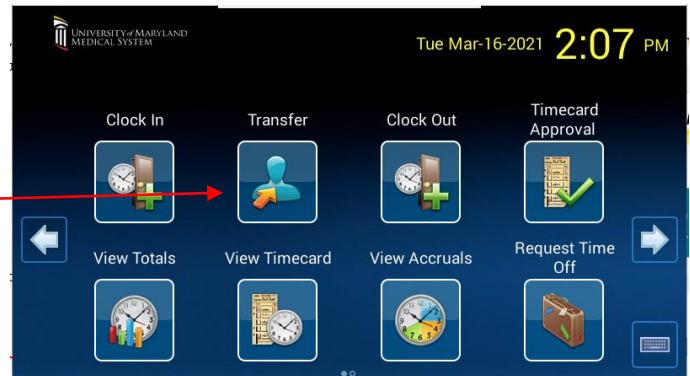
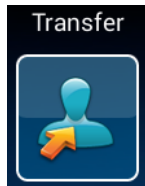


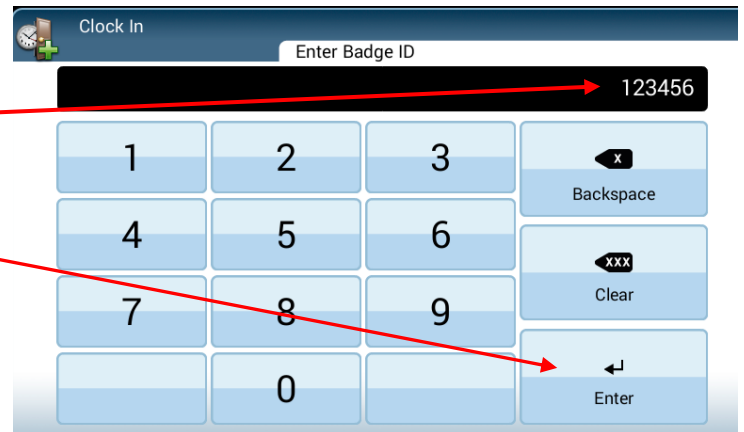
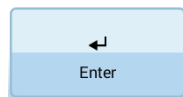
UMMS People Planning: Timekeeping – Pin Punching w/Transfer

Pin Punching with a Transfer

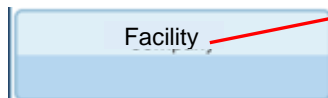
1. Select Transfer Button.



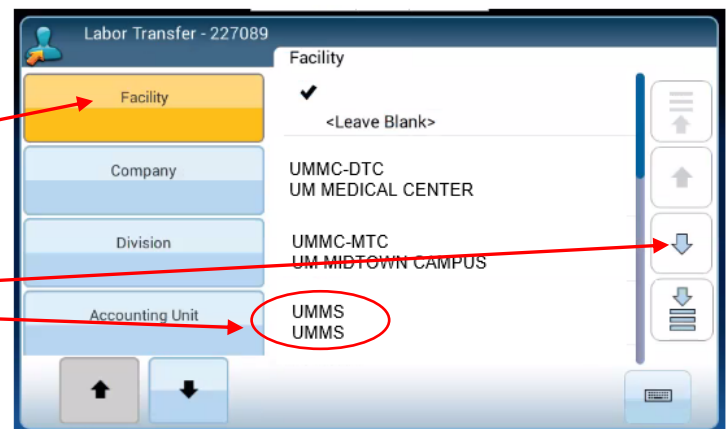
2. Use the keypad to enter your **Badge** number. (**Not** your employee ID #) Select Enter.



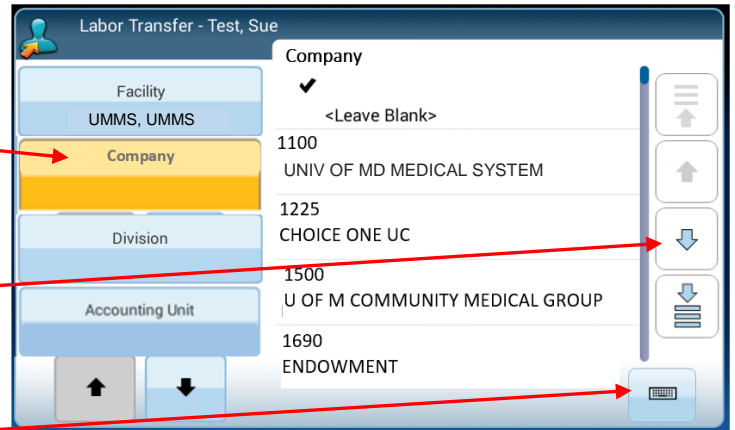
3. Select the **Facility** button. It will change color once selected.





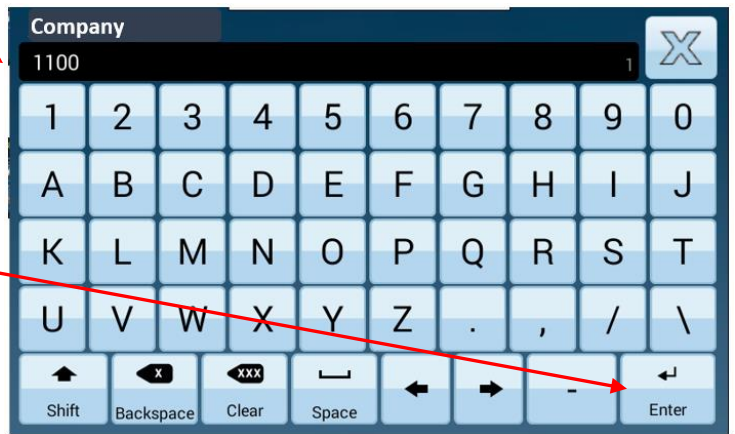
4. Use the Down Arrow button to scroll down. Select the Facility where you will be working.



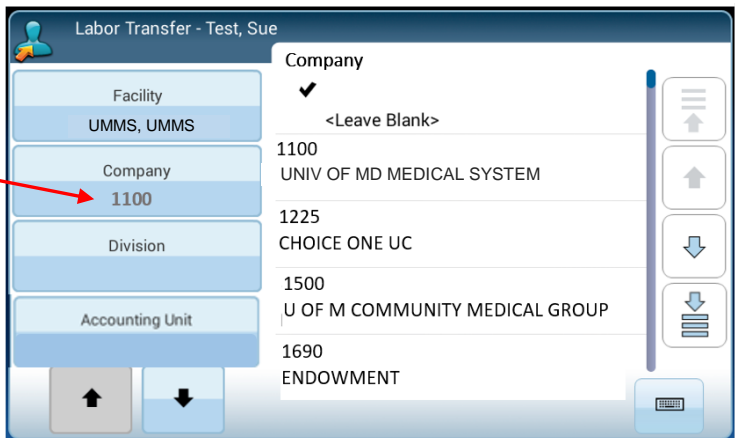
5. Select the **Company** button. It will change color once selected.



6. Use the  Down Arrow button to scroll down and Select the **Company** where you will be working **or** Select the Keypad icon button  and enter the 4 digit Company number.

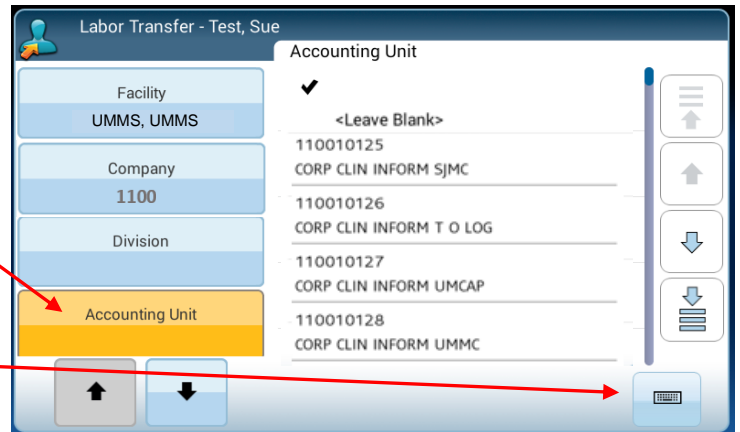
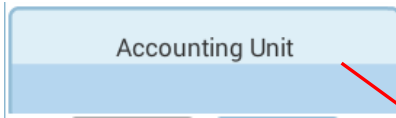


7. Select Enter button.



8. The Company number entered will now show.

9. Select **Accounting Unit** button. It will change color once selected.



10. Select the Keypad icon button.

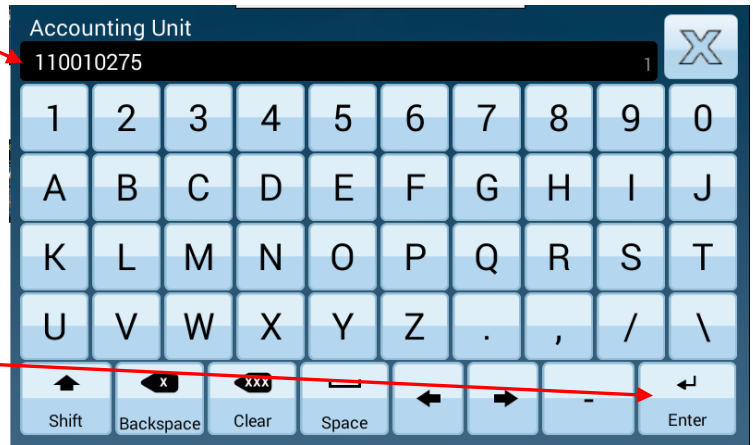
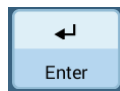


11. Enter the 9 digit Accounting Unit number where you will be working.

Ex: 110010275

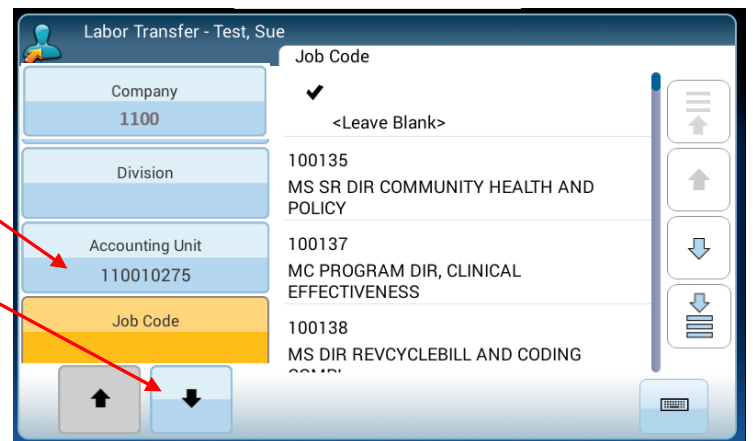
Company # Department #

- Select Enter button.

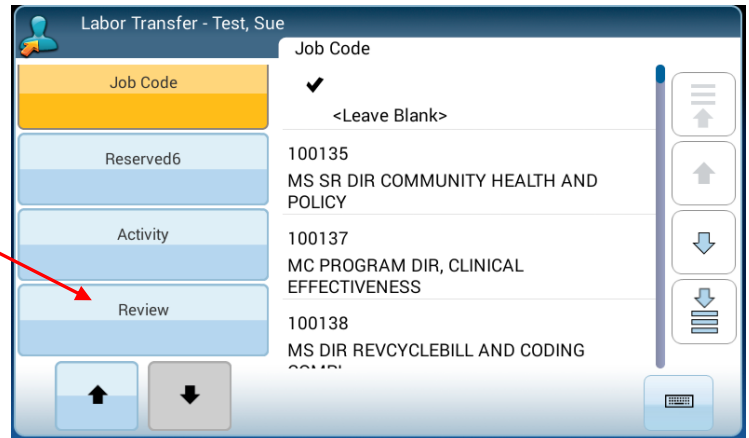


12. The Accounting Unit entered will now show.

13. Select the down arrow button to scroll down and select the Review button.

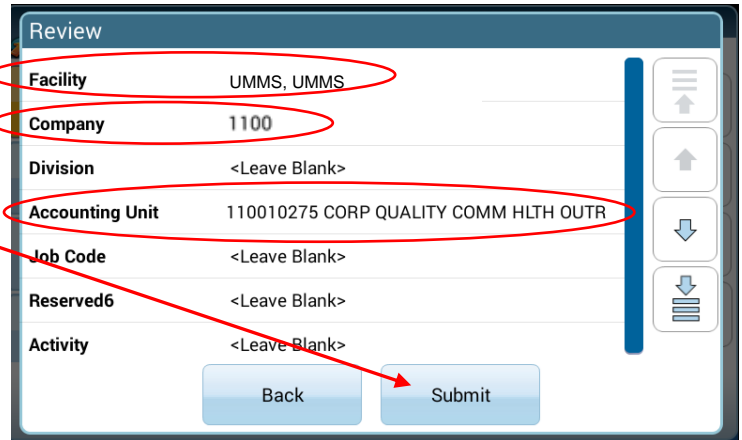


14. Select the **Review** button.

A screenshot of a mobile application interface titled "Labor Transfer - Test, Sue". It features a list of job codes with their corresponding descriptions. A red arrow points from the "Review" button in the previous image to the "Review" button in this list.

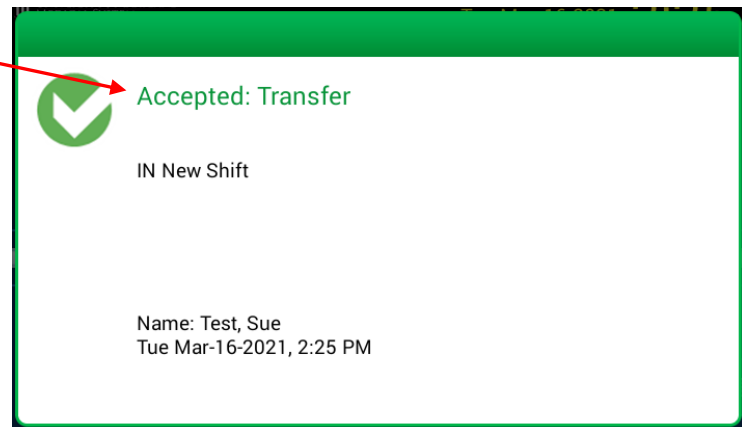
Job Code	Description
<Leave Blank>	
100135	MS SR DIR COMMUNITY HEALTH AND POLICY
100137	MC PROGRAM DIR, CLINICAL EFFECTIVENESS
100138	MS DIR REVCYCLEBILL AND CODING

15. Confirm the Facility, Company number and Accounting Unit entered is correct, then select the **Submit** button.

A screenshot of the "Review" screen in the application. It displays a form with several fields. Red ovals highlight the "Facility", "Company", and "Accounting Unit" fields. A red arrow points from the "Submit" button in the previous image to the "Submit" button at the bottom right of this screen.

Facility	UMMS, UMMS
Company	1100
Division	<Leave Blank>
Accounting Unit	110010275 CORP QUALITY COMM HLTH OUTR
Job Code	<Leave Blank>
Reserved6	<Leave Blank>
Activity	<Leave Blank>

16.  Transfer was accepted.

A screenshot of a confirmation screen with a green header and a large green checkmark icon. The text "Accepted: Transfer" is displayed in green. Below it, the text "IN New Shift" is shown. At the bottom, the user's name and the time of acceptance are listed.

Accepted: Transfer

IN New Shift

Name: Test, Sue
Tue Mar-16-2021, 2:25 PM