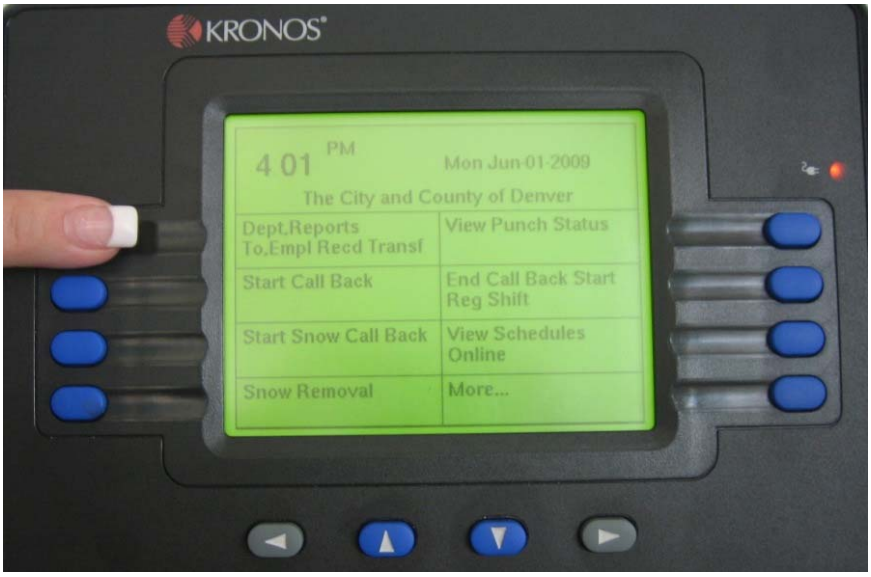
Processing Transfers at the Kronos 4500 Terminal

Employees that use the Kronos 4500 Terminal to punch in and out may be required to perform job transfers. These transfers may include department/fund org transfers, transferring to another supervisor and/or secondary job transfers if they hold multiple positions within the City. Below are the instructions for performing these transfers at the Kronos 4500 Terminal.

1. At the terminal, push the blue function button next to the MORE option (bottom right of the LCD display)

2. Next push the blue function button for Dept. Reports To, Empl Rec'd Transf



3. Department number
   a. Enter the department number being transferred into and use the blue navigation button to move down to the next field, or
   b. Use the blue navigation arrows to navigate down to the next field if skipping the Department transfer

4. Reports to
   a. Enter the employee ID number of the supervisor being transferred to and use the blue navigation button to move down to the next field, or
   b. Use the blue navigation arrows to navigate down to the next field if skipping the Reports To transfer

5. Empl Rcd
   a. Enter the record number of the job being transferred into and use the blue navigation button to move down to the next field, or
   b. Use the blue navigation arrows to navigate down to the next field if skipping the Empl Rcd transfer

6. Enter Badge ID – hold City-issued or Kronos badge up to the proximity reader to punch into the transferred data

7. There is no need to transfer out when punching out.