

Dual Job – Using a PC or Time Clock

Dual job team members have the ability to select the position the team member will be working from a PC or time clock.

Dual Job Using the Computer

- Open *My Timecard*, go to Timestamp
- Locate the D box next to *Transfer*

🐝 KRONOS"			Test Dual Sign Out		
🕈 My Timecard 💈		62			
ſ	My Timecard 🔅			Timest amp 👻	
	Recent Activity			8/1/2019 2:45:20 PM (GMT -05:00) Eastern Time	
	Date	In	Out	0	
	Tue 7/30			Uast Timestamp: 1/01/1980 0:00	
	Wed 7/31				
	Thu 8/01			L Transfer	
				O Punch	

• Click in the box to select *Transfer*

Timestamp 👻
8/1/2019 2:45:44 PM (GMT -05:00) Eastern Time
Last Timestamp: 1/01/1980 0:00
Transfer
3
O Punch

• Select Punch



My Timecard ^{₹2 X}								
*	Timestamp 👻							
20	10/12/2020 10:48:34 AM (GMT -05:00) Fastern Time							
S	10/12/2020 10:40:54 AM (GM1 -05:00) Edstern Hille							
3	(1) Last Timestamp: 10/06/2020 12:11							
10								
5 17	Transfer							
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) 31								
	O Punch							

• Once punch is selected, the option for the labor account for the Dual Job is available in the drop down menu. Choose the position you will be working.

10/12/2020 10:49:01 AM (GM	T -05:00) Eastern Time
Transfer	
O Punch	
	Transfer Selection
	Transfer
	•
	MC01/-/-/2028000/-/100325/P195620;26-Salaried Model 100_1
	MC01/-/-/2260000/-/101973/P428422;20-Pool Nurses_1
	Punch Cancel

- Click Punch
- A green box appears with text indicating the department you have selected



WVAHealth



Dual Job Using the Time Clock

The steps below will show a team member how to clock in when working any of their non-primary job(s).

For example:

• A team member can have a primary job in the IT department and also hired to work a non-primary (dual job) in a nursing department

The example below demonstrates how the team member will clock into their dual (non-primary job) at a time clock

• Go to any Kronos InTouch Time Clock and select the *Dual Job Transfer* soft key



• Place the ID badge in the front of the clock in the upper right corner of the badge reader, hold for 1-3 seconds





• Select the non-primary job "1-PTCareTOR-2130000-0000" from the list of valid accounts

(**Note**: ONLY jobs for which the team member has been hired into will display in the list)

• In this example, the job "1-PtCareTOR-2130000-0000" is selected This includes a transfer to the non-primary department, 2130000

	Enter Job or Assignment	
Enter lob or Assignment	0-EndoSurAst-2130000-0000	
	1-PtCareTOR-2039000-0000	
	1-PtCareTOR-2130000-0000	
	2-PtCareTOR-2130000-0000	
	3-ST PremPay-2130000-0000	

• The Accepted: Dual Job Transfer confirmation message will appear



- It is not necessary to select dual transfer to clock out at the end of the shift.
 - There is no extra step needed to clock out for a dual job
 - A team member may be prompted for meal attestation depending on the length the shift
 - Answer the meal attestation question if prompted to record the



outpunch

Additional Questions?

- Call the Help Desk at 434-924-5334 *OR*
- Go to KNOWLEDGELINK and enter a ticket online





See job aid located on the *Kronos Welcome Page* titled: *Submit a Help Desk Ticket On-line*