

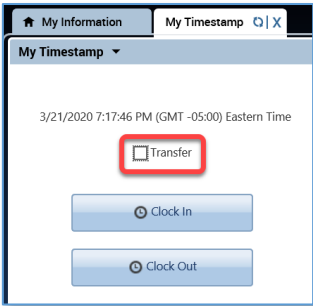
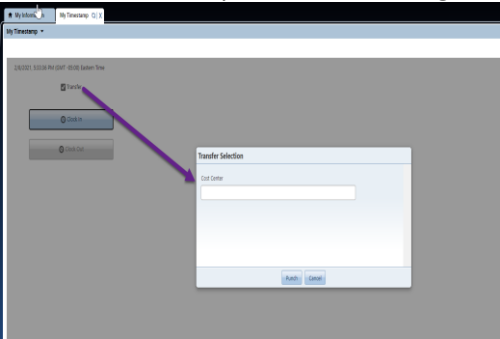

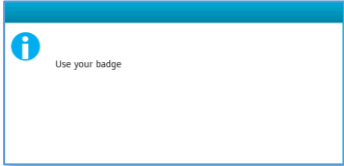
How Employee's can do Department Transfers on the Clock/Computer

Purpose: Employees can do Department Transfers on the Clock/Computer when they punch in.

Audience: Hourly (Non-Exempt) Employee

** If you are being redistributed for COVID Vaccination Support indicate this transfer via Clock or Time Stamp on computer to the Vaccination cost Center numbers using the instructions below.

** Please check with your manager for the cost center/department to charge**

| Time Stamp | Clocks |
|---|--|
| <ol style="list-style-type: none"> On the My Timestamp screen, select the Transfer checkbox.  Click Clock In. Type in the Vaccination Cost Center or any other Cost Center you will be working in.  Select Punch. You are now punched in. | <ol style="list-style-type: none"> Select Dept Transfer Clock IN (this will process your clock in and redistribution/ transfer).  Swipe your badge.  |

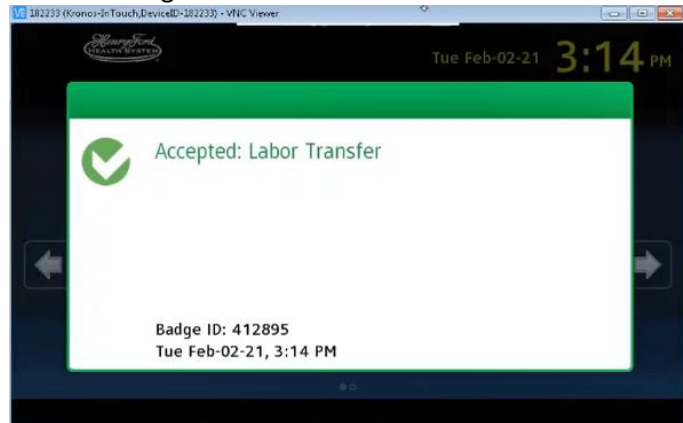
3. Type in the Cost Center using the Editor button as highlighted below:

4. Enter the Cost Center number in which you will be working, and select **Enter**.

Here's the list of Vaccination Cost centers if you are working in any Vaccination Cost Center :

| New Dept: | Department: |
|-----------|-------------------------------------|
| 331080 | Lakeside Vaccination Site |
| 3E1080 | Columbus Vaccination Site |
| 5H1080 | Ford Road Vaccination Site |
| 201080 | HFH K-9 Vaccination Site |
| 7A1080 | One Jackson Square Vaccination Site |
| 7A1081 | PC-North Street Vaccination Site |
| 7A1082 | PC-Townsend Vaccination Site |
| 7A1083 | PC-East Michigan Vaccination Site |
| 7B1080 | Specialty Hospital - Drive Thru |
| 5U1080 | CAM-Exec Health Vaccination Site |
| 101080 | HAP HQ Vaccination Site |
| 371080 | Woodhaven Vaccination Site |
| 3A1080 | WBH Vaccination Site |
| 101081 | OFP Vaccination Site |
| 691080 | HF at Work Vaccination Site |
| 691081 | DTE Vaccination Site |
| 911080 | Wyandotte Hospital |

5. Below is the confirmation screen for Cost Center Transfer after entering the valid Cost Center number:



Your time card will reflect department Transfer as shown below :

Manage the Application

QuickFind

Timecards

Timecards

1 of 1

View

Approve Timecard

Sign Off

Accruals Actions

| | Date | Schedule | In | Out | Transfer | Pay Code | Amount | Shift | Daily |
|--|----------|---------------|--------|--------|----------|----------|--------|-------|-------|
| | Sat 1/30 | | | | | | | | |
| | Sun 1/31 | | | | | | | | |
| | Mon 2/01 | 8:30AM-5:00PM | 5:38AM | 6:24PM | | | | 12.3 | |
| | Tue 2/02 | 8:30AM-5:00PM | 6:00AM | 6:27PM | | | | 11.9 | |
| | Wed 2/03 | 8:30AM-5:00PM | 8:00AM | 5:01PM | | | | 8.5 | |
| | Thu 2/04 | 8:30AM-5:00PM | 7:30AM | 3:07PM | | | | 7.6 | |
| | Fri 2/05 | 8:30AM-5:00PM | 7:00AM | 4:53PM | | | | 9.4 | |
| | Sat 2/06 | | | | | | | | |
| | Sun 2/07 | | | | | | | | |
| | Mon 2/08 | 8:30AM-5:00PM | 8:30AM | 5:00PM | ://10// | | | 8.0 | |
| | Tue 2/09 | 8:30AM-5:00PM | | | | | | | |

Totals

Accruals

Audits

Comments

Approvals and Sign-Offs

Historical Corrections

Daily

All

Totals for 2/08/2021

| Location | Job | Account | Pay Code |
|----------|-----|----------------------|----------|
| | | (x)HFH/0FP/000034/10 | Regular |

