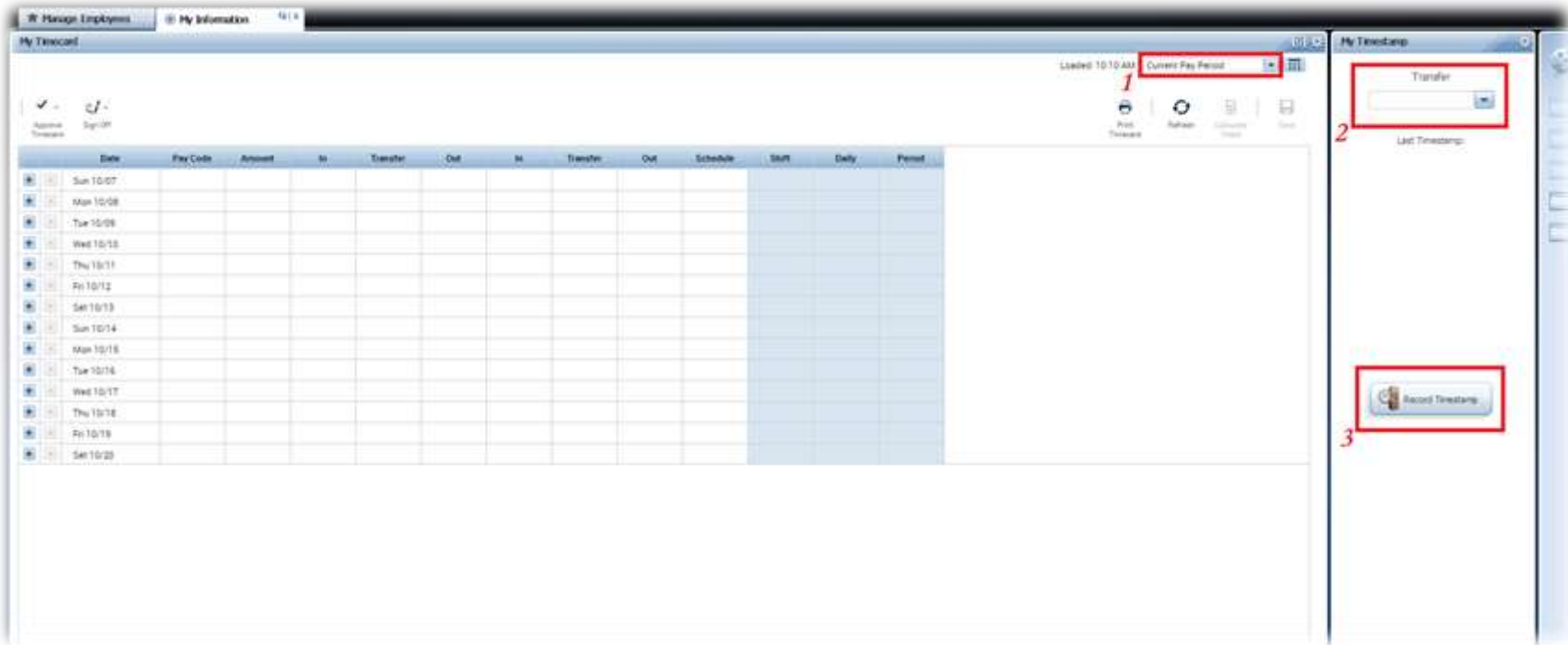# Kronos Shift Transfer Guide

When clocking in for work at the UCSB Library it is essential that employees "transfer" their shifts to the appropriate funding source. Please follow these 3 easy steps to correctly transfer your shifts in the Kronos Timekeeping System.

- Above is a timecard.
- In the middle left of the screen are all the dates associated with a given pay period.
- Above it is the "Approve Timecard" field where timecard approvals are submitted at the end of the last shift of the pay period.
- In the top right hand corner of the main window is a drop down window where a range of dates or the Previous, Current, or Next Pay Periods can be selected.
- When punching in at a computer, be sure that the Current Pay Period is selected.
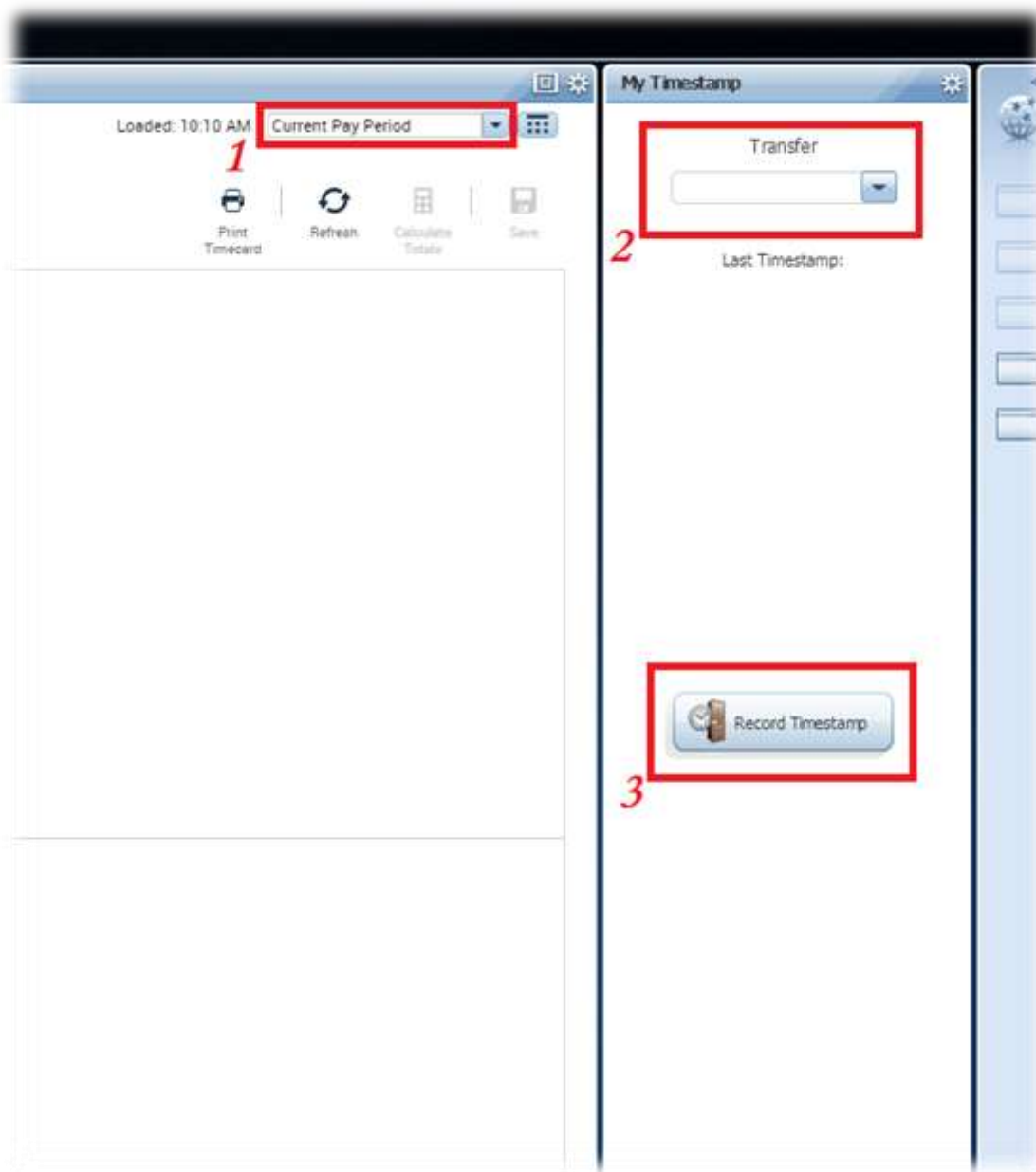
Punching In

Step 1: Select the Current Pay Period

Step 2: Select the appropriate Transfer Code

    Ask you supervisor for the correct code

Step 3: Record your Timestamp

Punching Out

Repeat Step 3*

*If you are punching out for the last shift of the pay period approve your timecard