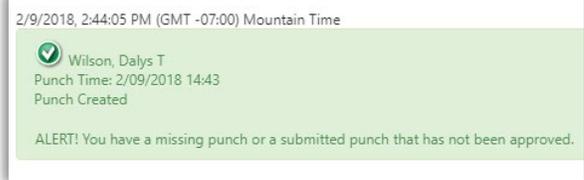


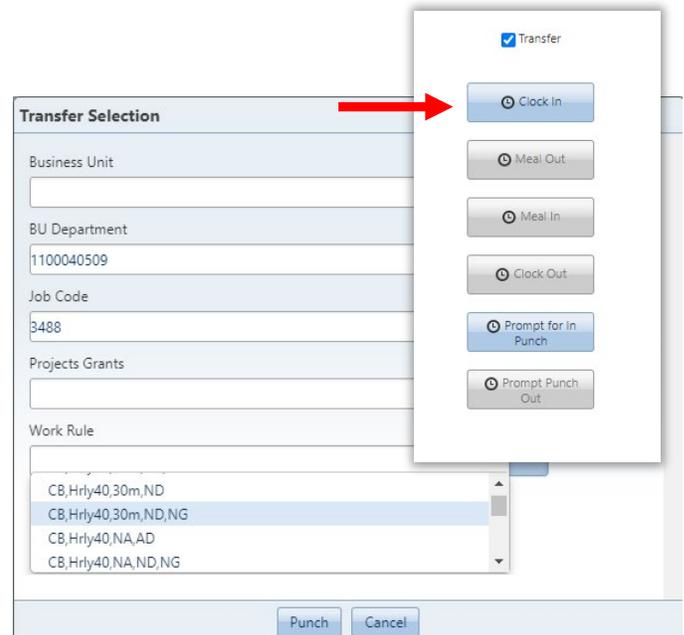
- Verify that your punch was created
 - If you have missing punches, there will be an alert in the verification message



To Float a Punch on the Web

Note: Use this option **only** if you are authorized to web punch and you're working in a **department or job code that isn't part of your regular schedule.**

- Click **Transfer** then click **Clock In**
- The Transfer Selection window opens
- Using the drop-down menus, select the **BU Department** or **Work Rule** you need; only fill in fields that are different from your scheduled job
- If you don't know what to put in a field, leave it blank
- Once you have entered your transfer information, click the **Punch** button



- Verify your punch was created; transfer information will be included at the bottom of the verification notice

