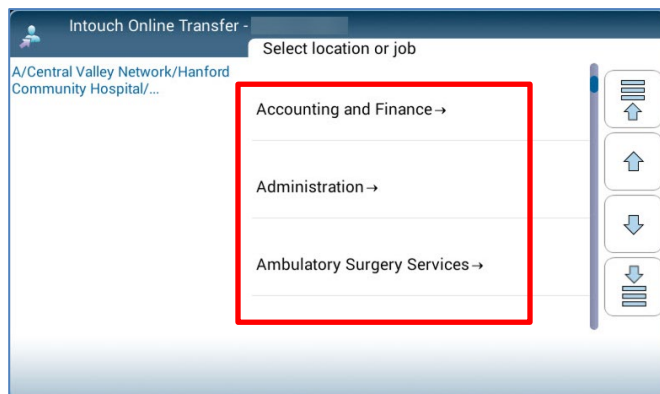
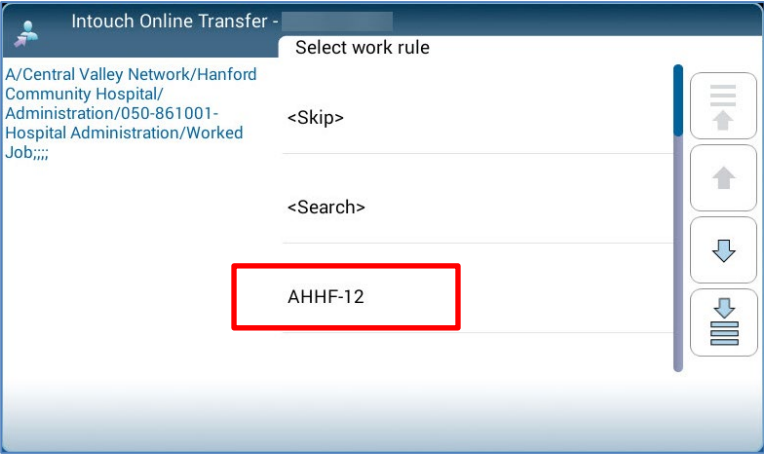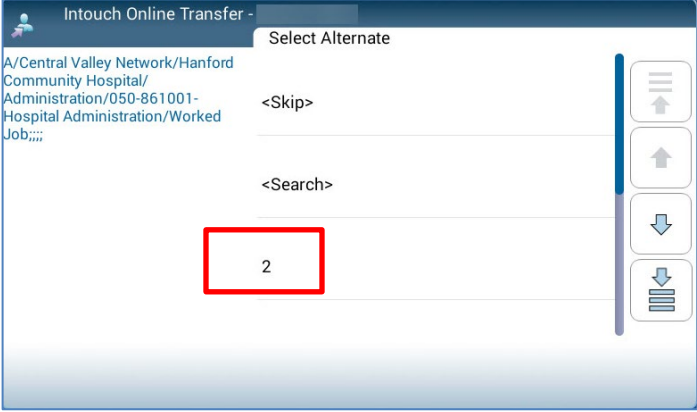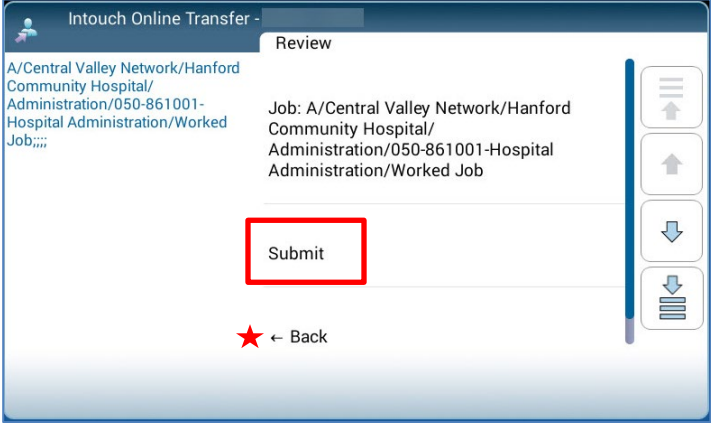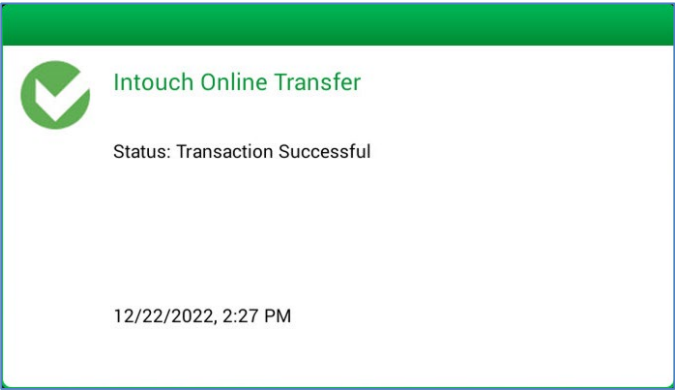|	
6. Scroll through the list and tap the appropriate **Department**.	**Tip:** Tap <u>\<Search\></u> to prompt the Keyboard to assist in your search
7. Tap the '**Worked Job**' option.	
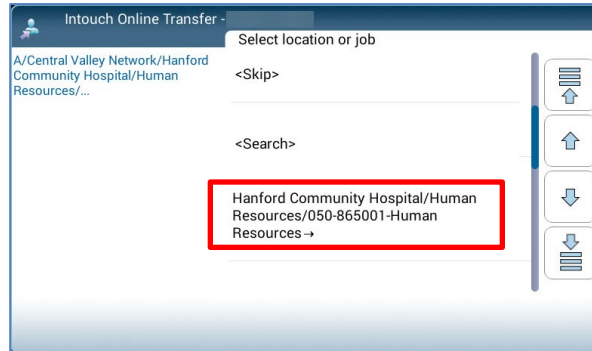
8. Tap the appropriate '**Work Rule**'. Tap **<Skip>** if a Work Rule Transfer is not needed.	Intouch Online Transfer - A/Central Valley Network/Hanford Community Hospital/ Administration/050-861001- Hospital Administration/Worked Job;;;; Select work rule <Skip> <Search> AHHF-12
9. Tap the appropriate '**Alternate Assignment**' option. Tap **<Skip>** if an Alternate Assignment is not needed.	Intouch Online Transfer - A/Central Valley Network/Hanford Community Hospital/ Administration/050-861001- Hospital Administration/Worked Job;;;; Select Alternate <Skip> <Search> 2
10. Review to confirm the transfer you have requested. Click the **'Submit'** button to save the transfer. ★ You can use the 'Back' button to go back and make changes.	Intouch Online Transfer - A/Central Valley Network/Hanford Community Hospital/ Administration/050-861001- Hospital Administration/Worked Job;;;; Review Job: A/Central Valley Network/Hanford Community Hospital/ Administration/050-861001-Hospital Administration/Worked Job Submit ★ ← Back

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Adventist Health

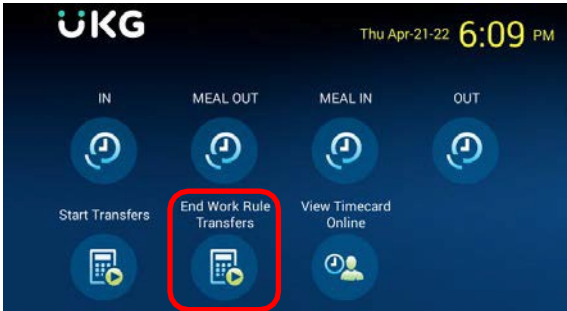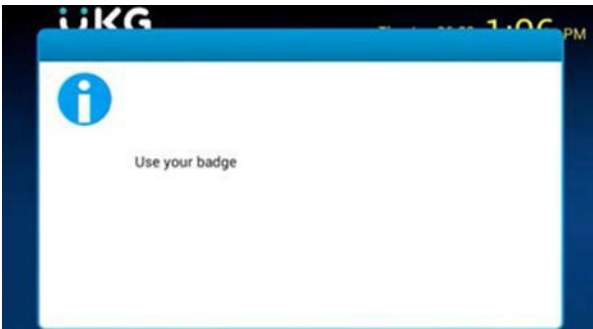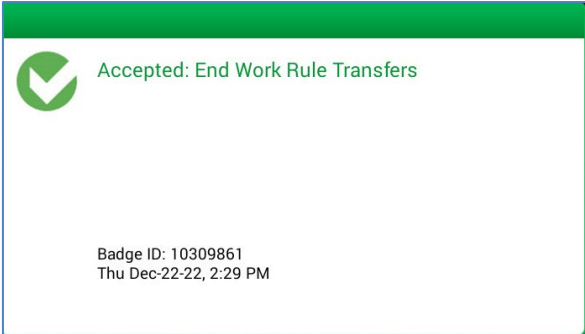|	
11. View the Accepted confirmation message	Intouch Online Transfer Status: Transaction Successful 12/22/2022, 2:27 PM

Use the Punch 'Type' Punch' (MEAL OUT, MEAL IN, OUT) button to complete punches for the rest of your shift.

You do not need to use the 'Add Transfer' link to transfer back to your default Department, Device Work Rule and/or Alternate job assignments. You will be transferred back to your default Location after you Punch 'OUT' at the end of your shift.

Perform the following steps to return to your Default Work Rule during your shift via the Wall Clock:

Note: Use the Start Transfers button is you need to transfer back into your Home Department, or Primary Assignment during your shift.

Important: Use the OUT button when leaving for the day.

Step	Description
1. Press the **End Work Rule Transfers** button	
2. Tap your badge to the proximity reader	
3. View the confirmation window displaying the message: "Accepted: End Work Rule Transfers".	