

# Completing Transfers on Timeclock

- Press the **Transfer IN** Button on the clock.
- Enter your **Associate ID number**
- Press **Enter** Button
- Select each button for the transfer to
  - **Customer**
  - **Function Code**
  - **Work Order**
- Press **Keyboard Icon** (bottom right)
- Type in the number of your *customer, function code and/or Work Order* - **press Enter**
- Repeat until all transfer information is updated
- Select **Review** Button
- If all is correct – Press **SUBMIT**

**Once the transfer is complete, all hours will go against the account until another transfer is completed or through the end of your shift. Clocking out for meals will not affect the account number and not necessary to repeat upon return.**