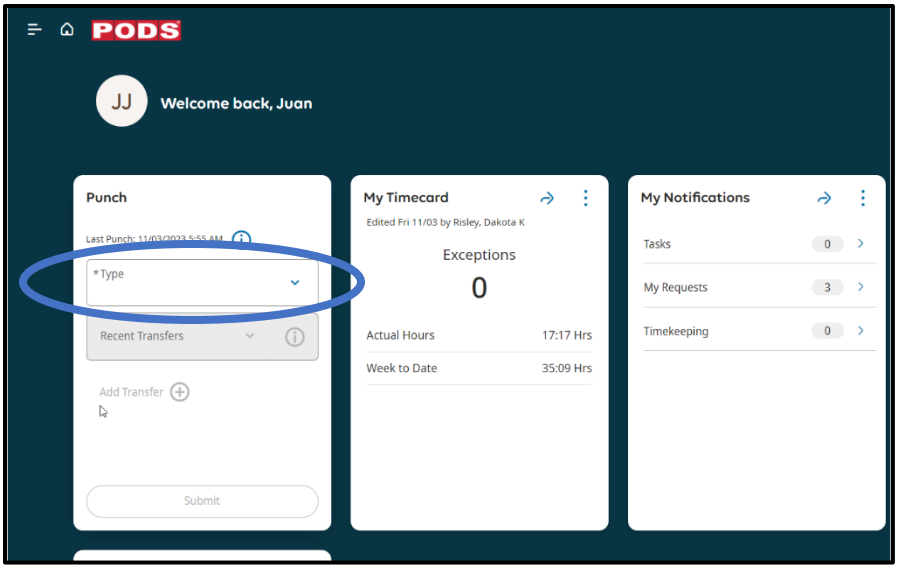
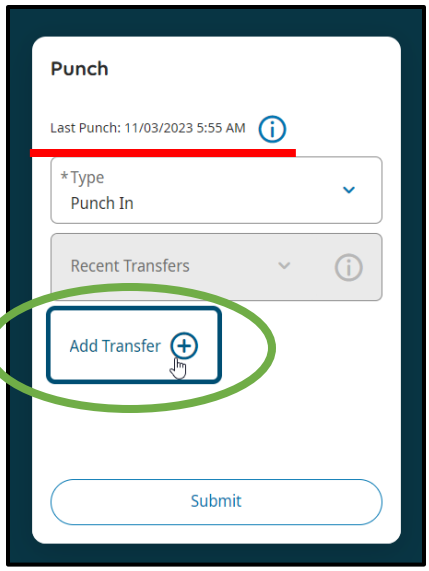
UKG Job Transfers
Drivers

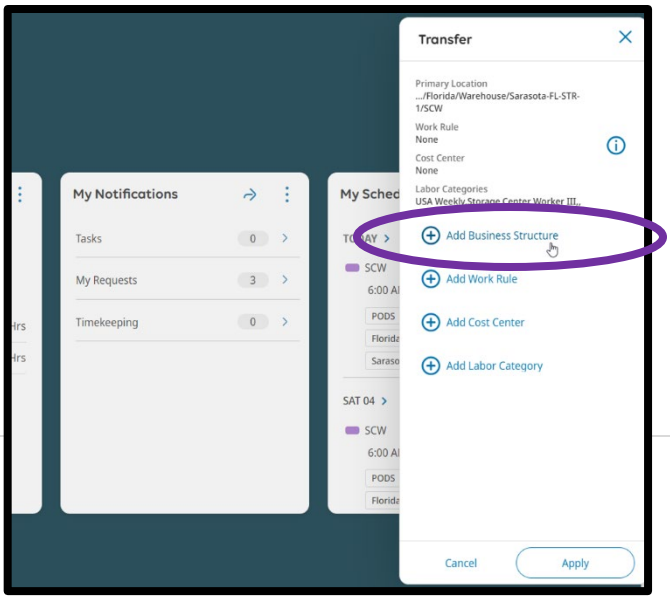
1. From the UKG Home Page click on the **"Punch Type"** to select **"Punch In"** or **"Punch Out".**



2. Click the **"Add Transfer"** button to transfer department codes. A new screen will open on the desktop.



Important: *Make sure to confirm last punch in/out.*

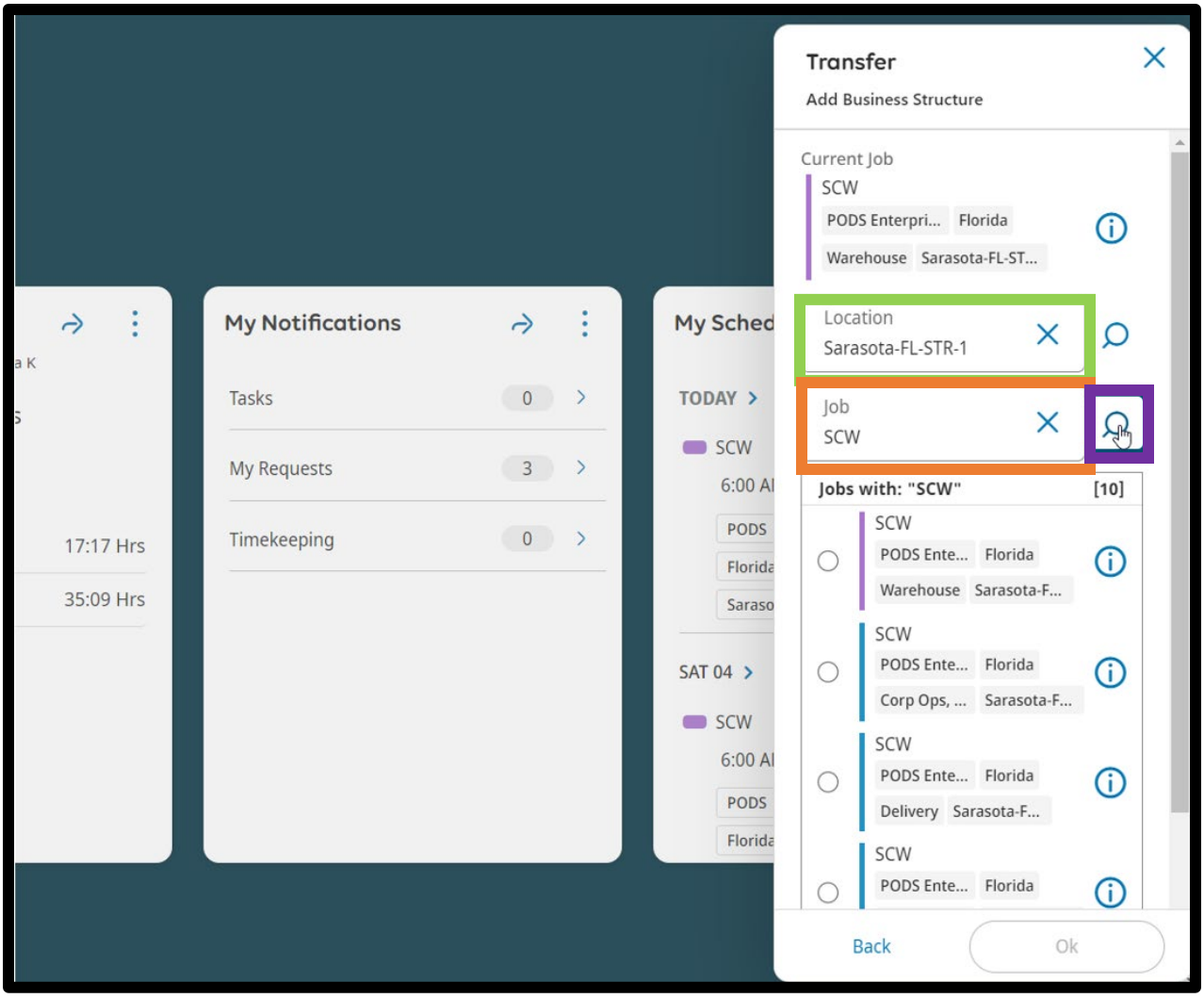


3. Click **"Add Business Structure"**

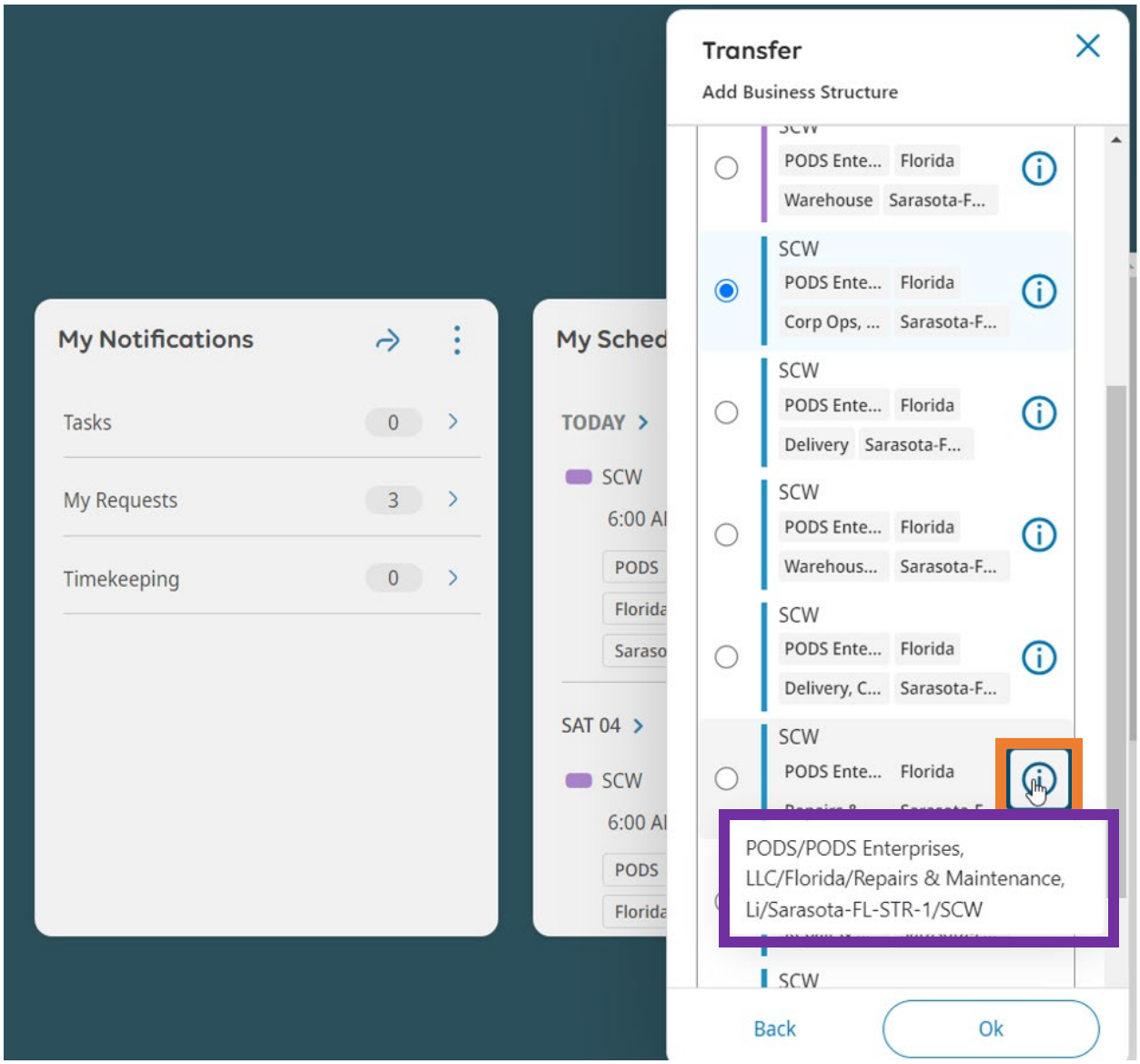
4.

a. Enter warehouse location in **"Location Box"**
b. Enter job type (Driver, SCW) into **"Job Box"**
c. Click the **"Magnifying Glass"** to return jobs with "SCW" or "Driver" options

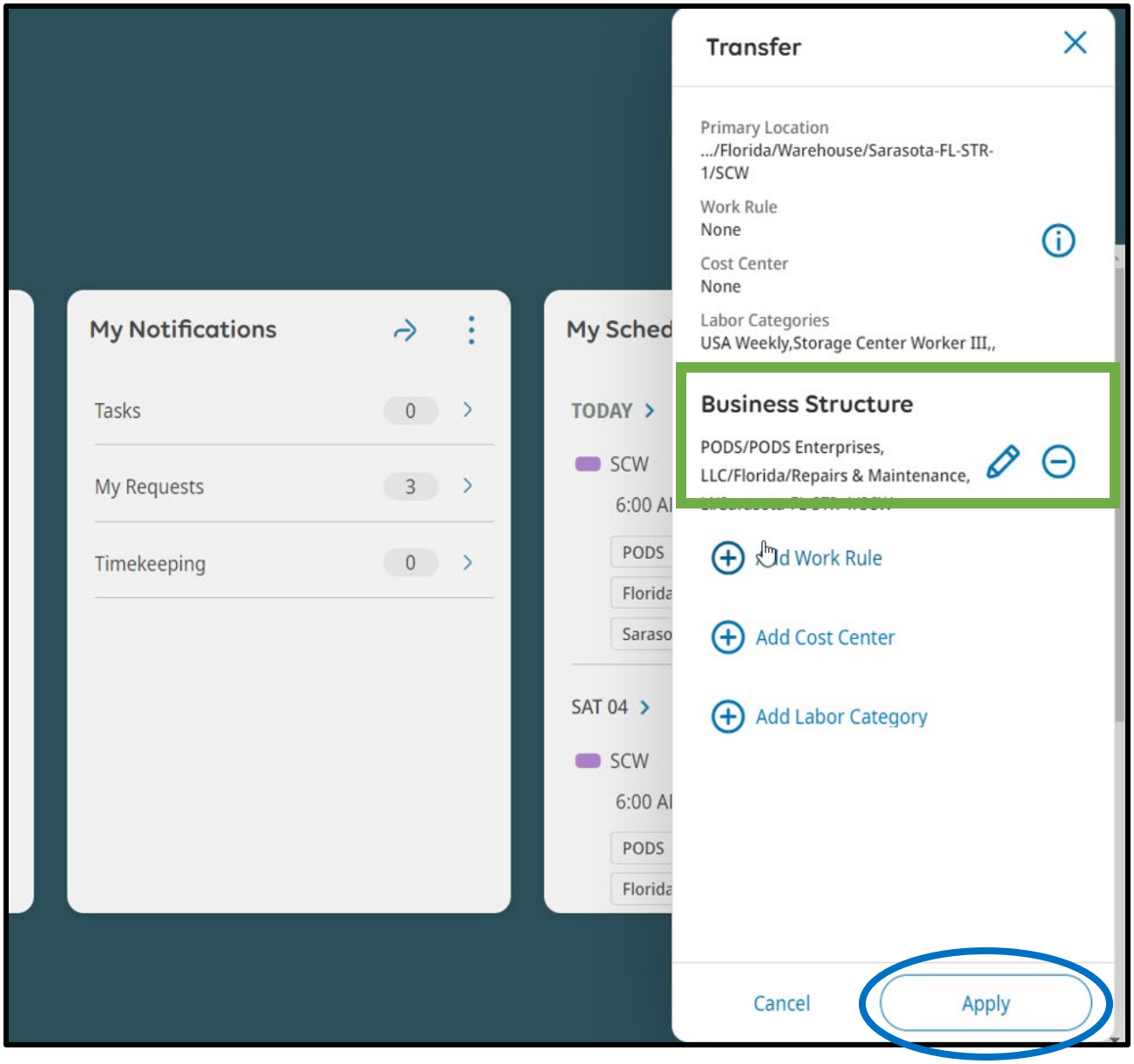
Note: *System will display job titles at location level ONLY**



5. Click the **"Information Icon"** to display the entire department **"Job Code".** Press the "information icon" to see a full description of the transfer. When selecting please confirm REGION, BUILDING, DEPARTMENT, and JOB TITLE.

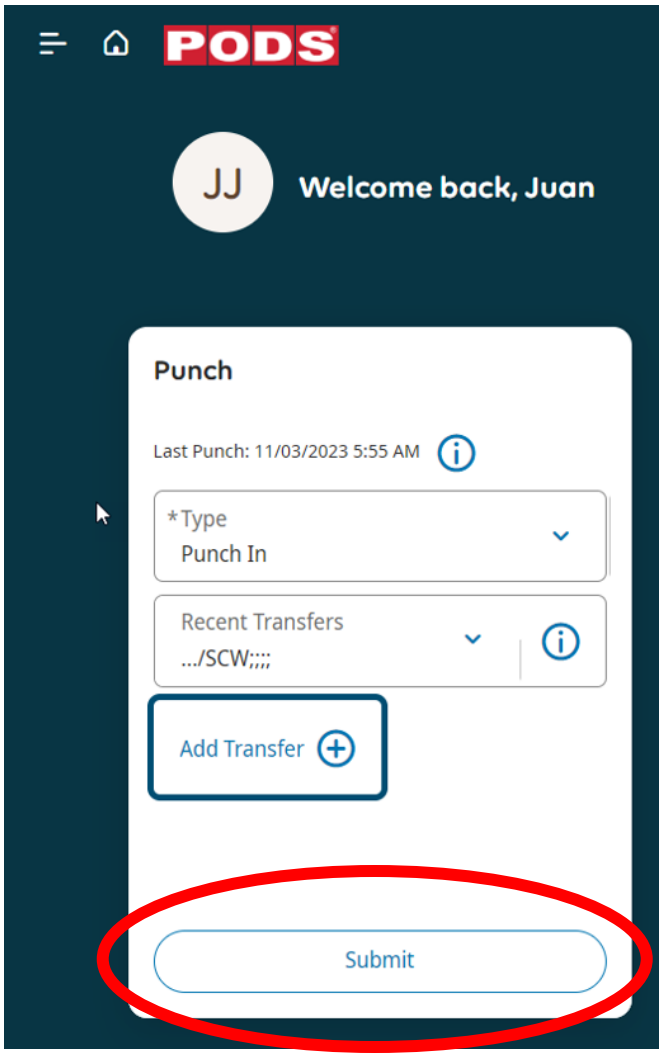


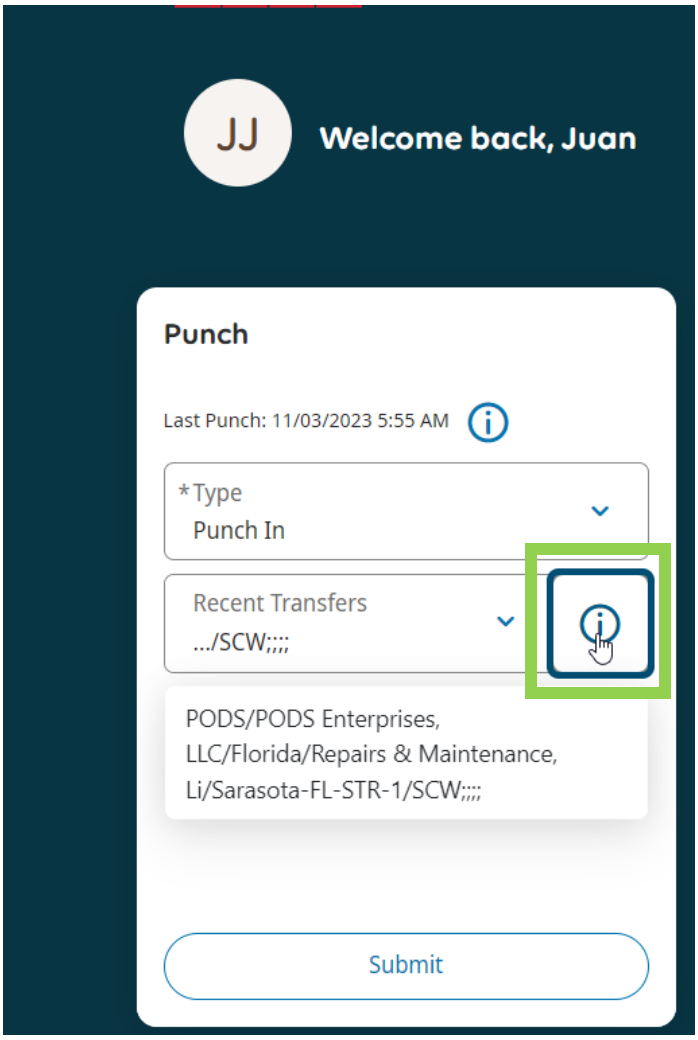
6. Confirm proper **"Transfer Department Code"** **and** click **"Apply"**.



7. Once the transfer department code is selected and correct click **"Submit"**.

Note: To confirm proper transfer code prior to submitting punch, click **"Information Icon"** to preview department transfer code.





Department	Job Titles within Department
Container, Repositioning	Driver, SCW, Warehouse Tech
Corp Ops, Employee Dev	Driver, SCW, Warehouse Tech, Warehouse Support
Delivery	Driver, SCW, Warehouse Tech
Delivery, City Service	Driver, SCW, Warehouse Tech
Container, Repair & Maintenance	Driver, SCW, Warehouse Tech
Podzilla, Repairs & Maintenance	Driver, SCW, Warehouse Tech
Warehouse	Driver, SCW, Warehouse Tech, Warehouse Support
Warehouse, Management	Driver, SCW, Warehouse Tech, Warehouse Support