How to Add or Change a Job Transfer on a Timecard

This job aid explains how to Add or Change* a job transfer path on a Timecard

For employees with DQ DGMXQFW MRE if the transfer is not OR is not correct, the HPSOR\HH ZLOO QRW JHW SDLG IRU WKRVH KRXUV ZRU

FDQnot LGZKaWund\WR FKDUJH RU FDQ FKDUJH WKH ZURQJ RQH

&RUUHFW WUDQVmust be added to a timecard for each set of punches, before a timecard can be DSSURYHG DW WKH HQG RI WKH SD\ SHULRG

IMPORTANT: Transfer edits can be made by the employee OR the time-approver

How to manually ‘Add’ a missing Transfer position:

1. Open employee’s Ti

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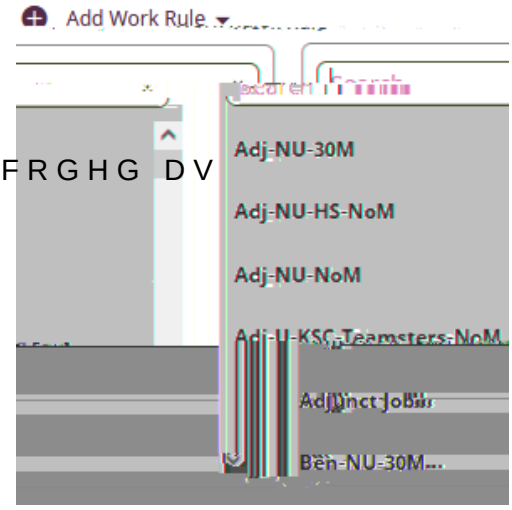
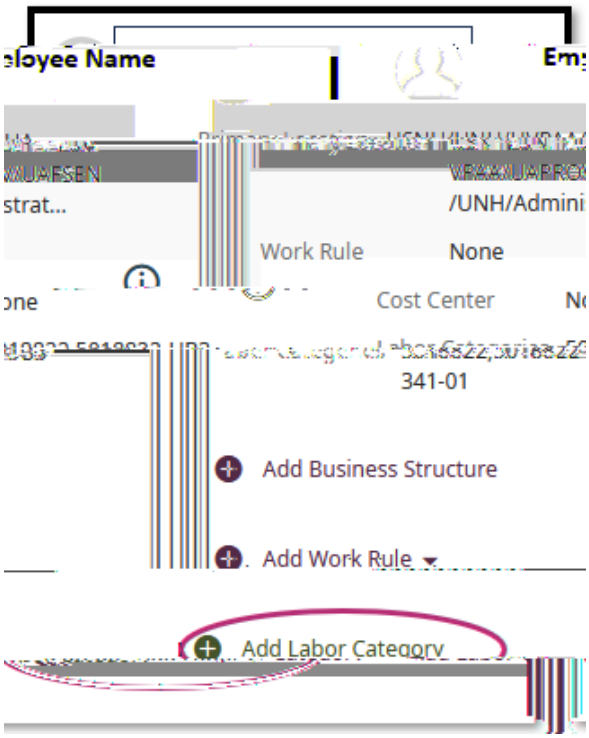
. Click on + ‘A G M X Q F W - R E’



7KLV VWHS ZLOO HQVXUH KRXUV DUH FRGHG DV $GMXQFW KRXUV RQ WKH

. Click on + ‘Add Labor Category’

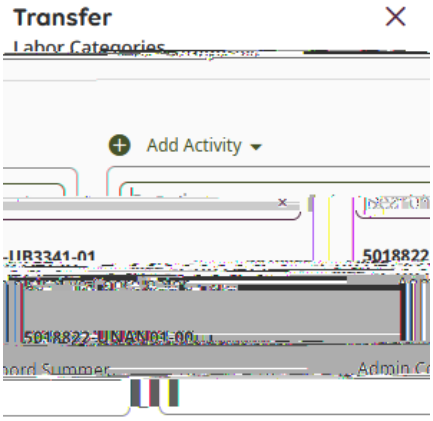


6. Click on + ‘Add Activity’

7. The job or jobs available for the employee will appear.

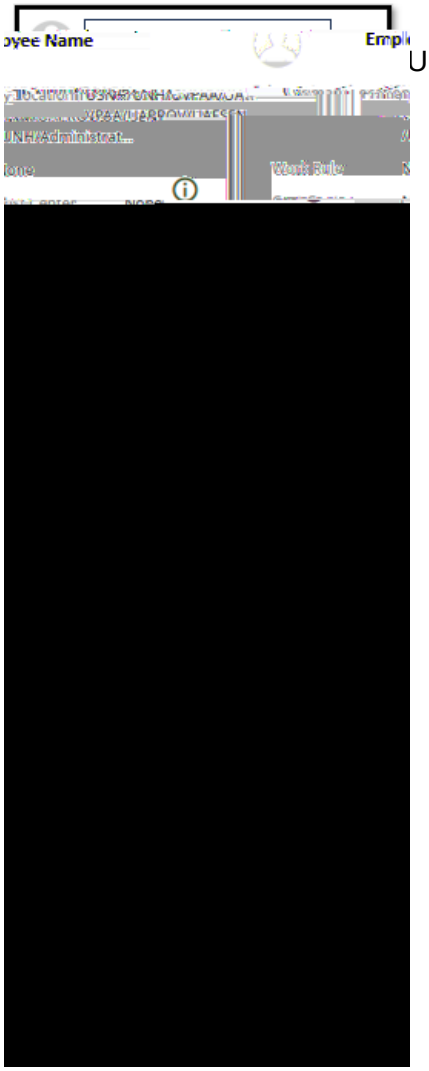
7 K L V L V F U L W L F D \ O R L W Q 3 K D W P R Q W K L Z R Q
Z K L F K M R E W K H S K R X \ V W R U N H G

6 H O H F W W K H M R E R U U H F W O \ 2 N



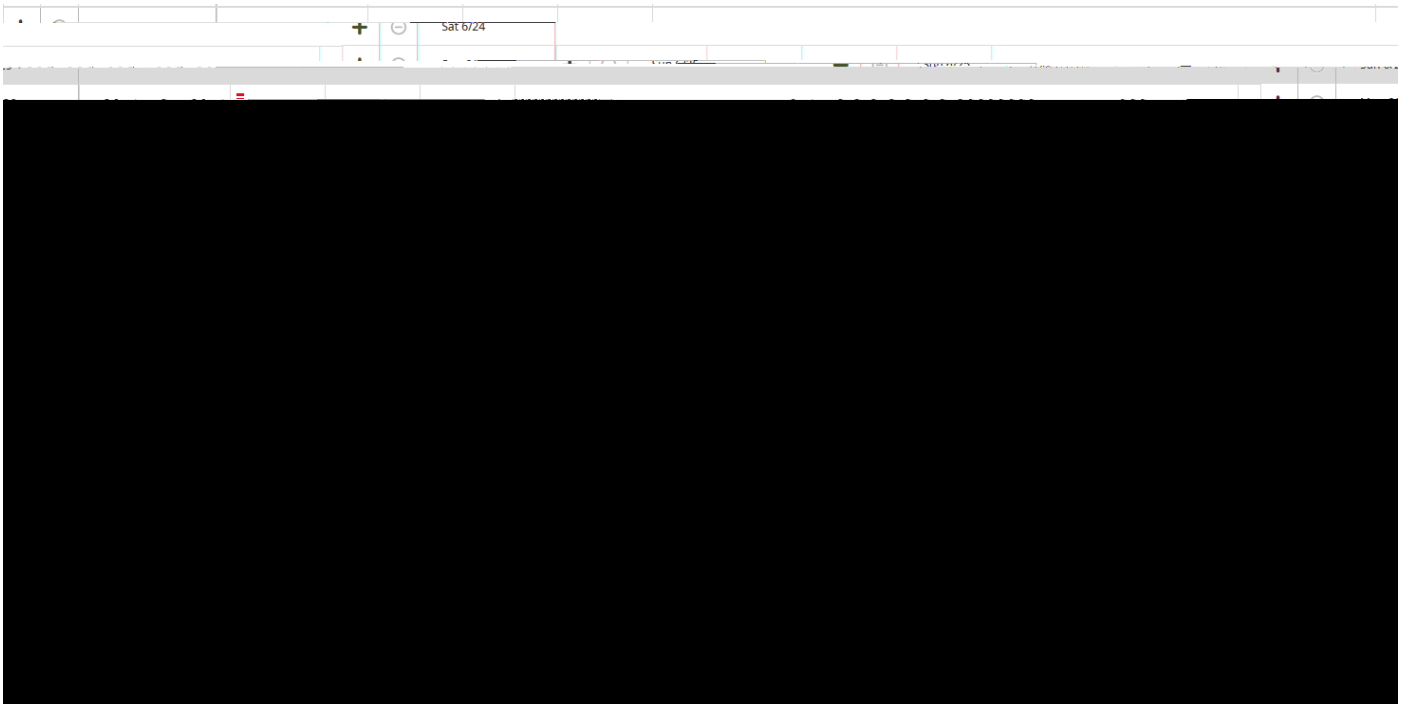
8. The Transfer box will summarize the path y ou have selected
3 O H D H M Q V X U H D O O W K U H H I L H O G V D U H F R P U H K R X
F R G H R U U H F W O \

Verify it is correct and click Apply .



[redacted]

9. The Transfer path has now been applied to that set of punches on the employee timecard.

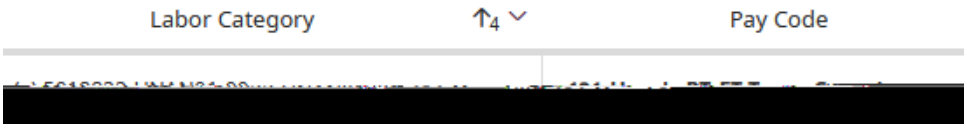


Click when you are done all ed its.

If you have remaining sets of punches that need a Transfer position added, repeat the process.

10. If you click on the Totals tab at the bottom of the timecard you can now see the Labor Category (containing 3 parts of data: Personal ID number, Position and Suffix) 8 1 $ 1 have correctly been assigned to the hours worked. This is required for the work time to pay correctly.

7 K H S D \ F R G H I R U D G M X Q F W K R X U V V K R X O G E H



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