

# Shift Swap Entry on Timecard

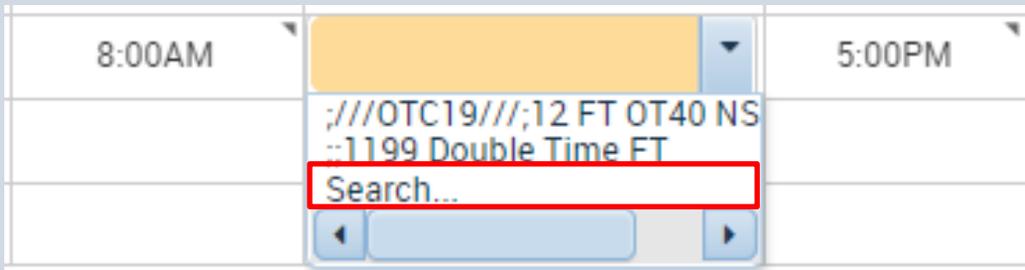
## Purpose:

This job aid will help you with the process for entering shift swaps for both the employee working the swapped the shift and the employee not working.

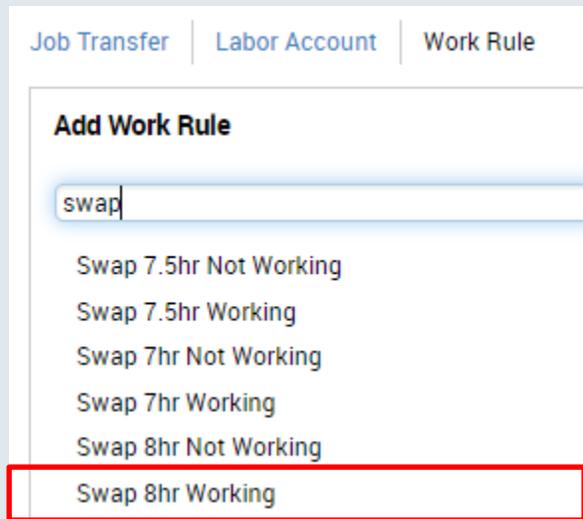
## Steps

## Screenshots

First find the employee who worked the swapped shift. You will see their punches appear on the timecard. Click on the Transfer cell and select **Search**.



Click on the Work Rule tab, and enter the word "Swap", you will need to select the swap code that corresponds to the hours the employee worked, and it needs to end in "Working".



Once the transfer has been entered, you will see it listed at the top of the page, and you can click Apply.

## Transfer

Name	Lopez, Steven
Job	
Labor Account	
Work Rule	Swap 8hr Working

Steps	Screenshots
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Once the transfer has been applied it will look as shown here on the right.

8:00AM	;;Swap 8hr Working	5:00PM
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Next you will want to find the day on the timesheet where the employee who swapped the shift and is not working should be paid. Notice that the In and Out punches are empty.

Wed 2/24			
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Enter the In and Out punches corresponding to the usual shift and the hours the employee should be credited for.

8:00AM		5:00PM
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Click on the Transfer cell and then click **Search**.

8:00AM		5:00PM
	;;Swap 8hr Working ;///OTC19///;12 FT OT40 NS ;1199 Double Time FT Search...	

On the work rule tab, find the rule that corresponds to their **hours and “Not Working”**.

**Add Work Rule**

- Swap 8hr Not Working
- Swap 8hr Working

## Steps

After you enter in the transfer this is how it will appear on the timesheet.

## Screenshots

8:00AM	;;Swap 8hr Not Working	5:00PM
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