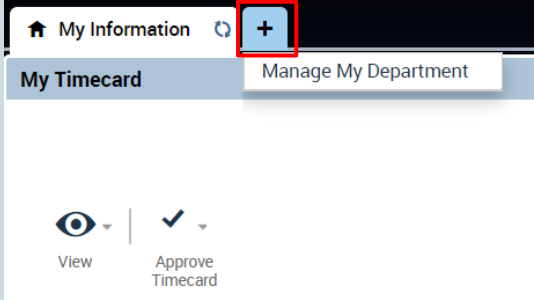
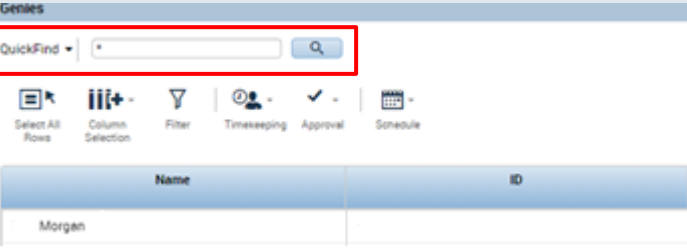
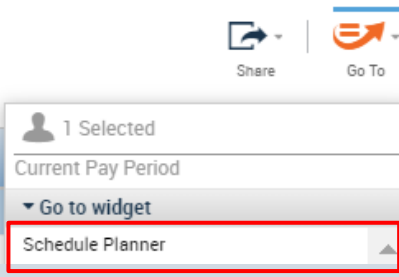
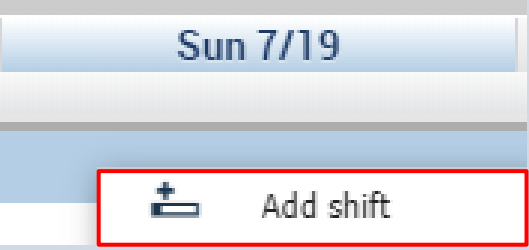


Labor Account Transfer

Purpose:

This job aid will help you enter a labor account transfer.

Steps	Screenshots
<p>Click on the '+' and select Manage my Department</p>	
<p>Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.</p>	
<p>Click an employee name, then use the Go To button to navigate to their schedule planner.</p>	
	

Select **Transfer** from the Type dropdown, then enter the times and the dates that you want to use.

Add Shift

Assigned to

Shift Details 12:00am-1:00am(1.00h)

Primary Job None

Insert Template ▾

Shift Label

Repeat this shift for days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Tr...	Labor Level Transfer	W... R...
<input type="button" value="+"/>	<input type="button" value="x"/>	7/18/2020	Regular	8:00am	4:00pm	7/18/2020	8.00			

Select the Labor Level Transfer drop down, recently used transfers will appear here, in this case we will select Search to build a new one by clicking **Search**

Labor Level Transfer W... R...

;;10 FT CT8 CT80 SDE STD 8

Search...

Fill in only the cells that are changing for example if all that's changing from the employees job is location, that's all you would enter.

Transfer

Name Morgan
Job
Labor Account
Work Rule

Job Transfer | Labor Account | Work Rule

Add Labor Account

Clear

Agency-Dept-...

Location:

Combo Code:

Override Reas...

Employee ID-E...

Supervisor:

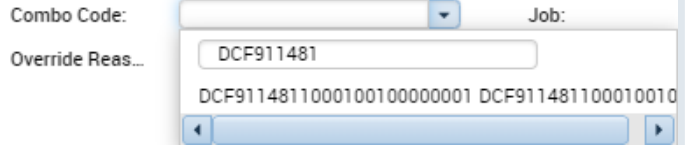
Job:

Steps

In order to add a Combo Code, select the drop down and use the smart search to find the code you are looking for, type in the first couple characters in the field shown.

To add an override reason code, or any of the other fields, also use the smart search and find the code that you want to add.

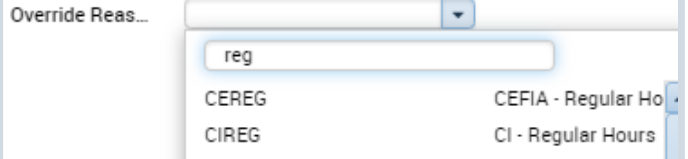
Screenshots



Combo Code: Job:

Override Reas...

Navigation arrows: < >



Override Reas...

- CEREG CEFIA - Regular Ho
- CIREG CI - Regular Hours

After you finish adding all your fields select **Apply**, and **Save** your changes.

Transfer

Name	Morgan
Job	
Labor Account	//DCF9114811000100100000001/CEREG///
Work Rule	

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Agency-Dept-...	<input type="text"/>	Employee ID-E...	<input type="text"/>
Location:	<input type="text"/>	Supervisor:	<input type="text"/>
Combo Code:	<input type="text" value="DCF91148110001001000..."/>	X Job:	<input type="text"/>
Override Reas...	<input type="text" value="CEREG - CEFIA - Regular ..."/>	X	

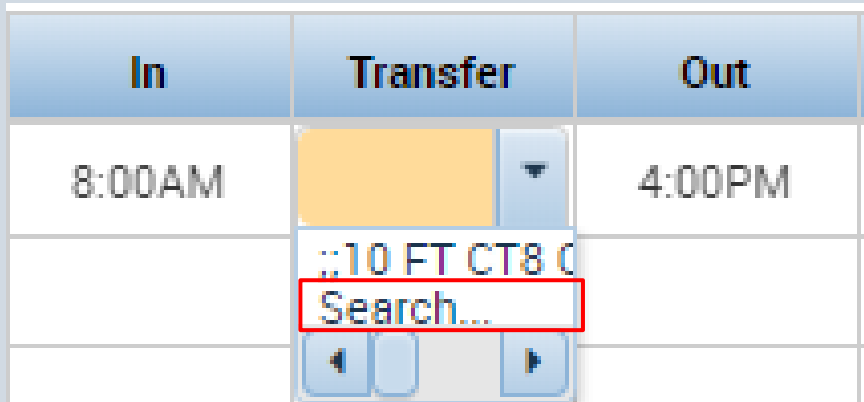
Cancel **Apply**

Steps

Screenshots

You can also follow all the previous steps to add in a transfer directly on a timecard.

Click on the Transfer cell on the timecard between an In and Out punch. Select Search to view all the Transfer options.



The screenshot shows a timecard interface with three columns: In, Transfer, and Out. The In column contains the time 8:00AM. The Transfer column contains a dropdown menu with a search bar highlighted in red. The Out column contains the time 4:00PM. The dropdown menu is open, showing a search bar with the text "Search..." and a list of options, including "10 FT CT8 C".

In	Transfer	Out
8:00AM	<input type="text" value="Search..."/>	4:00PM
	10 FT CT8 C	