

Both SC employees and Temp employees are required to complete transfers. Other than performing transfers at the timeclock, you will have a basic URL Transfer Link provided at all work stations and the Kiosk computer.

In this job aid you will learn how to access and navigate the URL Transfer link.

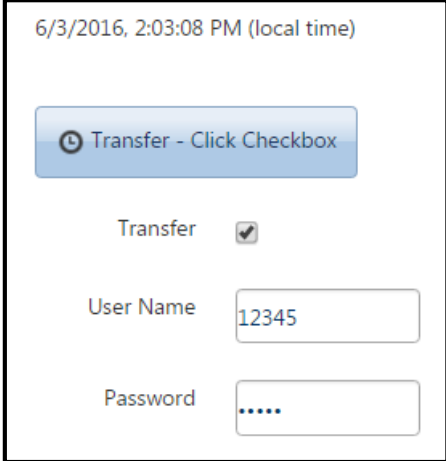
Accessing the URL Transfer Link

1 URL Transfer Link: (Shortcuts have been added to all required work stations and Kiosk computers)
<https://sclogistics.kronos.net/wfc/applications/MTS/html/logonPunchAction.jsp?buttonset=2>

2 The Transfer box must **always** be checked to perform transfer
(If you do not check the box, then a miss punch will be created on your timecard).

3 Log in using your Employee ID number and Kronos Password

4 Click on the Blue Transfer Button



6/3/2016, 2:03:08 PM (local time)

Transfer - Click Checkbox

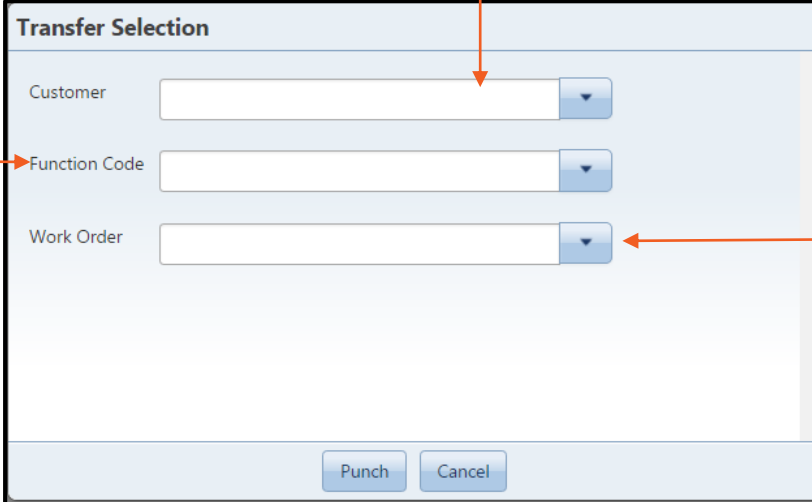
Transfer

User Name

Password

Type in the customer number or use the drop-down to choose the customer that you are transferring to. If this is the only change, then click on the Punch button to complete transfer.

Type the Function Code or use the drop-down to choose the Function Code that you are transferring to. If this is the only or last change, then click on the Punch button to complete the transfer.



Transfer Selection

Customer

Function Code

Work Order

Punch Cancel

Type the Work Order or use the drop-down to choose the Work Order that you are transferring to. If this is the only or last change, then click on the Punch button to complete the transfer.

Click on the Punch Button to complete the transfer. Click Cancel Button to cancel the process.