

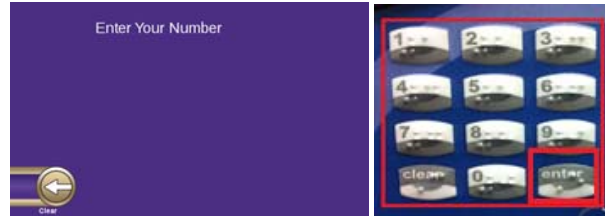
# WORKDAY QUICK GUIDE

## TRANSFER JOB OR DEPARTMENT USING THE TIME CLOCK

1. Press **Transfer** on the touch screen, or **Break St** on the keypad.



2. Swipe your Husky Card,  
Or  
Enter your Employee ID, and press **Enter** on the keypad.

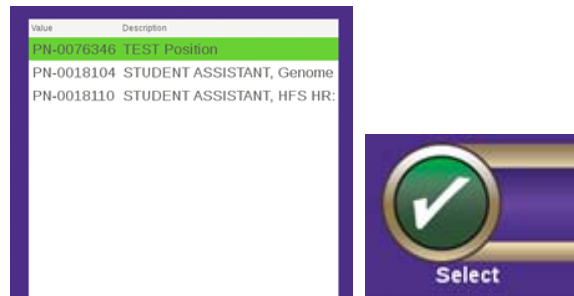


3. Select a transfer type.

If you do not have multiple positions, skip to step 6.  
If you have multiple positions, go to the next step.

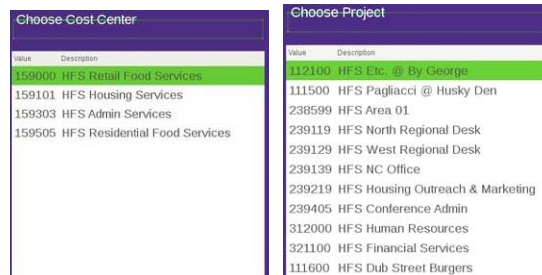


4. Choose the position for which you are clocking in.
5. Press **Select**.



6. Depending on the option you chose in step 3, follow the prompts to select the Cost Center and/or the Project to override.

You can use either the touch screen or the keypad.



# WORKDAY QUICK GUIDE

## PUNCH OUT USING THE TIME CLOCK

1. Press **Out** on the touch screen or on the keypad.



2. Swipe your Husky Card,  
Or  
Enter your Employee ID, and press **Enter** on the keypad.

