

Floating Using the InTouch Timeclock

Floating

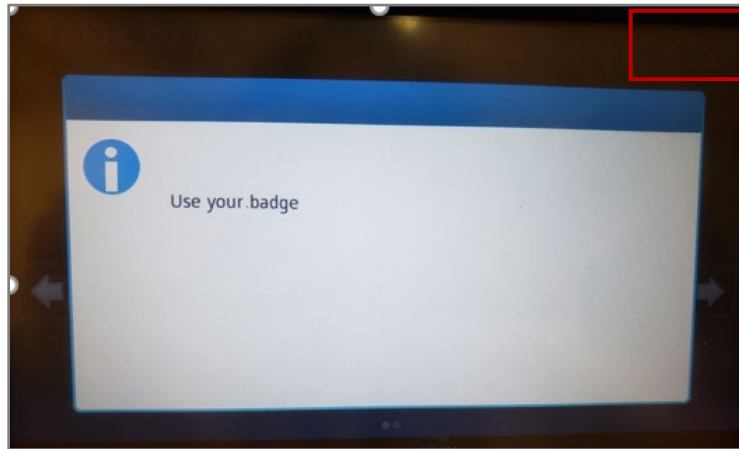
Floating (transferring) between departments will be done by team member, unless it was scheduled by the department timekeeper. Floating to a different job code occurs as staffing needs change.

Floating department example:

- Typically works 7 West but today will be assigned to 5 West
- To float to the 5 West unit/department, use the *Float* option
 - Follow the directions below and the worked hours will be charged to the correct unit/department of 5 West
- From the main screen, select the *Float* icon on the timeclock



- There will be a prompt for your badge
- Hold your badge approximately 2 inches and for 2 seconds in front of the upper right corner of the terminal



- The *Department* button will highlight
 - Touch the keypad button

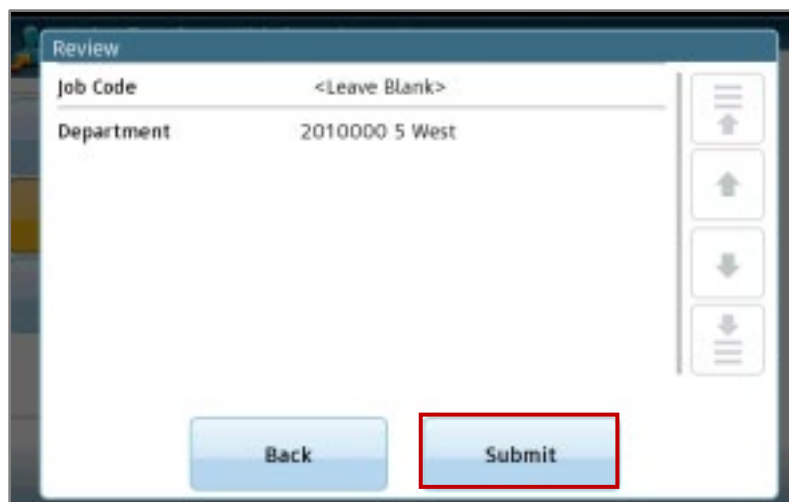


- Use the key pad to type the name or number of the department or scroll to locate a department



- If using the key pad, type in the 7-digit department number and tap *Enter*
 - Example – 201000 Is not a valid number, an error message will display
 - Backspace or clear the number to retype the number
 - Using the key pad, start entering the number again
 - The department number will appear (note the 0 was missing)
 - When scrolling, the department number will also appear

- Verify the department and select *Submit*



- The main screen will return if the Float is successful



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