

Workday Quick Guide: Accu-Time Transfer Job or Department Using the Time Clock

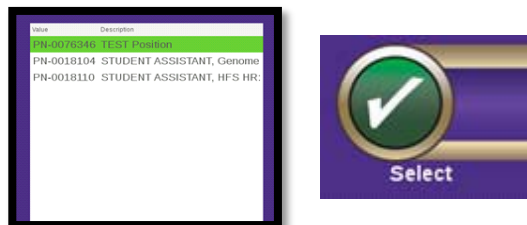
1. Press Transfer on the touch screen or Break St on the keypad.



2. Swipe your Husky Card or enter your EID using the keypad then press Enter.



3. If you hold one position, go to step 4. If you have multiple positions, choose the position for which you are clocking in, and press Select and go to the next step.



4. Follow the prompts to select the appropriate costing for override. You can use the touch screen or the keypad. Press select.

