Navigate to the Kronos App

Enter your username and password
Tap the logon button to complete logon
Tap on the “Punch” Icon at the top of the list of available options.
You will now see the Punch screen. Tap on the “>” next to the “Build Option”

After the “Build” Screen comes up, select the “>” next to “Work Rule”

You will be presented with the Work Rules options that are available for you.

Use the scroll bar on the right to find and select the correct transfer that you need and then click “Done” at the bottom of the screen
You will be taken back to the “Build Screen” and will see your selected “Work Rule”. If the Work Rule is correct, click “Done” at the bottom of the screen.

You will be taken back to the “Punch” Screen, if the “Build” has the correct Work rule in it, then click the “Punch” button on the bottom of the screen.

You will be presented with a dialog informing you that the punch was successful. Click “OK” to proceed.