# WORKDAY QUICK GUIDE

## TRANSFER AND PUNCH IN USING THE TIME CLOCK

1. Press **In + Transfer** on the touch screen,  
   Or  
   Press **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**.