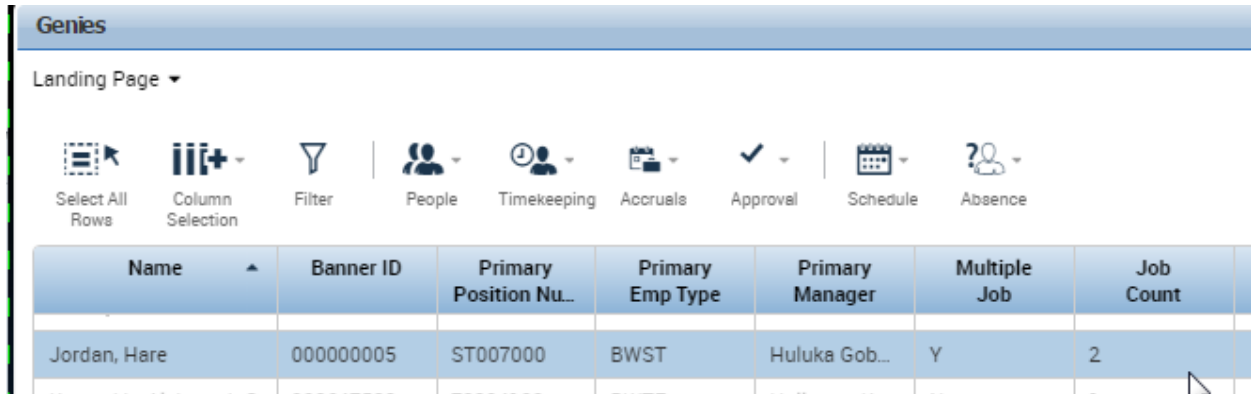


Multiple Job Transfer – Adding Punches

How to denote if an employee has multiple jobs?

Within the Landing Page, columns denote if an employee is a multiple job employee (Y/N) and the job count.



Name	Banner ID	Primary Position Nu...	Primary Emp Type	Primary Manager	Multiple Job	Job Count
Jordan, Hare	000000005	ST007000	BWST	Huluka Gob...	Y	2

Multiple job students and TES employees now have 1 timecard. If punches are added to the timecard, then they will be charged against the primary job. To ensure the proper job is charged and is visible to the manager, the position number, HR location, and supervisor MUST BE SELECTED within the transfer field.

Hare, Jordan has 2 jobs:

Division/Job Location/HR Location/Pic Code EClass/Position Number/FOP

1. 120/120456/HR007/902013388/BWST/ST007000/-
2. 400/400911/HR911/90205219/BWST/ST911000/-

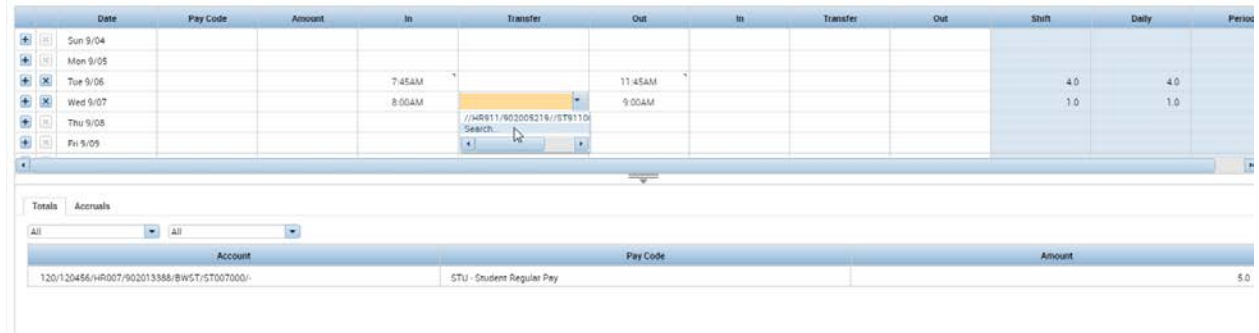
First Example:

Punches have been typed into the timecard and have AUTOMATICALLY charged against the PRIMARY job i.e. first job listed. The primary job is also denoted in Banner. A transfer is required to charge the hours to different jobs.

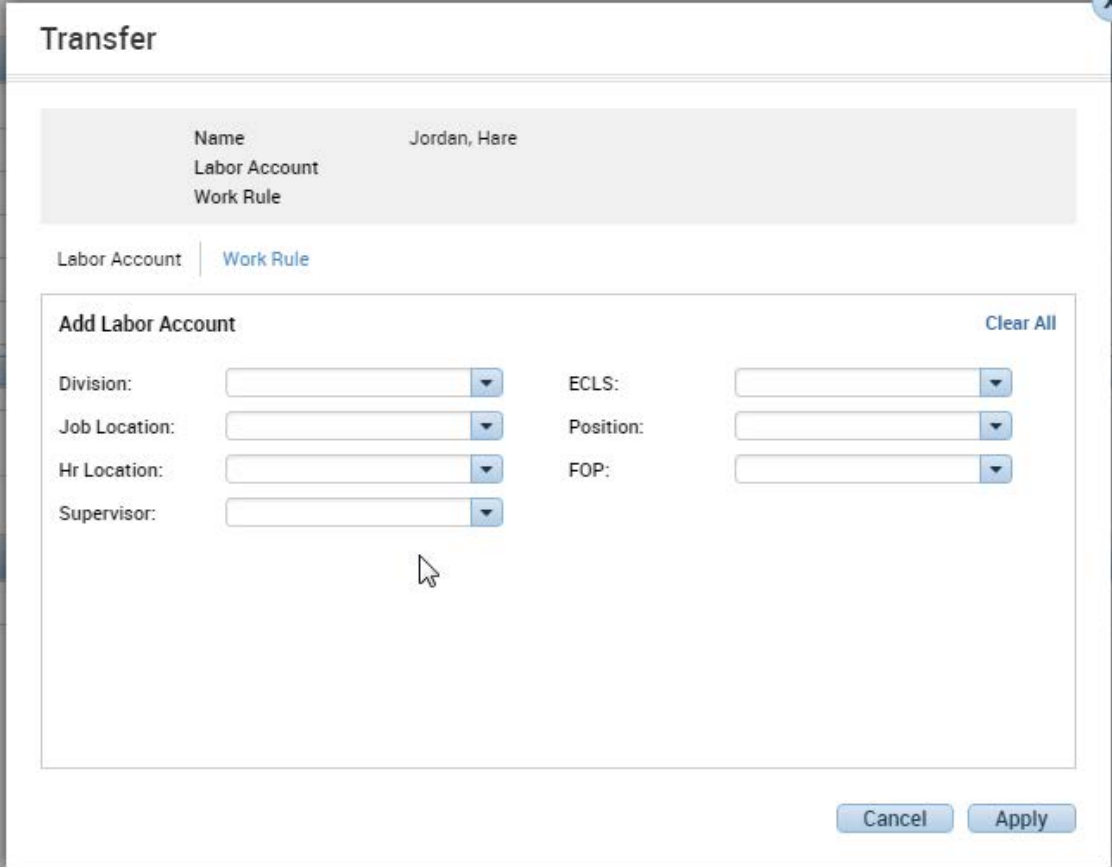


1. Add Punches to timecard

2. Select Transfer -> Search



In	Transfer	Out
7:45AM		11:45AM
8:00AM	<input type="text" value="//HR911/902005219//ST9110"/>	9:00AM



Transfer

Name: Jordan, Hare
Labor Account
Work Rule

Labor Account | Work Rule

Add Labor Account Clear All

Division:
Job Location:
Hr Location:
Supervisor:
ECLS:
Position:
FOP:

3. Type or search for the following information:

HR Location

Supervisor

Position Number

Labor Account | Work Rule

Add Labor Account Clear All

Division: ECLS:

Job Location: Position:

Hr Location: FOP:

Supervisor:

HR911 Chilton County

HR911

Cancel Apply

Add Labor Account

Division: ECLS:

Job Location: Position:

Hr Location: X FOP:

Supervisor: X

west

902000533 Westrick, Selis...

902005219 West Gay

902011344 West Kathryn

902011362 West David

902013075 West Randy

902013845 Feminella, M K...

902065009 West, William R

902484039 Westbrook Rob...

902502941 West Clara

Add Labor Account Clear All

Division: ECLS:

Job Location: Position:

Hr Location: X FOP:

Supervisor: X

ST91

ST911000 Chilton County ST

ST917000 Colbert County ST

ST911000

Transfer

Name: Jordan, Hare
Labor Account: //HR911/902005219//ST911000/
Work Rule:

Labor Account | [Work Rule](#)

Add Labor Account

[Clear All](#)

Division: ECLS:

Job Location: Position: ST911000 - Chilton Count... X

Hr Location: HR911 - Chilton County X FOP:

Supervisor: 902005219 - West Gay X

4. Apply

5. Save

Loaded: 1:45 PM

| | | |

Out | Shift | Daily | Period

Totals are no allocated between jobs

	Date	Pay Code	Amount	In	Transfer	Out	In
+ X	Sun 9/04						
+ X	Mon 9/05						
+ X	Tue 9/06			7:45AM		11:45AM	
+ X	Wed 9/07			8:00AM	...911/902005219//ST911000/	9:00AM	
+ X	Thu 9/08						
+ X	Fri 9/09						

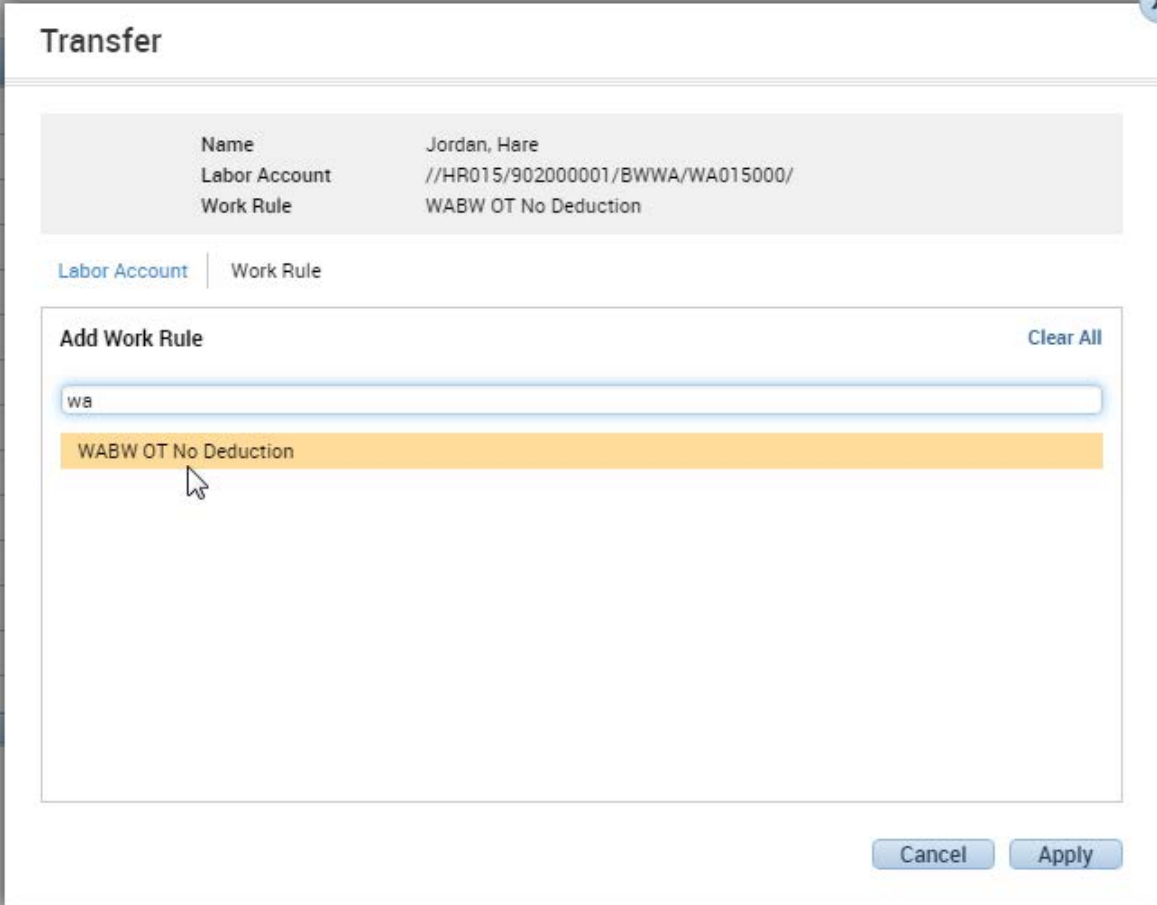
Totals		Accruals	
All		All	
Account		Pay Code	
120/120456/HR007/902013388/BWST/ST007000/-		STU - Student Regular Pay	
(x)120/120456/HR911/902005219/BWST/ST911000/-		STU - Student Regular Pay	

HR Location and Position Number are the most critical. Once the transfer account has been selected once, you can quickly select it again.

Amount	In	Transfer	Out
	7:45AM		11:45AM
	8:00AM	//HR911/902005219//ST911000/	9:00AM
	10:00AM	<div style="background-color: #FFD700; padding: 2px;"> //HR911/902005219//ST911000/ </div> Search...	11:00AM

Work Rule Transfers

Work Rule Transfers would be required if (for example) the employee is transferring from a student job to a work-study student job.



Transfer

Name: Jordan, Hare
 Labor Account: //HR015/902000001/BWWA/WA015000/
 Work Rule: WABW OT No Deduction

Labor Account | Work Rule

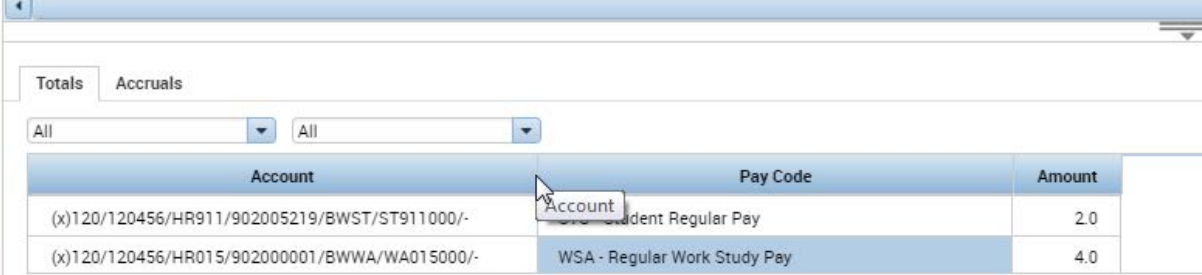
Add Work Rule Clear All

wa

WABW OT No Deduction

Cancel Apply

Thus paying the employee with WSA instead of STU



Account	Pay Code	Amount
(x)120/120456/HR911/902005219/BWST/ST911000/-	Student Regular Pay	2.0
(x)120/120456/HR015/902000001/BWWA/WA015000/-	WSA - Regular Work Study Pay	4.0