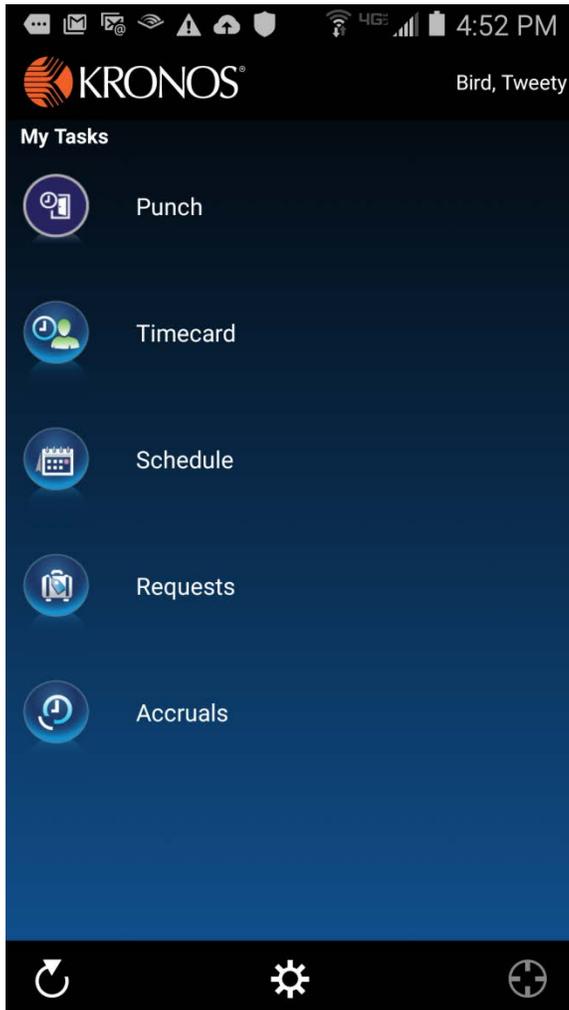


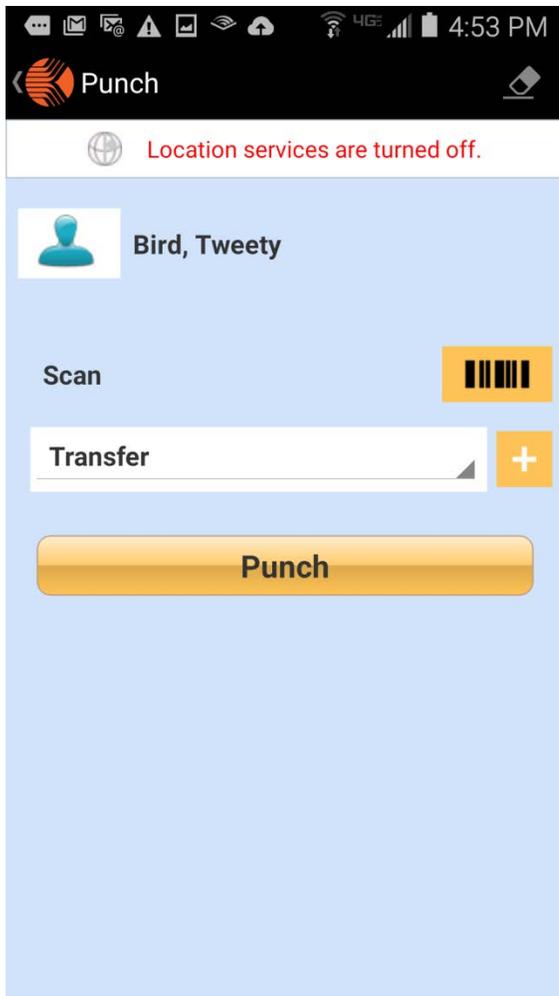
Transferring to an alternate job location

** Select the transfer only when punching in; do not select the transfer again when punching out.

On the home screen, select PUNCH.



If you are starting a shift requiring a transfer to an alternate location (such as Extra Duty or a shift outside of your schedule), select TRANSFER.

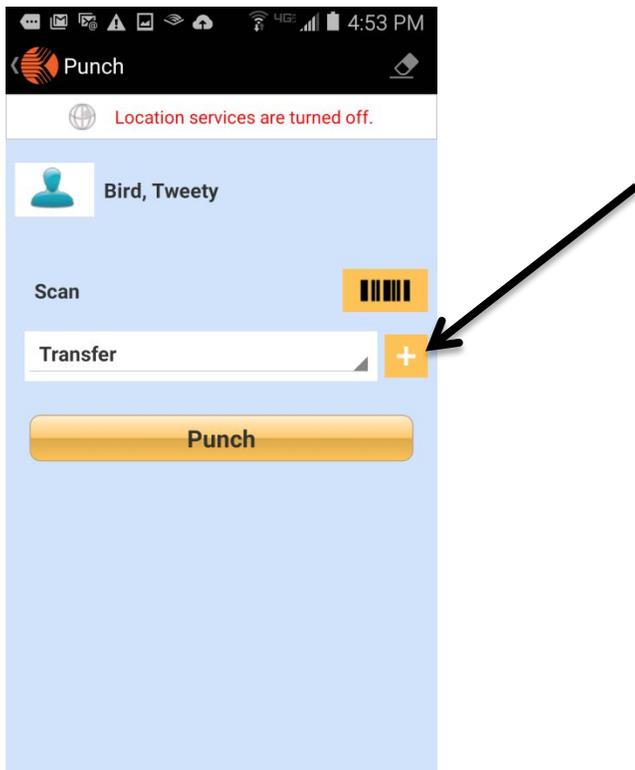


From the dropdown, select the transfer location that you are going to be working at.

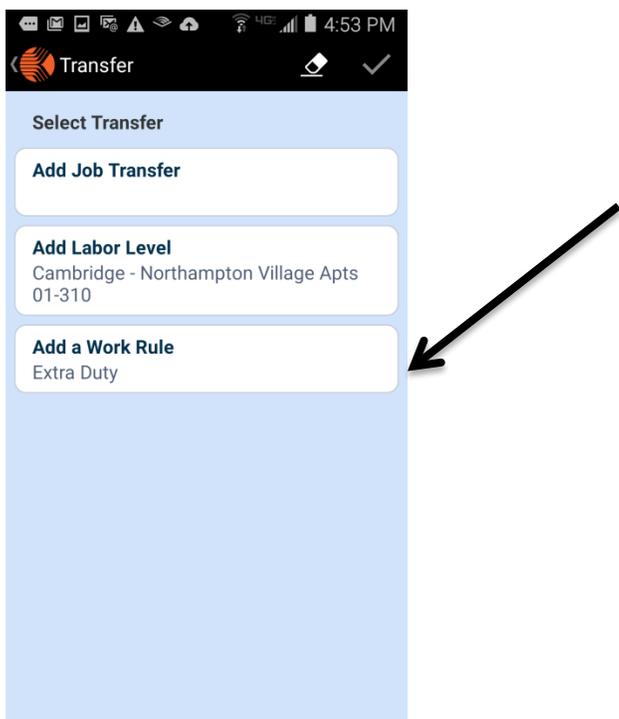
If the transfer is to an alternate shift for HPD (non-Extra Duty assignment), then press the PUNCH key.

If the transfer is for an EXTRA DUTY assignment and you are being paid at the Regular Extra Duty rate, then you just have to press the PUNCH key.

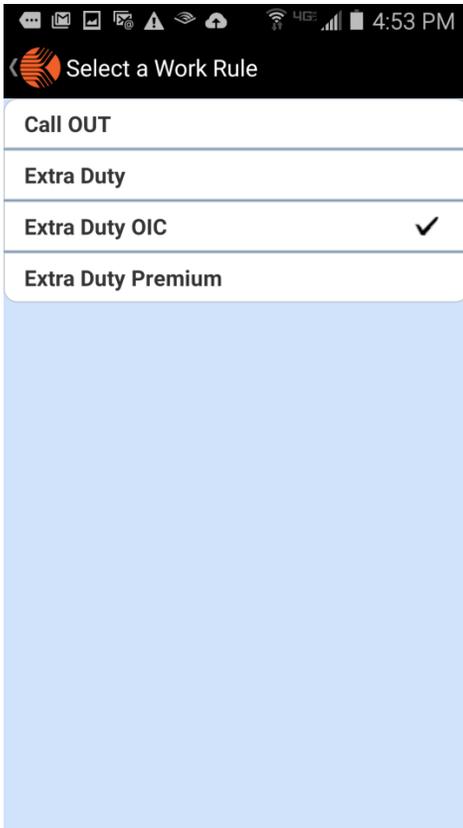
If you are being paid a rate other than the regular rate, then you have to select which pay type you are to receive –Premium or OIC. Select the “+” key, located next to the Extra Duty location you have just selected.



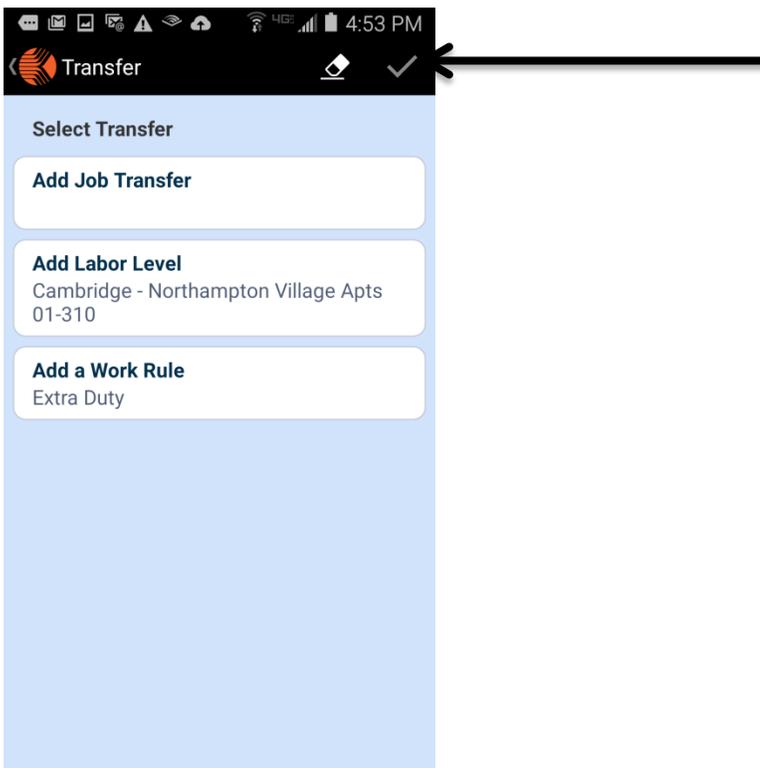
Select “Add a Work Rule”.



Select "Extra Duty OIC" or "Extra Duty Premium". When you do, the screen will return to the Select Transfer screen.



Press the Check mark at the top of the screen and you will return to the PUNCH screen.



Press the PUNCH key.