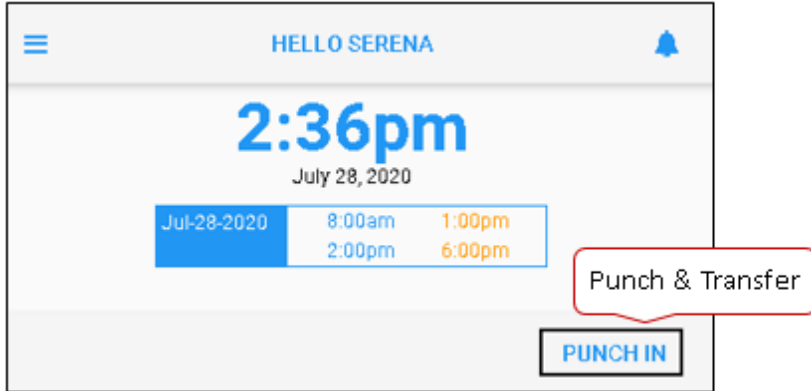
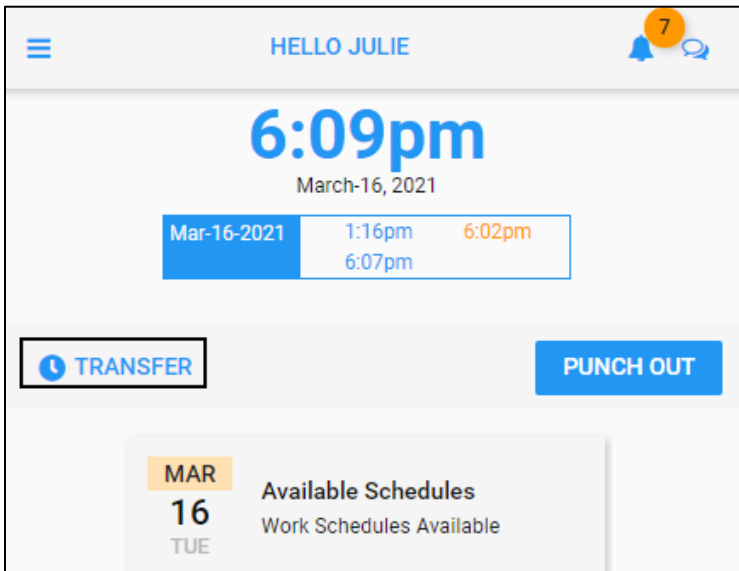


Based on the configuration, employees can perform punch and transfer using one function key. In this situation, workgroup transfer occurs when employees punch.



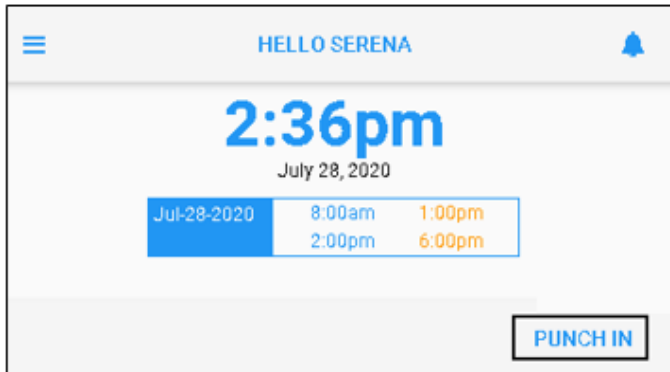
Note: In addition to GPS location-based workgroup transfer, employees can also transfer themselves from their home workgroup to another workgroup or cancel their workgroup transfer without tracking the GPS location. See a separate job aid called *Performing or Canceling Workgroup Transfer* for more information.



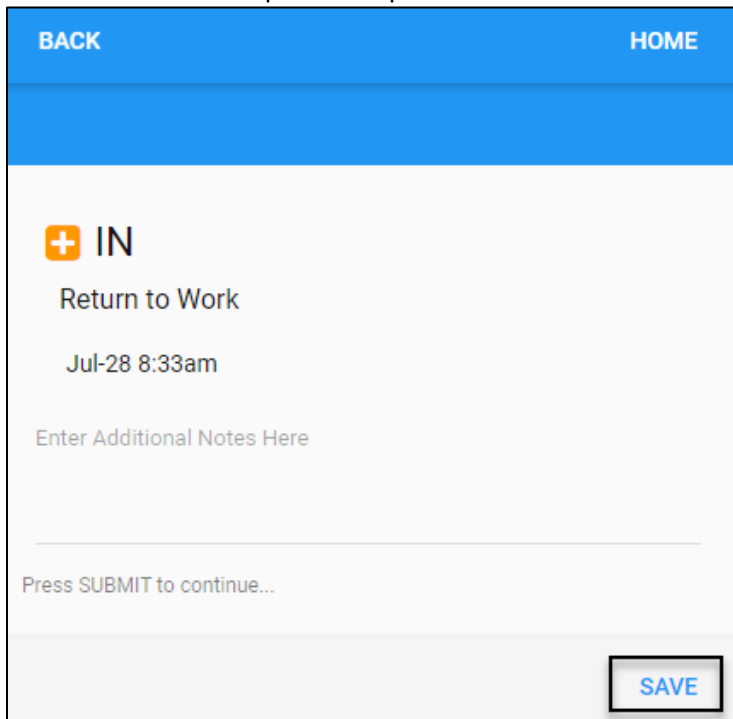
This job aid describes GPS based punch with transfer.

To punch and transfer:

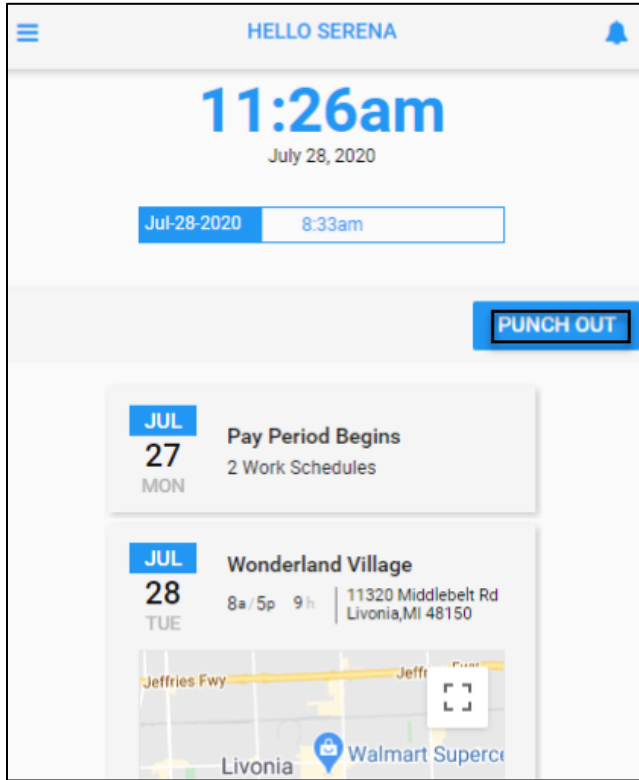
1. Tap **PUNCH IN**.



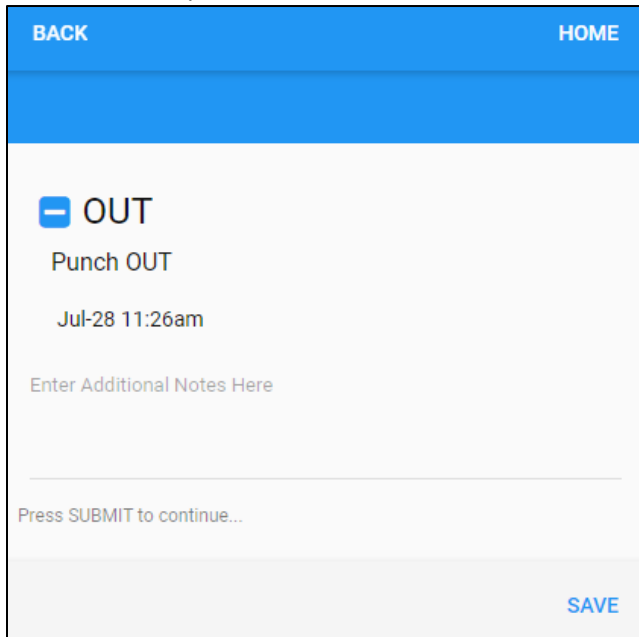
2. If the GPS location of the punch is inside the required geo zone, the **IN** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch In. Work transfer occurs when the employee punches In.



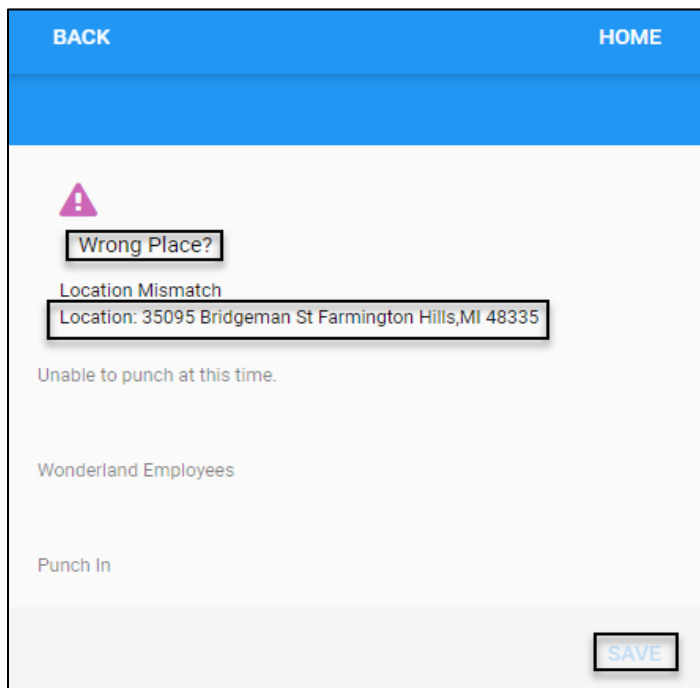
3. Tap **PUNCH OUT** after the shift completes.



4. If the GPS location of the punch is inside the required geo zone, the **OUT** screen is displayed and the **SAVE** button is available. Tap **SAVE** to punch out. The worked hours in the transferred workgroup are recorded for supervisor review.



Note: If the GPS location of the employee’s punch is not inside the defined geo zone, the following “Wrong Place?” message with the current address are displayed and the **SAVE** button is greyed out to prevent employees from punching and transferring.



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