

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 Department¹ where you will work for the day and then click .

The screenshot displays the Paycor 12 login screen with fields for 'Badge/ID' and 'PIN'. An orange arrow labeled '1' points to the 'Badge/ID' field. Below the login fields, a sidebar contains options: 'Punch', 'Request Partial Day Off', 'Request Day Off', 'Request Consecutive Days', and 'Transfer Workgroup'. An orange arrow labeled '2' points to the 'Transfer Workgroup' option. The 'Transfer Workgroup' dialog box is open, showing a 'Recent Activity' table and a 'Select a Workgroup' section with dropdown menus for 'Location' (set to 'Illinois') and 'Department' (set to 'Installation'). An orange arrow labeled '3' points to the 'Ok' button in the dialog box.

Operation	Description
Logged into System	Logged In
Logged into System	Logged In
Logged into System	Logged In

Select a Workgroup

Location

Department

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