

UMMS People Planning: Timekeeping Timestamp Labor Transfer Activities

Login

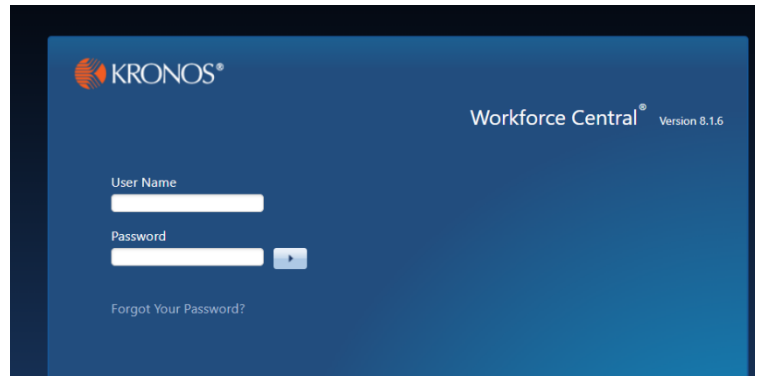
Kronos Link

<https://umm.kronos.net/wfc/logon>

Username = your employee ID#

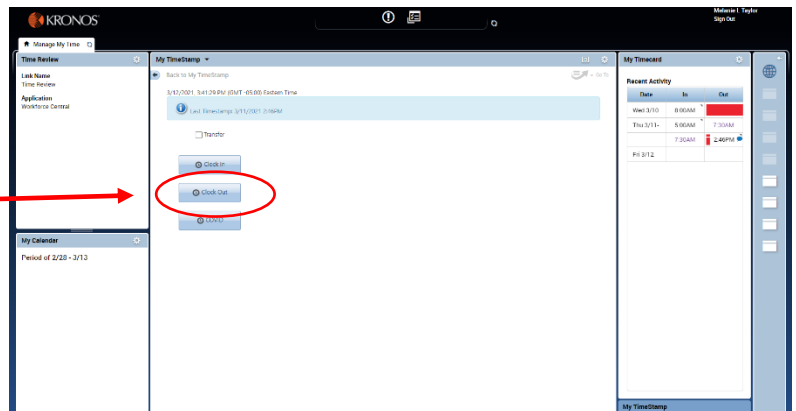
1st time Password = Umms@XXXX
(XXXX = last 4 of SS#)

Create new Password, and setup 3
Security Questions with your Answers.



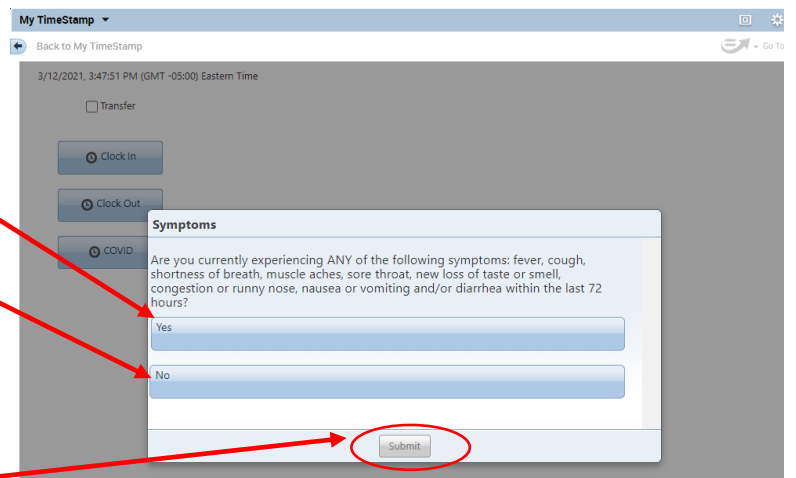
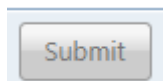
Clock-In (without a Transfer)

1. Click the
Clock In button.




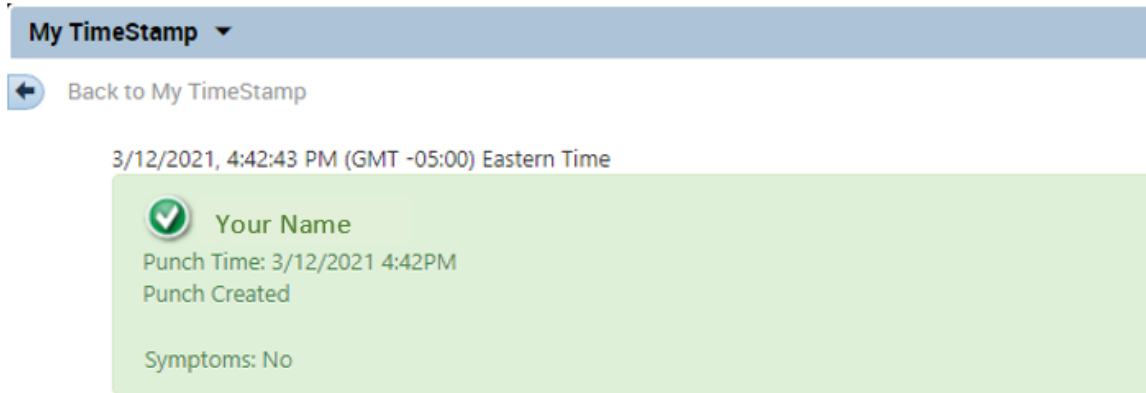
Covid Question

2. Answer the Covid Question.
 - a. **No** – if you don't have any of the listed symptoms.
 - b. **Yes** – if you do have any of the listed symptoms. You will then be presented with directions on what to do and who to contact.
3. Click the Submit button.



Punch Created

 Green check shows Punch was Created, Date & Time and answer to Covid question.

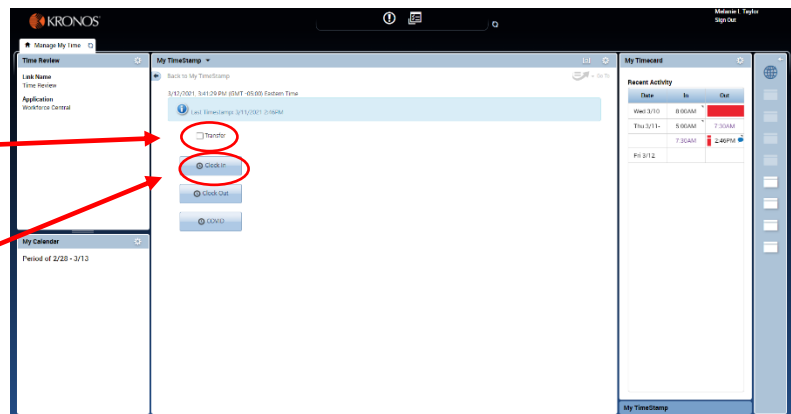


Clock-In with Transfer

1. Click the Transfer Box.

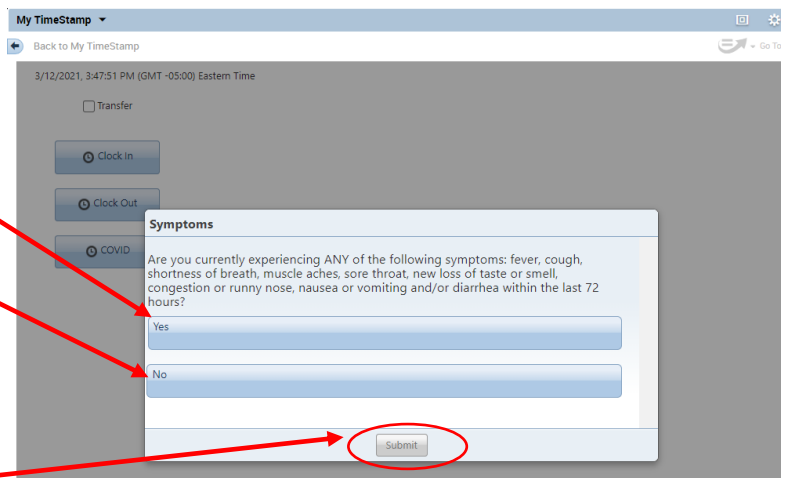
Transfer

2. Click the Clock In button.



Covid Question

1. Answer the Covid Question.
 - a. **No** – if you don't have any of the listed symptoms.
 - b. **Yes** – if you do have any of the listed symptoms. You will then be presented with directions on what to do and who to contact.
2. Click the Submit button.



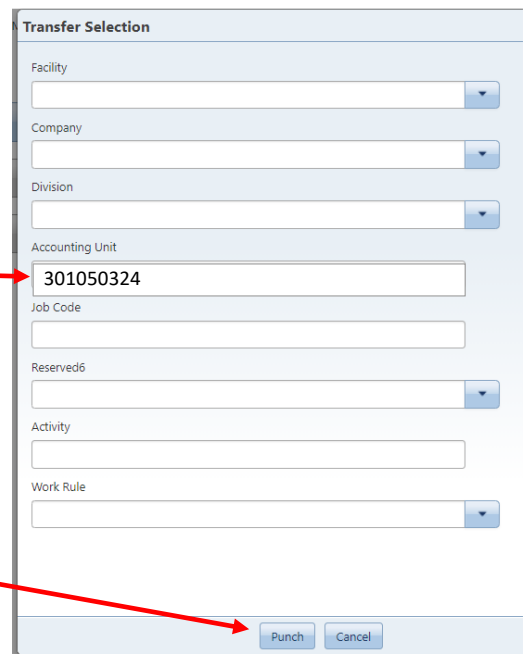
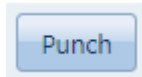
Transfer - Accounting Unit

1. Enter the 9 digit Accounting Unit number. This number consists of your Company number, followed by the 5 digit department number.

Ex: 3010 50324

Company # Department #

2. Click the Punch button.

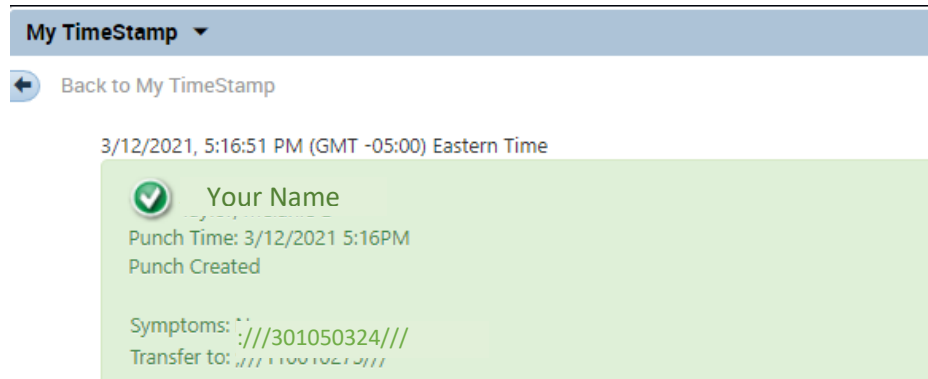


The 'Transfer Selection' form contains the following fields: Facility (dropdown), Company (dropdown), Division (dropdown), Accounting Unit (text input with value 301050324), Job Code (text input), Reserved6 (dropdown), Activity (text input), and Work Rule (dropdown). At the bottom right, there are 'Punch' and 'Cancel' buttons.

Punch Created



Green check shows Punch was Created, Date & Time, answer to Covid question and Accounting Unit hours will be charged to.



The notification shows a green checkmark, the user's name, and the following details: Punch Time: 3/12/2021 5:16PM, Punch Created, Symptoms: :///301050324///, and Transfer to: :///110010275///.

Transfer – Intercompany

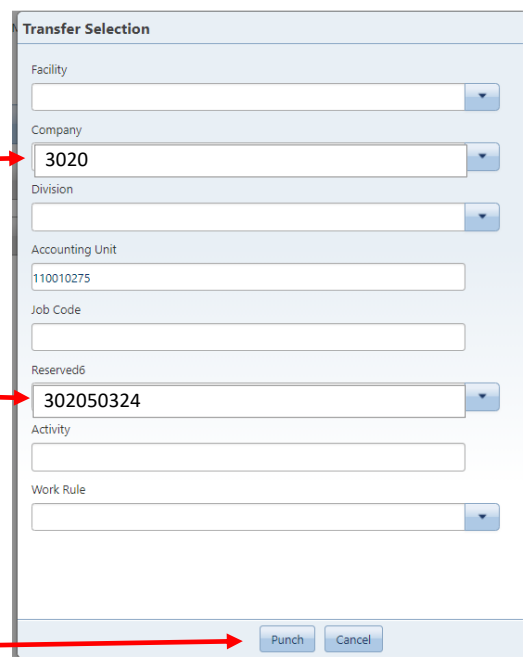
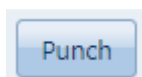
If you are transferring between legal entities

1. Enter the 4 digit Company Code
Ex; 3020
2. Enter the 9 digit Accounting Unit number. This number consists of your Company number, followed by the 5 digit department number.

Ex: 3020 50324


Company # Department #

3. Click the Punch button.



The 'Transfer Selection' form contains the following fields: Facility (dropdown), Company (dropdown with value 3020), Division (dropdown), Accounting Unit (text input with value 110010275), Job Code (text input), Reserved6 (dropdown with value 302050324), Activity (text input), and Work Rule (dropdown). At the bottom right, there are 'Punch' and 'Cancel' buttons.


Punch Created

 Green check shows Punch was Created, Date & Time, answer to Covid question and Accounting Unit hours will be charged to.

My TimeStamp ▾

[← Back to My TimeStamp](#)

3/12/2021, 5:16:51 PM (GMT -05:00) Eastern Time

 Taylor, Melanie L
Punch Time: 3/12/2021 5:16PM
Punch Created

Symptoms: No
Transfer to: :///110010275///

Transfer - Activity Codes (Capital, Grants, Foundations)

1. Enter the 9 digit Accounting Unit number.
This number consists of your 4 digit Company number, followed by the 5 digit department number.

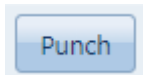
Ex: 110010000

Company # Department #

For Activities the Accounting Unit codes are:

- Capital: 4 digit Company # and **10000** for AU
- Grants: 4 digit Company # and **81000** for AU
- Foundation: 4 digit Company # and **80100** for AU

2. Enter the Activity Code.
Ex: CIP0003686
3. Click the Punch button.



Transfer Selection

Facility

Company

Division

Accounting Unit

Job Code

Reserved6

Activity

Work Rule