

Employee Extra Duty Transfer

Using the Computer



Performing Extra Duty Job Transfers

Using Computer



FWISD Employees who work hours outside of your primary job, you will need to perform a job transfer to ensure that your hours are tracked properly.

Access the Kronos Workforce Central log on page. Login using your username and password. Refer to FWISD Employee Login Sign Out job aid.

1) The screen opens to the **My Timestamp** screen

2) Click the **Transfer** checkbox

3) Click **Transfer**

4) The **Request to Transfer Screen** opens.

5) The question **Is this transfer requested/authorized by your manager?** will appear.

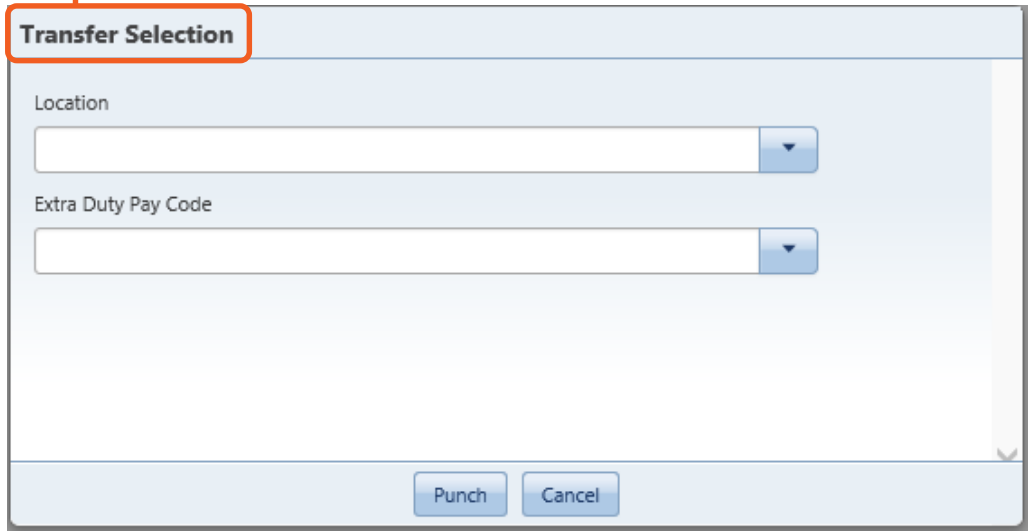
6) Click **Yes** if the location and Extra Duty Code has been provided for the Transfer.

7) Click **Submit**

8) If you do not have the Extra Duty code, Click **No and Submit** and the Transfer will be canceled.

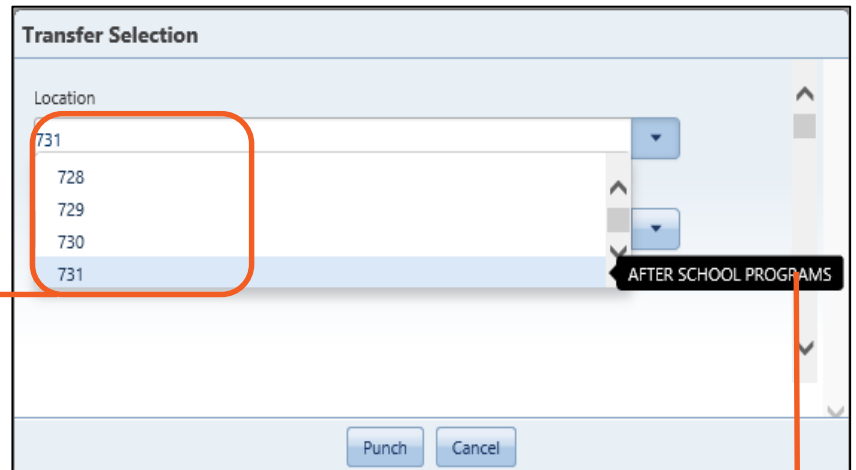
9

- 9) The **Transfer Selection** box appears on the screen.



- 10) Select the **Location**. The location is **required**. Click the dropdown arrow in the Location field and select the **Department the extra duty work is being performed for**.

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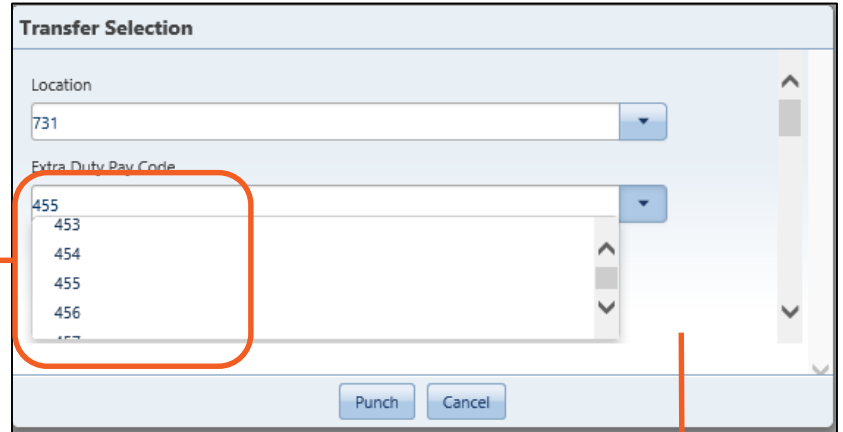


Note: Use the cursor to hover over the location number to see the name of the extra duty code displayed on screen.

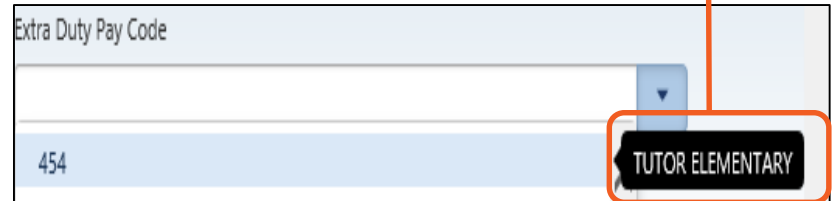


- 11) Select the **Extra Duty Pay Code**. **Extra Duty Pay Code is required.** Click the dropdown arrow in the **Extra Duty Pay Code** field and select the correct code. This code is supplied by the department over the Extra Duty work.

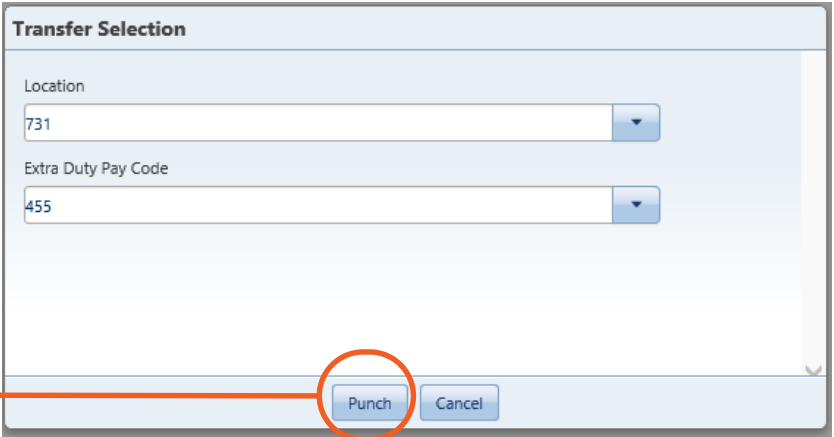
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Note: Use the cursor to hover over the Extra Duty Pay Code to see the name of the extra duty code displayed on screen.

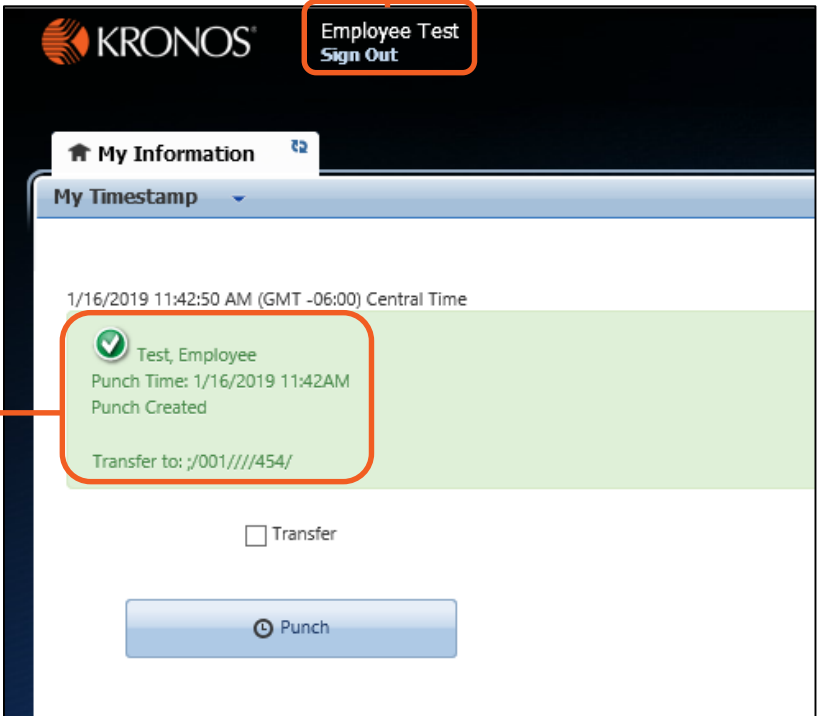


12) With the Location and Extra Duty Pay Code selected, click **Punch**



13) Note the Punch date, time and the Transfer information on the screen.

14) Click **Sign Out**



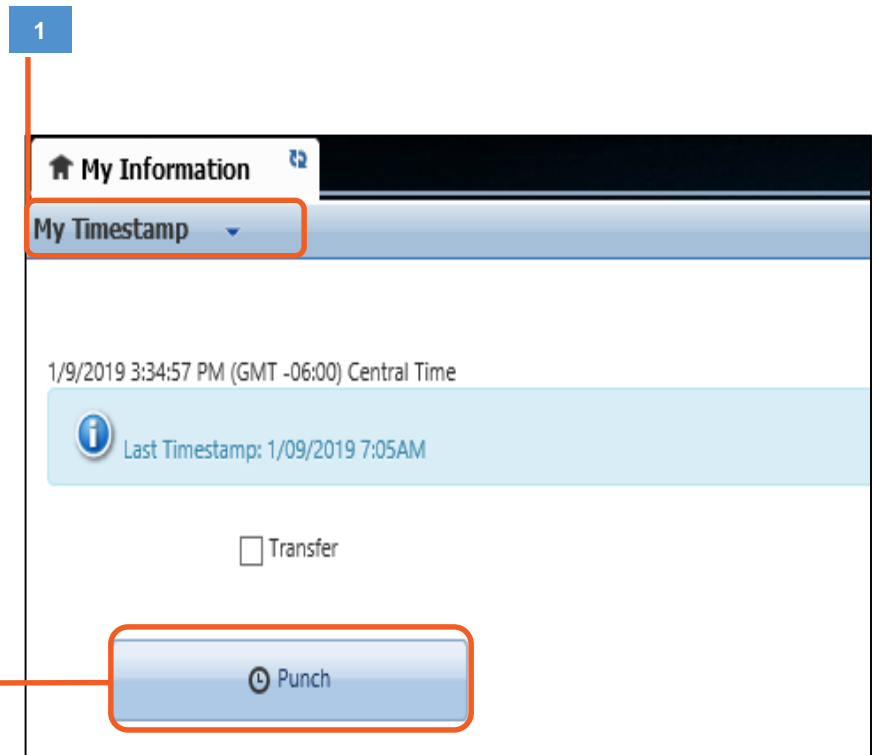
Note

The application assumes that a transfer only lasts until you punch out. At your next punch in, your hours will be applied to your primary job

At the end of the Extra Duty Job, employees will need to punch out.

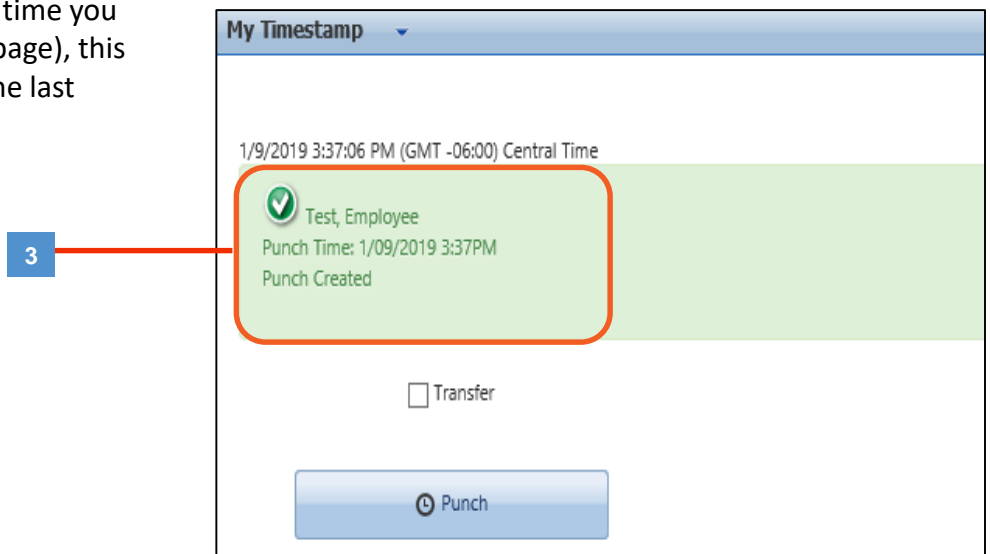
Access the Kronos Workforce Central log on page. Login using your username and password. Refer to **FWISD Employee Login Sign Out** job aide.

1) The screen opens to **My Timestamp** widget



2) Click **Punch**

3) Note the recorded time. The next time you access this widget(or refresh the page), this information will be displayed as the last timestamp.



Employee Impact

Employees being able to Perform Extra Duty Transfer through Kronos using the computer:

- 1) Allows for more efficient processing of Extra Duty pay on the employees timecard. Ensure the correct transfer information, department and extra duty code has been entered.
- 2) No longer need to submit paper timecards.
- 3) Can perform the Extra Duty transfer from the convenience of a district computer.
- 4) Will receive notice on the screen, that Extra Duty Transfer was accepted.
- 5) Can view Extra Duty Transfer information on timecard in real time.