

WORKDAY QUICK GUIDE

TRANSFER JOB OR DEPARTMENT USING THE TIME CLOCK

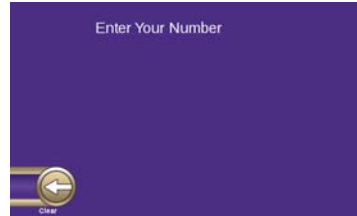
1. Press **Transfer** on the touch screen, or **Break St** on the keypad.



Or



2. Swipe your **Husky Card**,
Or
Enter your **Employee ID**, and press **Enter** on the keypad.

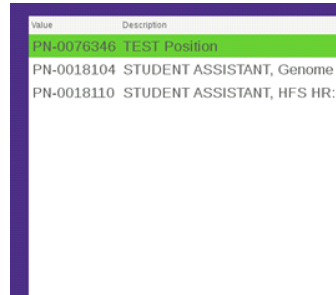


Or



3. **If you hold one position**, skip this step and go to **step 4**.

If you have multiple positions,
choose the position for which you are clocking in. Press **Select**, and go to the next step



4. Follow the prompts to select the **appropriate costing** for override.

You can use either the touch screen or the keypad.

Press **Select**.

