

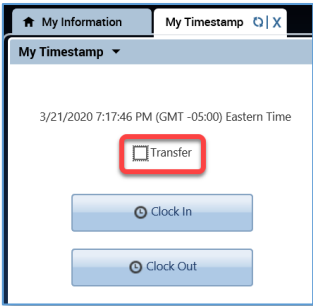
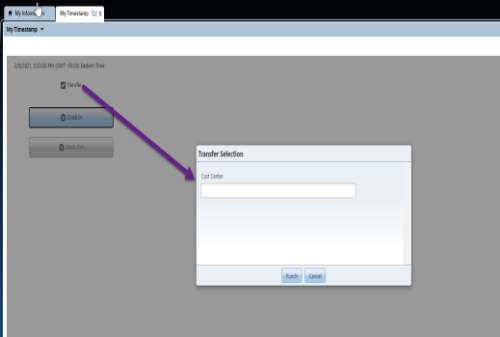

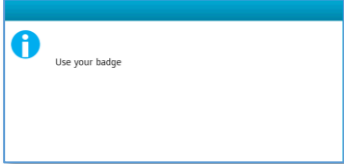
How Employee's can do Department Transfers on the Clock/Computer

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

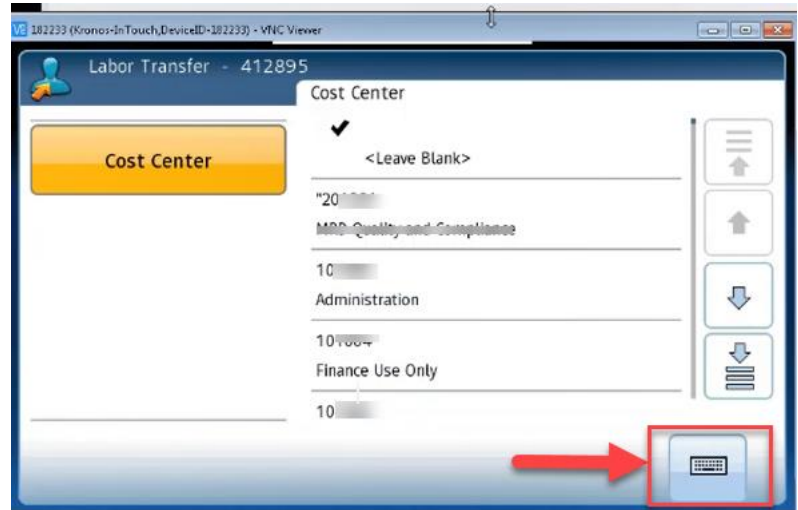
Audience: Hourly (Non-Exempt) Employee

** 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.

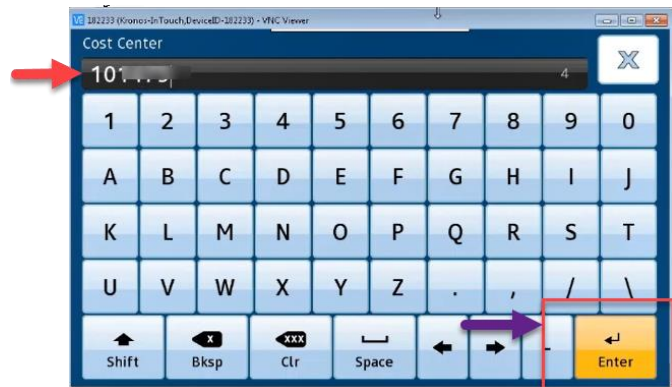
** Please check with your manager for the cost center/department to charge**

Time Stamp	Clocks
<p>1. On the My Timestamp screen, select the Transfer checkbox.</p>  <p>2. Click Clock In.</p> <p>3. Type in the Vaccination Cost Center or any other Cost Center you will be working in.</p>  <p>4. Select Punch. You are now punched in.</p>	<p>1. Select Dept Transfer Clock IN (this will process your clock in and redistribution/ transfer).</p>  <p>2. Swipe your badge.</p> 

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



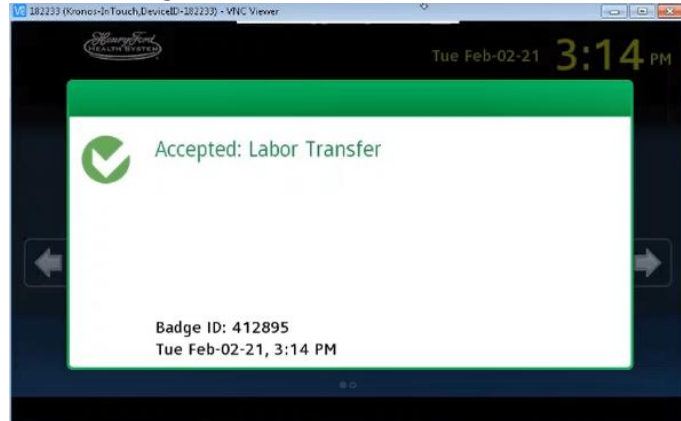
4. Enter the Cost Center number in which you will be working, and select **Enter**.



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 | Q | X | +

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)JFH/GFP/000034/10 /-F05718/0	Regular

