Understanding the Transfer field in Kronos

The Transfer field in Kronos indicates the Department and Position number to which hours are charged. When the employee is a Job 1 for a department there does not need to be an entry in the transfer column. Kronos will always charge the time to the primary account. When an employee is a Job 2 there needs to be an entry in the transfer field to indicate where the time worked should be charged. One way to enter in the transfer code is to have the employee clock in using the phone, do a clock code five, and enter in the transfer code. The Time Keeper can also enter the Department and Position number into the Transfer column for an employee by following the instructions below.

1. If there is already time on the day you need to add the transfer code select the plus sign to make another day
2. Add your punches
3. Click on the black arrow in the Transfer field

2. Click on Search

3. Click on the circle next to Department
4. In the Name and Description box type in the Department number and select Search
5. Click on the entry under Available Entries
6. It will now appear in the box to the right
7. Do the same for position. Make sure you put 2 zeros after the 6 digit position number
8. Click OK when your done and the Labor Account numbers will appear in the Transfer field