Labor Account Transfer

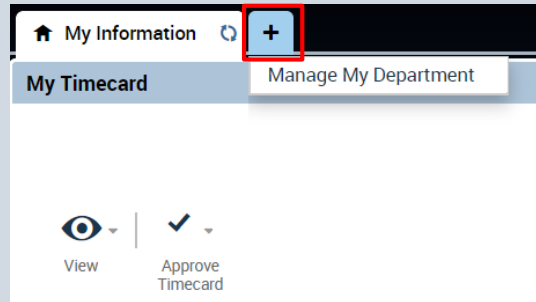**Purpose:**
This job aid will help you enter a labor account transfer.
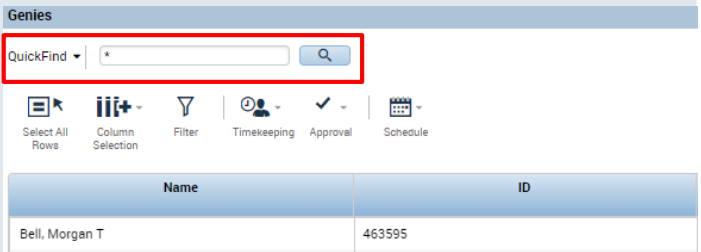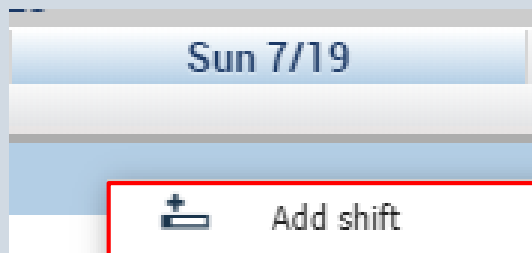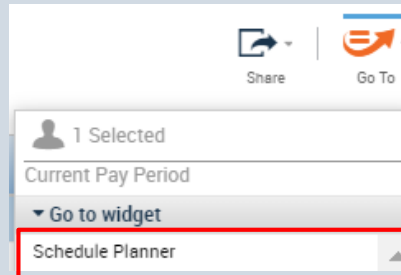
Steps	Screenshots
Click on the '+' and select Manage my Department	
Use the QuickFind to search for the employees you want to see, searching '*' returns all of your employees.	
Click an employee name, then use the Go To button to navigate to their schedule planner.	

Steps	Screenshots

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

Add Shift

Assigned to

Bell, Morgan T   ▾   Shift Details   12:00am-1:00am(1.00h)   Primary Job   None

Insert Template ▾   Shift Label [   ]   Repeat this shift for [1] days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Tr...	Labor Level Transfer	W... R...
+	×	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...	
◄ [ ] ►	
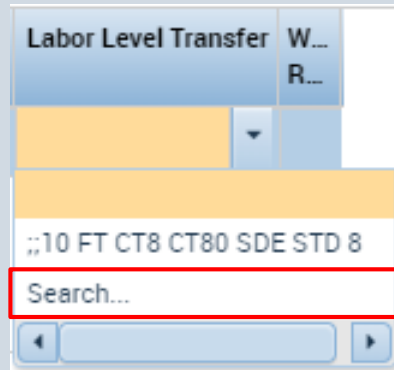
Fill in only the cells that are changing for example if all that's changing from the employees job is location, that's all you would enter.

Transfer

Name	Bell, Morgan T	
Job		
Labor Account		
Work Rule		

Job Transfer | Labor Account | Work Rule

Add Labor Account   Clea

Agency-Dept-... [   ] ▾   Employee ID-E... [   ] ▾

Location: [   ] ▾   Supervisor: [   ] ▾

Combo Code: [   ] ▾   Job: [   ] ▾

Override Reas... [   ] ▾

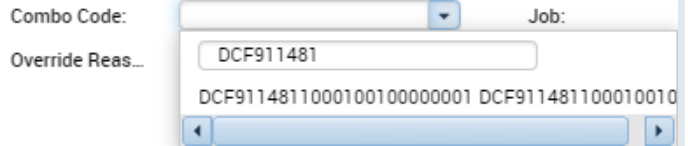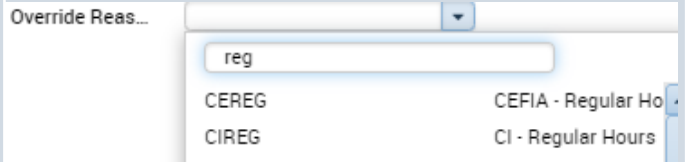| Steps	Screenshots
In order to add a Combo Code, select the drop down and use the smart search to find the code you are looking for, type in the first couple characters in the field shown.	Combo Code: [▾] Job: Override Reas... [DCF911481] DCF9114811000100100000001 DCF911481100010010 ◄ ►
To add an override reasone code, or any of the other fields, also use the smart search and find the code that you want to add.	Override Reas... [▾] [reg] CEREG CEFIA - Regular Ho CIREG CI - Regular Hours

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

Transfer

Name   Bell, Morgan T
Job
Labor Account   //DCF9114811000100100000001/CEREG///
Work Rule

Job Transfer | Labor Account | Work Rule

Add Labor Account   Clear All

Agency-Dept-... [▾]   Employee ID-E... [▾]
Location: [▾]   Supervisor: [▾]
Combo Code: [DCF911481100010010000.. ▾] X Job: [▾]
Override Reas... [CEREG - CEFIA - Regular ... ▾] X

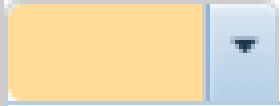   Cancel   Apply

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.	

In	Transfer	Out
8:00AM		4:00PM
	;:10 FT CT8 C Search...	
	◄ ►	