

## Transferring Hours to Workgroups

Note: This function is available for employees who need to punch in and out for different workgroups.

Follow the steps below to select the workgroup where you will punch in for the day.

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN). See the “Logging In” job aid if you need instructions.
- 2 Click **Transfer Workgroup**.
- 3 Use the dropdown lists to select the Location and Department<sup>1</sup> where you will work for the day and then click .

The screenshot displays the Paycor.12 ESS interface. At the top left is the Paycor.12 logo. Below it are input fields for 'Badge/ID' and 'PIN'. A red circle with the number '1' is placed over the 'Badge/ID' field. An arrow points from this field to the 'Transfer Workgroup' option in the sidebar. The sidebar contains several options: 'Punch', 'Request Partial Day Off', 'Request Day Off', 'Request Consecutive Days', and 'Transfer Workgroup'. A red circle with the number '2' is placed over the 'Transfer Workgroup' option, with an arrow pointing to the 'Select a Workgroup' dialog box. The dialog box has a title bar 'Select a Workgroup' and contains two dropdown menus: 'Location' (set to 'Illinois') and 'Department' (set to 'Installation'). Below these are 'Ok' and 'Cancel' buttons. A red circle with the number '3' is placed over the 'Ok' button. In the background, a 'Recent Activity' table is visible with columns 'Operation' and 'Description', showing three 'Logged into System' entries. The top right of the interface shows a clock displaying '8:57:02 AM' and the date 'Monday, November 26, 2012'.

<sup>1</sup>Workgroup components are defined for your organization; your work group field names may be different than the Location and Department fields shown here.