KRONOS Klues

HOW TO FLOAT TO ANOTHER COST CENTER USING TIME ENTRY - VTS

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

Step 2: Enter the time in for that day in the IN

Step 2: Click in the transfer box between the IN and OUT punch and 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. Under the Work Rule section found at the bottom left of the screen, click on 7009 - VTS. Click OK.

Step 6: The Transfer box will reflect the changes made to the shift.

For Kronos issues, email Kronos@vanderbilt.edu
For Kronos Terminal Reader issues, call 3-HELP or email HelpDesk@vanderbilt.edu