## 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. **If you hold one position**, skip this step and go to step 4.
   - If you have multiple positions, **choose the position** for which you are clocking in. Press **Select**, and go to the next step.

4. Follow the prompts to select the **appropriate costing** for override.
   - You can use either the touch screen or the keypad.
   - Press **Select**.