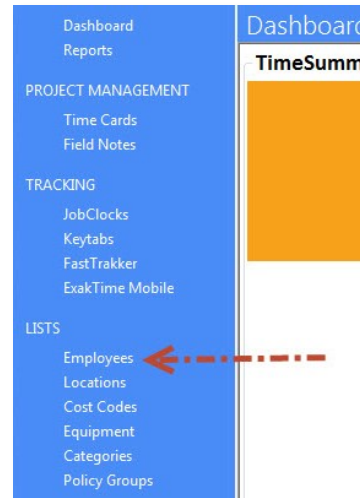
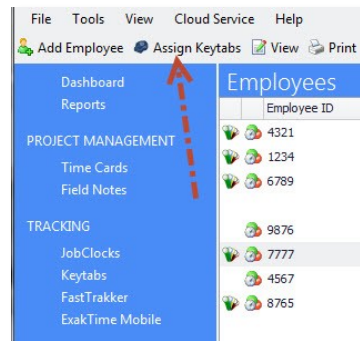


If the Keytabs you are assigning were used by a previous employee and you want to transfer them to another employee, just follow these simple steps:

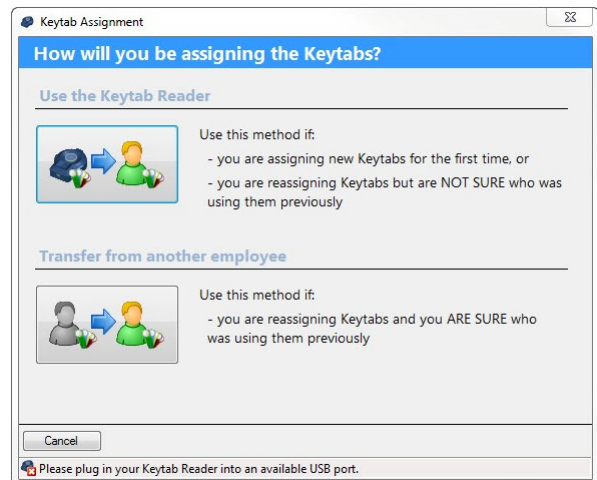
1. From the Employee screen in TimeSummit, double-click the name of the employee you want to assign the Keytabs to.



2. From the Detail Screen toolbar, double-click **Assign Keytabs**.



3. Two options will appear. Click on the second option to transfer from one employee to another.



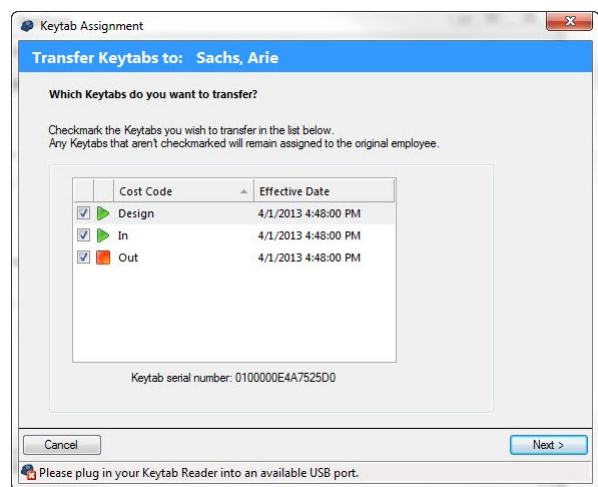
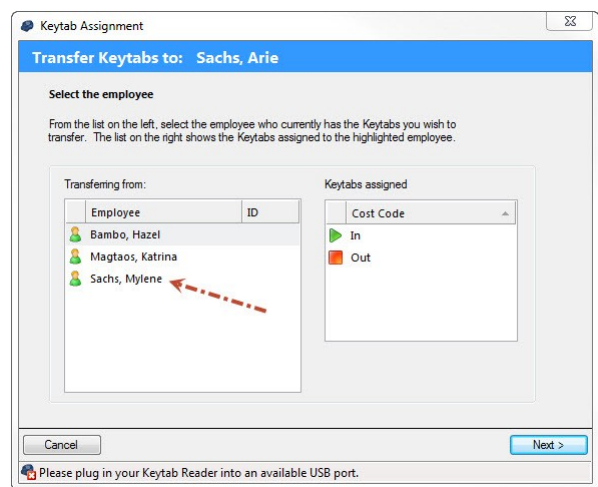
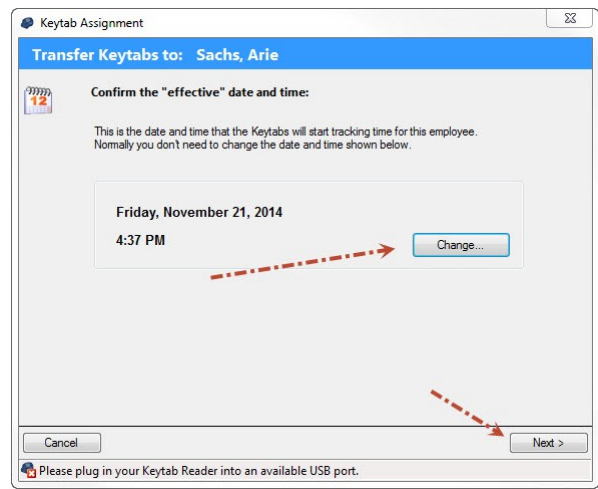
If for any reason you need to back-date the keytab assignment, click **Change** and this will allow you to change the time and date of the assignment. This is useful if the employee was given the keytabs prior to assignment.

Note: You will not be able to assign keytabs to an employee with a future date.

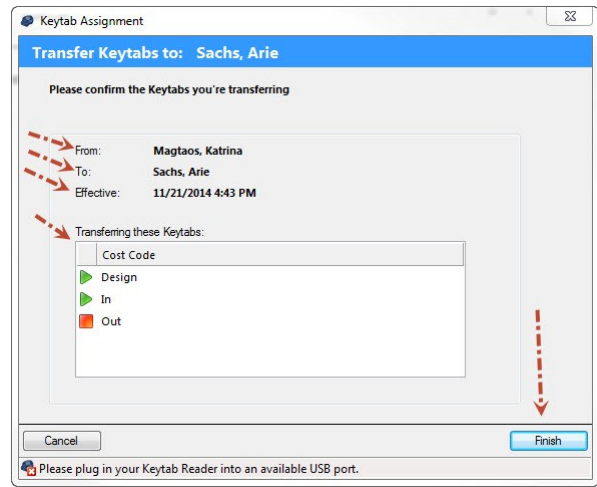
Otherwise, press **Next**.

Select the employee you want to transfer Keytabs from. Click **Next**.

Checkmark the Cost Codes you want to transfer. Click **Next**.



Confirm the assignment of these Keytabs to the new employee and click **Finish** to complete the transfer.



You can now verify the transfer by selecting the “Keytabs held by this employee” tab.

