

Transfer Employee Time in the Timecard

Provides step-by-step instructions on how to transfer employee time in the timecard.

Transfer Employee Time in the Timecard

Transfer Employee Time in the Timecard

You can transfer employee time in the timecard to accommodate changes in shift, business structure, work rule, cost center, or labor category.

Every employee has a primary job, which is the derived value for business structure (job), labor categories, and the cost center linked to the business structure.

Transfers saved on the employee schedule automatically appear in the timecard.

Transfer a Full Shift in the Timecard - Table View

You can transfer a punch, paycode, or project from the primary job to a different location in business structure, work rule, cost center, or labor category using Table View.

Navigation: Main Menu > Time > Timecards

1. Select the **Transfer** column.
 2. Select the arrow.
The last five transfers you made are listed. If the transfer you want is not listed, select **Search**.
 3. From the **Transfer** panel, select the appropriate transfer.
 4. Select **Apply**.
 5. Select **Save**.
-

Transfer a Full Shift in the Timecard - List View

You can transfer a punch, paycode, or project from the primary job to a different location in business structure, work rule, cost center, or labor category using List View.

Navigation: Main Menu > Time > Timecards

1. From the timecard, select a day.

2. In the **Day Detail** panel, select **Add Transfer**.
 3. From the **Transfer** field, select the arrow.
The last five transfers you made are listed. If the transfer you want is not listed, select right-facing arrow to open the **Transfer** panel.
 4. From the **Transfer** panel, select the appropriate transfer.
 5. Select **Apply**.
 6. Select **Save**.
-

Transfer Employee Time - Business Structure

The business structure defines where employees can work.

Navigation: Main Menu > Time > Timecards

1. Select the **Transfer** column.
 2. Select **Search** to open the **Transfer** panel.
 3. Select **Add Business Structure**.
 4. In the **Business Structure** panel, based on the current job, select the same job in a different location or a different job in the same location. Or search to find other selections.
 5. To view all locations and jobs, select **Search**.
 6. Select the transfer job.
 7. Select **OK**.
 8. Select **Apply**.
 9. Select **Save**.
-

Transfer Employee Time - Work Rule

The work rule defines how the employee's shift is calculated.

Navigation: Main Menu > Time > Timecards

1. Select the **Transfer** column.
2. Select **Search** to open the **Transfer** panel.
3. Select a new work rule from **Work Rule Transfer** panel.
You can also enter all or part of the desired work rule in the **Search** field.

4. Select **Apply**.

5. Select **Save**.

Transfer Employee Time - Cost Center

The cost center defines who pays for the employee's work.

Navigation: Main Menu > Time > Timecards

1. Select **Cost Center**.

2. In the **Cost Center Transfer** panel.

3. Select the **Cost Center** radio button.

4. Select from the list of available cost centers.

You can also enter part or all of a cost center in the **Search** field.

5. Select **Apply**.

6. Select **Save**.

Transfer Employee Time - Labor Category

The labor category defines the work that employees can do within an organization.

Navigation: Main Menu > Time > Timecards

1. Select **Labor Category**.

2. In the **Labor Category Transfer** panel, select a labor category.

You can also enter part or all of a labor category in the **Search** field.

3. Select **Apply**.

4. Select **Save**.

Add a Partial Transfer or a Transfer in the Middle of a Shift

A transfer or partial transfer can be added in the middle of a shift for a specific need.

Navigation: Main Menu > Time > Timecards

1. Add a new row in the timecard by selecting the plus sign (+) to the left of the date of the transfer.

2. Enter the transfer time in the **In** punch column.

3. Select the **Transfer** menu immediately after the **In** punch.
4. Select the appropriate transfer using the **Transfer Panel** steps.
5. Enter the **Out** punch of the time the transfer ended.

Note The system will add times during the shift to complete the necessary shift segments. Be sure to review the timecard totals to verify the hours earned under each transfer.

Review Timecard Totals After Transfer

Review the hours allocated to each shift transfer.

Navigation: Main Menu > Time > Timecards

1. Select the **Totals** tab.
2. Locate the row with the (X).
3. Review the totals.

© 2022 UKG Inc. All rights reserved.

For a full list of UKG trademarks, visit www.ukg.com/trademarks. All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.

Links to Other Materials: The linked sites and embedded links are not under the control of UKG. We reserve the right to terminate any link or linking program at any time. UKG does not endorse companies or products to which it links. If you decide to access any of the third-party sites linked to the site, you do so entirely at your own risk.