Entering Project Transfers For Hourly Associates





Entering Project Time for Associates

- 1. Project Time can only be entered when you **Start a Shift** or **Return from Meal.**
- 2. In **My Timestamp Window** select the following:
 - a. Transfer box
 - **b.** Shift Start to start your shift OR
 - c. Return from Meal when you have finished your meal and are returning to the project work
- After Clicking Start Shift or Return from Meal while transfer is selected; Then Transfer Selection box appears.
- Select **Project** in which you should be assigned
- Select Punch
- Then the Punch Confirmation box will appear and display your project number with your Start Time.









