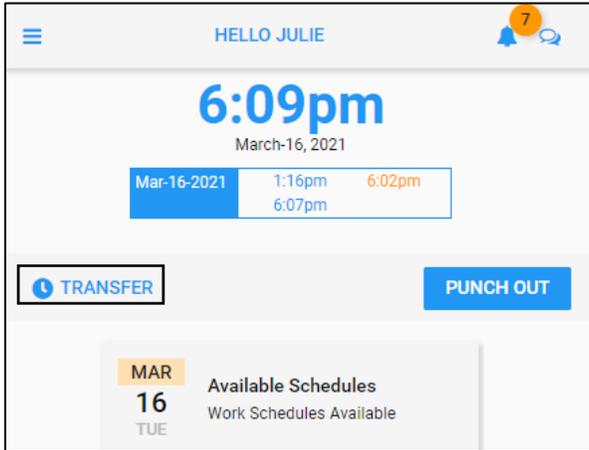
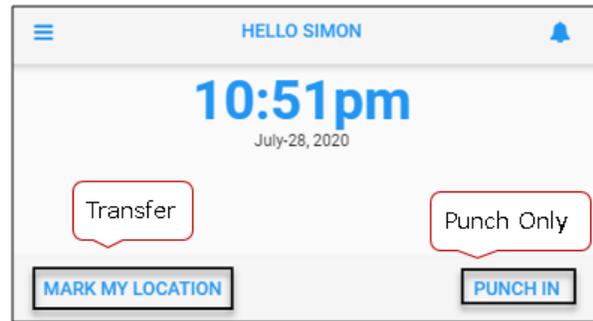
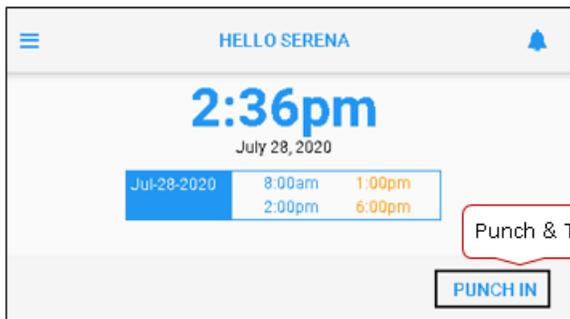


Employees can transfer themselves from their home workgroup to another workgroup or cancel their workgroup transfer.



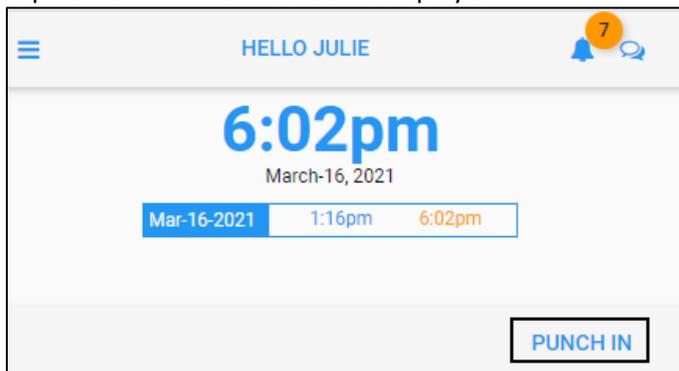
Note: If GPS punch restriction is configured in your system, PUNCH or MARK MY LOCATION button can be used for workgroup transfer based on the GPS location. See two separate job aids called *GPS Punching In or Out with Workgroup Transfer* and *GPS Punching In or Out and Mark My Location* for more information.



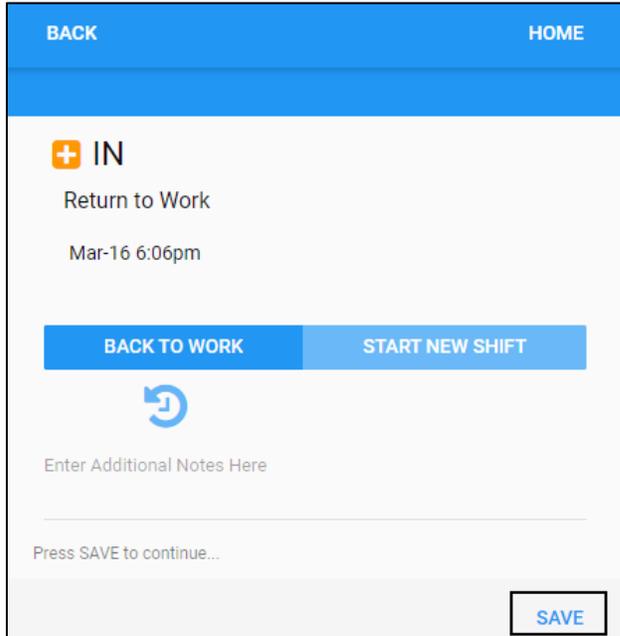
This job aid describes the workgroup transfer function without tracking GPS location.

To perform workgroup transfer:

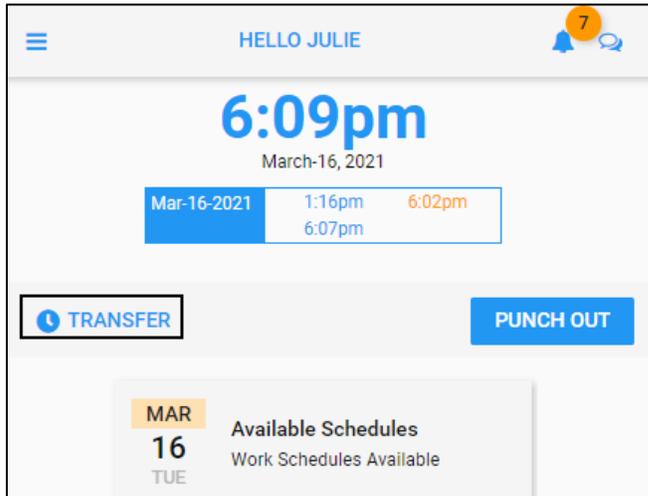
1. Tap **PUNCH IN**. The **IN** screen is displayed.



2. Tap **BACK TO WORK** or **START NEW SHIFT** based on your situation. Tap **SAVE**. The **TRANSFER** button is available.



3. Tap the **TRANSFER** button.



- Select the appropriate workgroups from the drop-down list for each workgroup level. Tap **SAVE**.

Transfer

Division
Michicare

Department
Nursing

Job Code
Certified Nursing Aide

Location
Grand Rapids Care

Training
Assisted Living

SAVE

- The submitted workgroup transfer is displayed in the **Activity** tile marked as **TRANSFER TO** on the Home screen.

HELLO JULIE

7

6:19pm
March-16, 2021

Mar-16-2021 1:16pm 6:02pm
6:07pm

TRANSFER PUNCH OUT

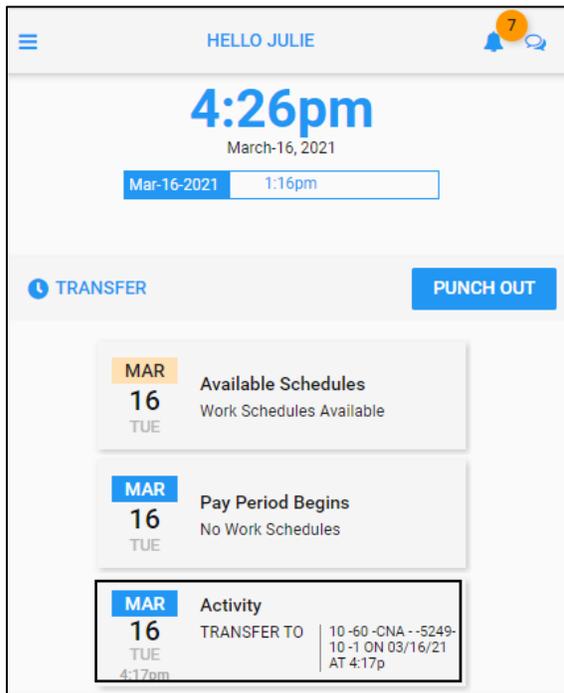
MAR 16 TUE Available Schedules
Work Schedules Available

MAR 16 TUE Pay Period Begins
No Work Schedules

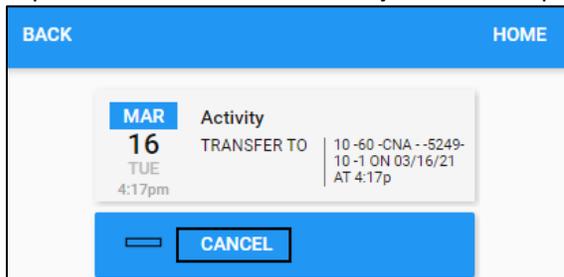
MAR 16 TUE Activity
TRANSFER TO 10 -60 -CNA - -5249-
10 -1 ON 03/16/21
AT 6:19p

To cancel a workgroup transfer:

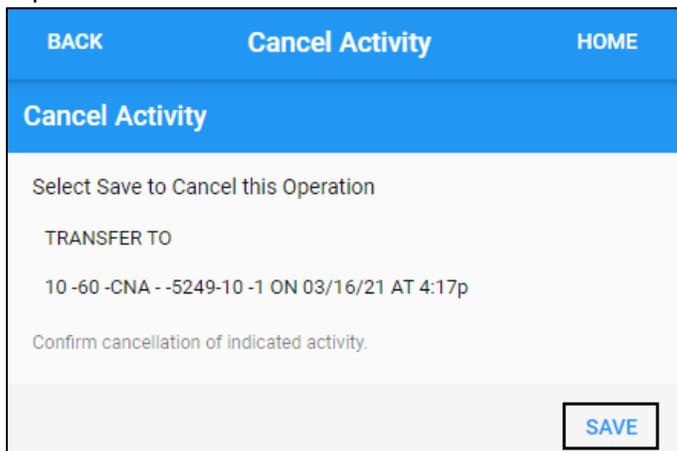
1. Tap an **Activity** tile marked with **TRANSFER TO** on the Home screen.



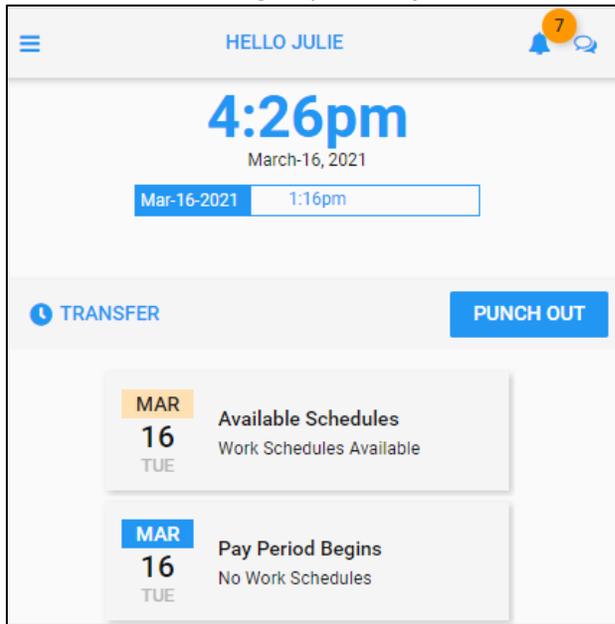
2. Tap **CANCEL**. The **Cancel Activity** screen is displayed.



3. Tap **SAVE**.



4. The transferred workgroup **Activity** tile is removed from the Home screen.



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