Navigate to Kronos using: time.albemarle.org

Enter your username and password

Click the right arrow button to logon

Click on the "Transfer" option located above the "Record Time Stamp" button

Select the "Search" Option from the dropdown.
When the Transfer Dialog comes up, select "Advanced" at the bottom of the page.

Now select the dropdown arrow next to "Work Rules".

Use the scroll bar on the right to find and select the correct transfer that you need.

Once you have found the correct transfer, click on it to select it.

Click the "Ok" button to confirm your selection.
The Transfer Dialog will disappear and you will be back on your Timecard.

Notice that the “Transfer” selection now has your requested Transfer rule selected.

Select “Record Time Stamp”

Click on the “Refresh” button to the left of the “Transfer Selection”

This will refresh your timecard and let you see the punch that you just submitted.

**DEPENDING ON WHAT CLOCKING METHOD YOU ARE USING, PUNCHES MAY TAKE TIME TO SHOW UP. IF USING "OFFLINE MODE", PUNCHES WILL NOT SHOW UP UNTIL YOU ARE ABLE TO LOG IN ONLINE AGAIN.

You will now see the successful punch recorded on your timesheet.