

DATIS - Transferring To Another Position

1

The screenshot shows the ePunch application interface. At the top, it displays "ePunch", the date "Monday, June 28, 2021", and the time "3:50:00 PM". Below this, the host is identified as "Host SBS". The "User ID" field contains "14585" and the "PIN" field is masked with dots. A red box highlights these two fields. The main interface features a numeric keypad (0-9, ., ←), "Enter", "Clear", "Space", and "Backspace" buttons. On the right side, there are four action buttons: "HELLO! PUNCH IN" (green), "GOODBYE! PUNCH OUT" (grey), "TRANSFER" (orange, highlighted with a red box), and "RESET" (red). The DATIS logo is at the bottom.

Enter your user ID and PIN, if you aren't clocked in, this will need to be done first > After entering your ID + PIN, click "Transfer"

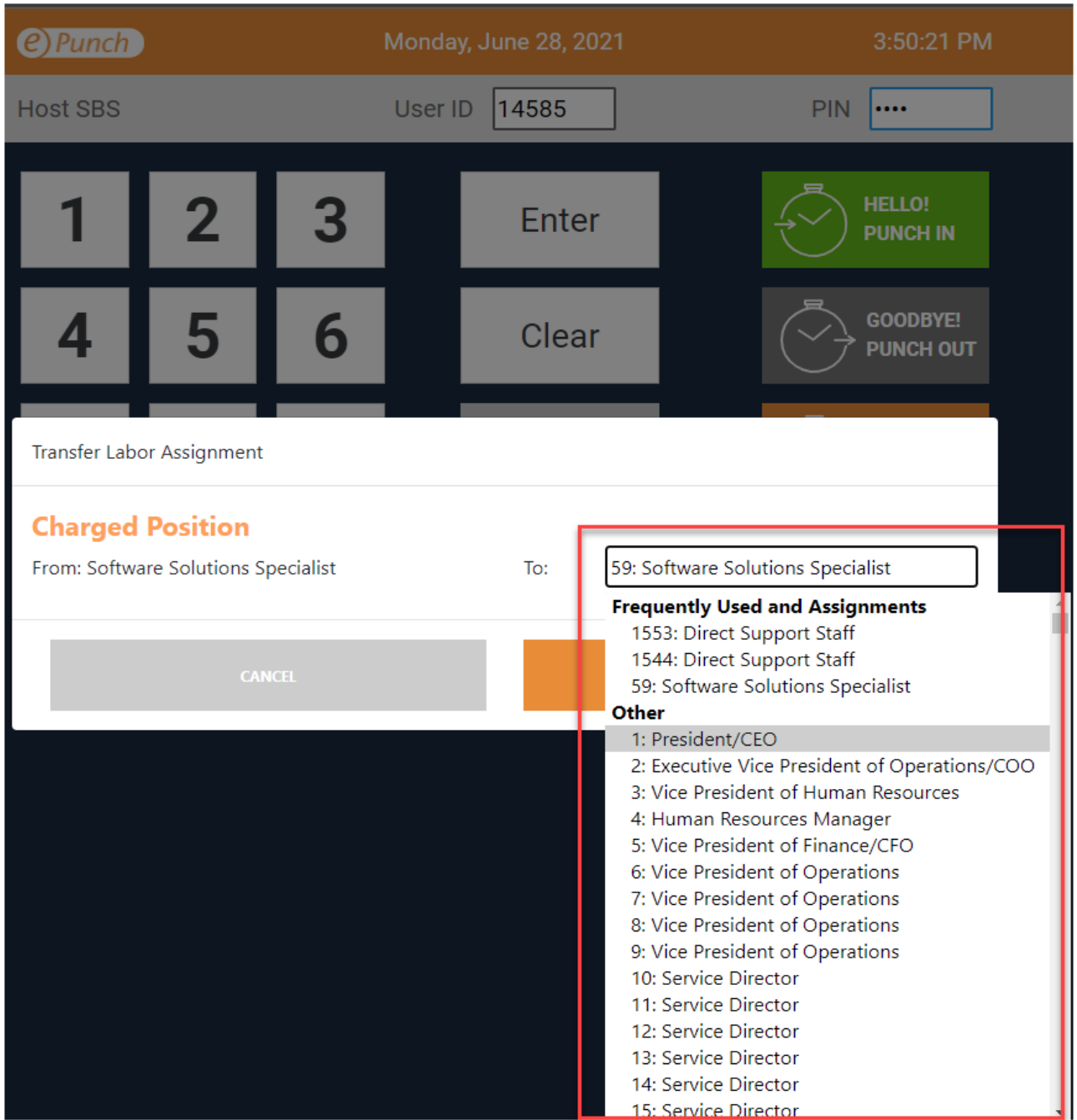
2

The screenshot shows the ePunch application interface with a "Transfer Labor Assignment" dialog box open. The background interface is dimmed. The dialog box has a title "Transfer Labor Assignment" and a section titled "Charged Position". Under "Charged Position", the "From:" field is "Software Solutions Specialist". The "To:" field is a dropdown menu with "59: Software Solutions Specialist" selected and highlighted by a red box. Other options in the dropdown include "1553: Direct Support Staff", "1544: Direct Support Staff", and "50: Software Solutions Specialist".



Click "Show more options"

3



Choose the position number you are transferring to from the list.