

Entering Floats/Department Transfers

Step	Action
1.	In this example the employee forgot to clock the transfer for 1/12/10 for 8:05am to 5:58pm Click the Xfer option on Tuesday . 
2.	Enter the department number the employee will transfer to into Department field. Enter a valid value e.g. " SH2036110 ".
3.	The employee also transferred back to her home department for the remainder of her shift. We will now transfer the employee back to her main department. Click the Add a new row button. 
4.	Enter the desired information into the "In" field on the new row. Enter a valid value e.g. " 5:59P ".
5.	Enter the desired information into the "Out" field on the new row. Enter a valid value e.g. " 8P ".
6.	Click the Save button. 
7.	End of Procedure.