KRONOS Klues

HOW TO FLOAT AN EMPLOYEE - TIMEKEEPER

Step 1: The timekeeper needs to know the following information to correctly float the employee’s hours:
- The correct 10 digit cost center number to charge the hours
- The employee’s class code

Step 2: Click in the transfer box between the IN and OUT punch on the day the employee floated to a different cost center. Click Search.

Step 3: The Select Transfer box will appear.
Step 4: Click Cost Center. A message will appear as show below. Click OK.

Step 5: Type the correct 10 digit cost center number to which the hours should be charged. Choose the employee class code with FOT (Float with Overtime) under the Work Rule section found at the bottom left of the screen. Click OK.

Step 6: The Transfer box will reflect the changes made to the shift. If an employee works greater than 40 hours in that week, the overtime would then be charged to the float cost center.

For Kronos issues, email Kronos@vanderbilt.edu
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