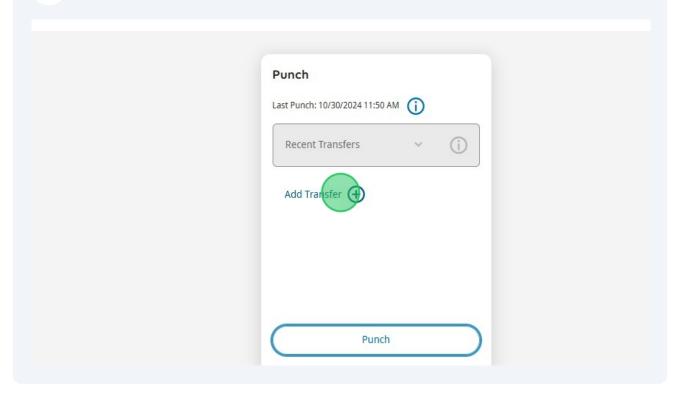
How to transfer neighborhood/community and position on the Kiosk



| | : | |
|--|-------|--|
| 10/30/2024 12:08 PM Badge Id 02073 | | |
| Pun | ch | |
| Advanced | Punch | |
| | | |

2 Click "Add Transfer"

3



By clicking "Add Transfer" the following window will appear to the Right of the screen.

| This system is in the Implementation state. After completing testing and before proceeding to Go-Live, please contact your Implementation Team to be a state of the state of t | × Transfer |
|--|---|
| e back, Jennifer ^k | Primary Location (i) /Valley on Columbia/Nursing/Riverside/N ursing Work Rule None |
| Punch Last Punch: 10/30/2024 11:50 AM (1) | Cost Center None Labor Categories MASTER,300 |
| Recent Transfers v (j) | Add Business Structure |
| Add Transfer 🕁 | Add Work Rule Add Labor Category |
| | |
| Punch | |
| | |
| | |

4 Click "Add Business Structure" to change neighborhood or location.

| , | × | Transfer | |
|---------------------------------|----------------------|--|---|
| | /Va Colu ursir | alley on mbia/Nursing/Riverside/N 1g < Rule | Î |
| Punch | Non | | _ |
| Last Punch: 10/30/2024 11:50 AM | | or Categories TER,300 | _ |
| Recent Transfers v (j) | (| Add Business Structure | _ |
| Add Transfer 🕂 | () | Add Work Rule | _ |
| | () | Add Labor Category | _ |
| | | | _ |
| Punch | | | |

Once you have clicked on "Add Business Structure", you will be met with new window of information. Scroll down and click on "Browse Entire List".

| Recent Transfers (i) Info Geolocation cannot be determined. Locations could not be filtered based on geolocation. | × |
|---|-----------|
| Add Transfer 🕂 Jobs with: "Nursing" | [6] |
| Nursing Valley Homes & Valley on Colum Nursing Riverside Nursing | U |
| Punch Valley Homes & Valley on Colum Nursing Valley on Colum Nursing Valley on Colum | i |
| Valley Homes & Valley on Colum Nursing Valley Transitions | i |
| Show Next 3 Results | |
| Back Ok | \supset |

5

Choose the neighborhood or community you are transferring to. In this example, the individual is transferring to Riverside.

Neighborhoods and Communities can be viewed in the "mapping" as seen in the image.

| | | Info Geolocation cannot be determined. Locations could not be filtered based on geolocation. | × |
|---------------------------|----|---|------------|
| | Se | earch | ٥ |
| | Jo | bs | |
| n: 10/30/2024 11:50 AM () | C |) Nursing /Villey on Columbia/Nursing/Riverside/ Nursing | (i) |
| t Transfers v (j) | C | Nursing /Valley on Columbia/Nursing/Lanark/N ursing | 0 |
| ransfer 🕂 | C | Nursing /Valley on Columbia/Nursing/Valley Transitions/Nursing | 0 |
| | C | Nursing | () |

7 Once the new neighborhood/community has been identified, click "Ok".

| | Search | ٥ |
|---------------------------------|---|-----------|
| Punch | Jobs | |
| Last Punch: 10/30/2024 11:50 AM | Nursing /Valley on Columbia/Nursing/Riverside/ Nursing | 0 |
| Recent Transfers v (j) | Nursing /Valley on Columbia/Nursing/Lanark/N ursing | 0 |
| Add Transfer 🕀 | Nursing /Valley on Columbia/Nursing/Valley Transitions/Nursing | 0 |
| | Nursing /Valley on Columbia/Nursing/Valley on Columbia/Nursing | 0 |
| Punch | Nursing /Valley on Columbia/Nursing/Almonte/ Nursing | 0 |
| | Nursing "/Valley on | 0 |
| | Quick links | |
| | Work Rule | |
| | Labor Categories | |
| | Back Ok | \supset |

6

8 When changing neighborhood/community, depending upon your role, it may be a requirement for you to change the position you are serving as. Example: A CNA who is transferred to another neighborhood needs to change their role from a CNA to a CNA Float.

However, it is not always the case that when an employee moves neighborhood/community that a change in position needs to occur - if this is the case, the individual can proceed to clicking on "Apply" followed by "Punch".

To change position as part of a neighborhood/community change, click "Add Labor Category".

| Punch Last Punch: 10/30/2024 11:50 AM () | None Cost Center None Labor Categories MASTER,300 Business Structure |
|---|--|
| Recent Transfers Y (1) | Valley Senior/Valley Senior Living/Valley Homes & Services/Valley on Columbia/Nursing/Riverside/Nursi ng |
| Punch | Add Labor Category |
| | Cancel Apply |

9 Click "Add Pro Jobs"

| before proceeding to Go-Live, please contact your Implementation Team t | × | Transfer Add Labor Category |
|---|---|---------------------------------------|
| | Ð | Add Bro Jobs • |
| | | |
| | | |
| 1: 10/30/2024 11:50 AM | | |
| t Transfers v (i) | | |
| ransfer 🕂 | | |

10 Click the "Search" field and type in the position you are transferring in to.

| before proceeding to Go-Live, please contact your Implementation Team t | × Transfer Add Labor Category |
|---|----------------------------------|
| | Add Pro Jobs Add Pro Jobs |
| | Refine search for more results |
| t Transfers v (j) | |
| ransfer 🛨 | No Labor Category to display. |

11 Once the position has been identified from the list, click on the position.

| 1: 10/30/2024 11:50 AM () | 301 RN - PCS |
|---------------------------|-------------------|
| t Transfers ~ (j) | 301S RN - PCS |
| ransfer 🕂 | 302 PCS RN PRN |
| | 303 RN - FLT |
| | |
| Punch | |
| | |

12 Click "Ok"

| Punch | |
|-------|--|
| | Quick links Business Structure, Work Rule Back |

13 Now that the neighborhood/community and position have been changed, click "Apply"

| | Add Work Rule | |
|-------|------------------|-----|
| | Labor Categories | |
| | Pro Jobs | : |
| Punch | 303 | |
| | RN - FLT | |
| | | 1 |
| | | |
| | | |
| | | |
| | Cancel | ply |

14 For individuals who are changing position, but not neighborhood/community -You can proceed straight to changing the position via the "Add Labor Category" and following the steps as outlined above. **15** After clicking "Apply" you will be met with the following screen which will illustrate that a transfer is going to occur with this punch via the "Recent Transfers" box.

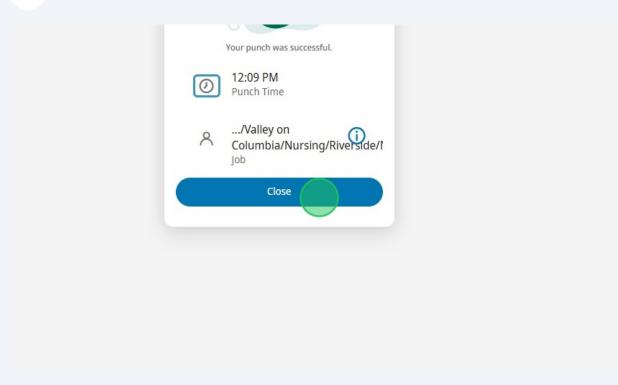
When ready, click "Punch" to enter this time stamp and change to your timecard.

| | Last Punch: 10/30/2024 11:50 Recent Transfers | AM (i) | |
|--|--|--------|---|
| | /Nursing;;;,303; | ~ | 0 |
| | | | |
| | Add Transfer 🕀 | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Punc | L. | |

16 After "Punching", you will be met with the following confirmation page.

| Punch | |
|------------------------------|--|
| | |
| Your punch was successful. | |
| 12:09 PM Punch Time | |
| Columbia/Nursing/Riverside/I | |
| Close | |
| | |

17 Click "Close"



18 Be sure to click "Sign Out" once you have transferred.

| Welcome back, Jennifer 42-Timeclock | | Sign Out |
|---|--|----------|
| | Punch Last Punch: 10/30/2024 12:09 PM Recent Transfers None Add Transfer | |