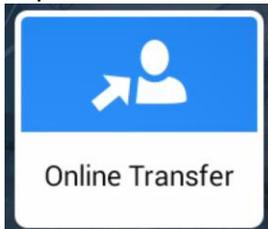




Transfer to a Different Location, Job, and/or Work Rule – Clock

When you clock in, your work time is tracked to your assigned location, job and work rule. There are times when you may work in a different location, department or job. You might also work a different shift length, as preceptor or can be called into work. In those cases, you will transfer to a different work rule.

1. Tap **Online Transfer** either at the start of your shift or during your shift.



2. Hold your badge within one inch of the timeclock.
3. Tap **Start Transfer** or select a recent transfer, then select **Submit**.

A screenshot of the "Online Transfer" interface. At the top, the name "Edwards, Howard" is displayed. Below it, the text "Start transfer or select a recent transfer." is shown. There are two radio button options: "Start Transfer →" and "AHS/1/CareMgt/ALAMEDA HOSPITAL/AHQualReso-78750/Spec;;;". At the bottom, there is a dark grey "Submit" button.

4. If you selected a recent transfer, your punch is accepted.

5. If you selected Start Transfer, then on the **Select location or job** page, select:
 - a. **<Skip>** to move to Work Rule selection.
 - b. **<Search>** to search for a location or job.
 - c. **/→** to select the business structure starting with AHS.
 - d. **←Back** to return to the previous page.

Select location or job

☰

<Skip>

<Search>

/→

← Back

Submit

↓

6. Select **Submit**.
7. If you select Search, enter the search text, and tap **Enter**.

78750

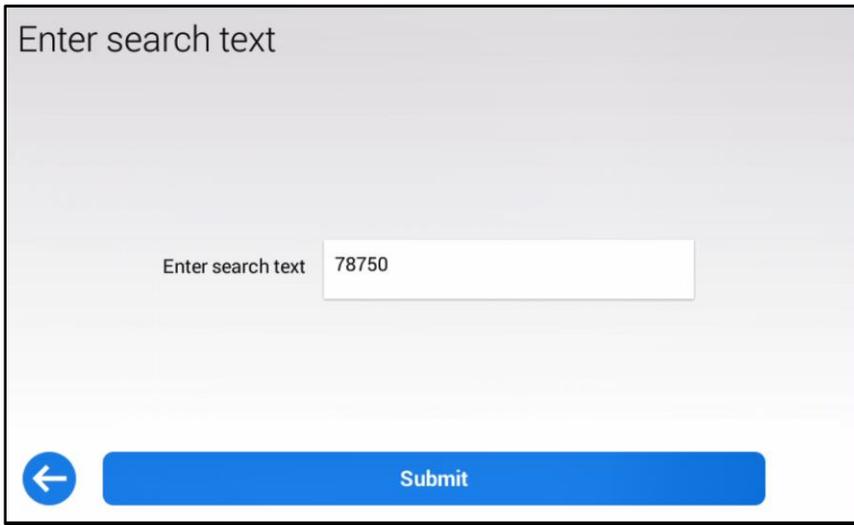
1 2 3 4 5 6 7 8 9 0

@ # \$ % & - + () /

=\< * " ' : ; ! ? .

← ABC ↵ Enter

8. Tap **Submit**.

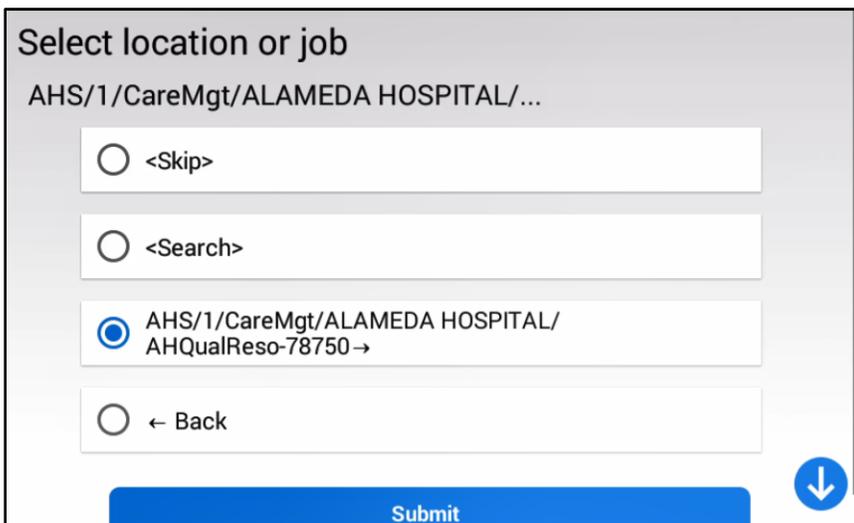


Enter search text

Enter search text 78750

← Submit

9. The locations that match the search are added to the list on the **Select location or job** page. Scroll down if necessary. Tap the location and select **Submit**.



Select location or job

AHS/1/CareMgt/ALAMEDA HOSPITAL/...

<Skip>

<Search>

AHS/1/CareMgt/ALAMEDA HOSPITAL/
AHQualReso-78750 →

← Back

Submit ↓

10. Select a job from the list and select **Submit**. Scroll down if necessary.

Select location or job

AHS/1/CareMgt/ALAMEDA HOSPITAL/AHQualReso-78750/...

<Skip>

<Search>

Mgr: AHQualReso-78750

RN: AHQualReso-78750

Spec: AHQualReso-78750

11. If you selected Start Transfer, then on the **Select work rule** page, select:

- <Skip>** to move the confirmation page.
- <Search>** to search for a work rule.
- Select a work rule from the list.
- ←Back** to return to the previous page.

Select work rule

AHS/1/CareMgt/ALAMEDA HOSPITAL/AHQualReso-78750/Spec;;;;

<Skip>

<Search>

250 NRS SH 12 HR 30 Min Transfer

250 NRS SH 8 HR 30 Min Transfer

12. Tap **Submit**.

13. Review your transfer. Select **Submit** or **Back** and tap **Submit**.

Review - Edwards, Howard

Job: AHS/1/SuptSvcs/ALAMEDA HOSPITAL/
AHCntrlSup-78380/Tech

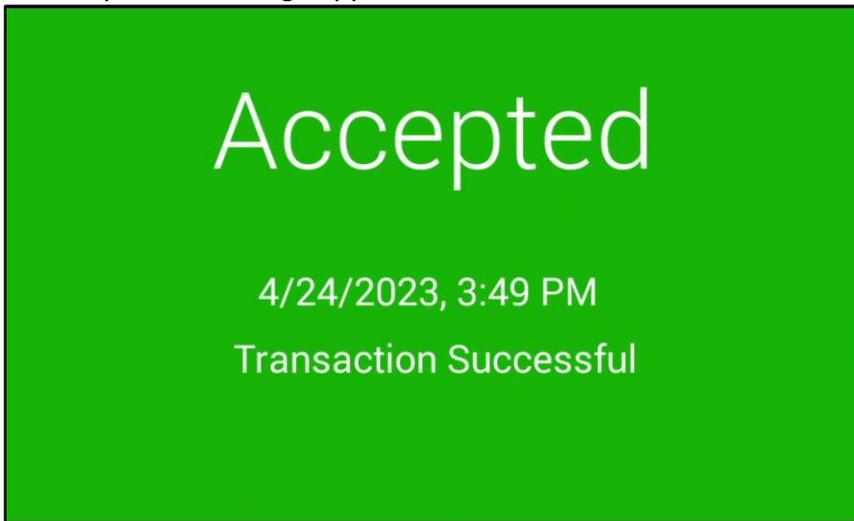
Work Rule: 250 NRS SH 12 HR 30 Min Transfer

Submit

Back

Submit

An acceptance message appears.



End Work Rule Transfer

If you need to end your work rule transfer but are still working, you will need to end your work rule transfer. This might happen if you are no longer working as a preceptor. If you are done for the day, then use Clock Out instead.

1. Tap **End Work Rule Transfer** to end tracking a different work rule.



2. Hold your badge within one inch of the timeclock. An Accepted message appears.

