



## Add or Edit a Job Transfer path – on a Timecard

This job aid explains how to **Add** or **Change\*** a job transfer path on a Timecard, when a position was not selected via the **Punch Transfer** button on the **Punch Tile**.

**For employees with more than 1 position**, if the transfer is not on the timecard OR is not correct, the employee will not get paid for those hours worked correctly - because Kronos does not know what fund to charge or can charge the wrong one.

A Transfer position must be added to a timecard for each set of punches, before a timecard can be approved at the end of pay period.

**IMPORTANT: Transfer edits can be made by the employee OR the time-approver**

If Employee makes the edit(s), the Time-Approver is required to approve change(s) to finalize edit(s)

If Time-Approver makes the edit(s) on the employee timecard, they are applied immediately.

### How to manually 'Add' a missing Transfer position:

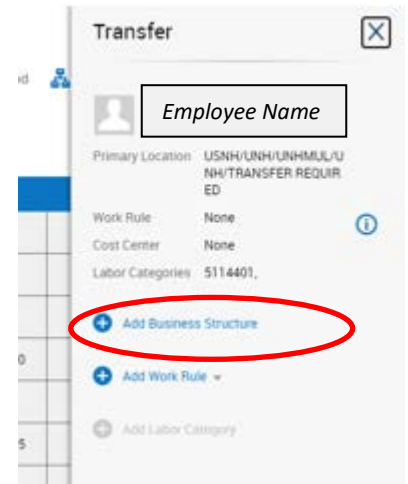
1. Open employee's **Timecard**:

Date	Schedule	Absence	In	Out	Transfer	Pay Code
Sat 9/05						
Sun 9/06						
Mon 9/07						
Tue 9/08			4:54 PM	5:26 PM		
Wed 9/09			8:29 AM	9:07 AM		
			9:08 AM	10:20 AM		
Thu 9/10						

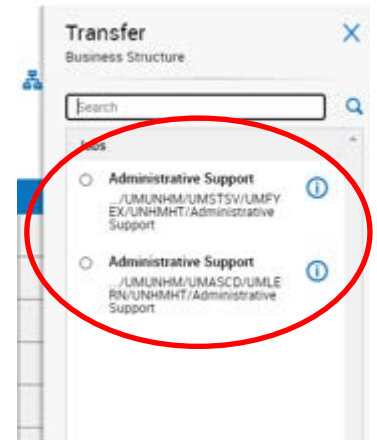
2. In the **Transfer** column, click - then select '**Search**' in the drop-down:

Date	Schedule	Absence	In	Out	Transfer	Pay Code
Sat 9/05						
Sun 9/06						
Mon 9/07						
Tue 9/08			4:54 PM	5:26 PM	Choose: ▾	
Wed 9/09			8:29 AM	9:07 AM	Search...	
			9:08 AM	10:20 AM		
Thu 9/10						

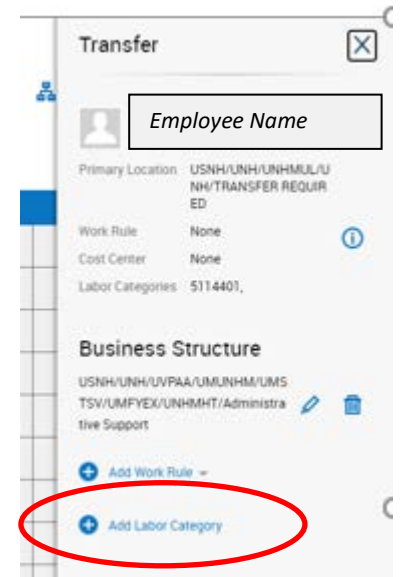
3. A **Transfer** pop-out panel appears on the right of the display. Click on + **'Add Business Structure'**. This is critical information for Kronos to identify the job.



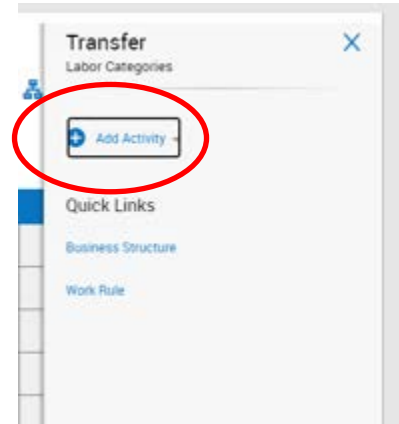
4. Click the radio button for the correct position from the **Business Structure** list. This will select the correct role the employee worked for the set of punches you are editing. Click **OK**.



5. Click on + **'Add Labor Category'**



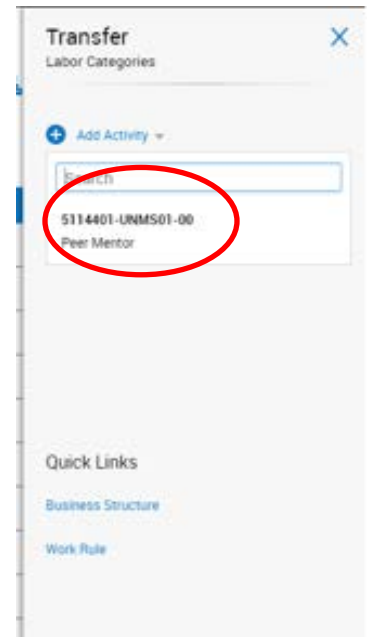
6. Click on + 'Add Activity'



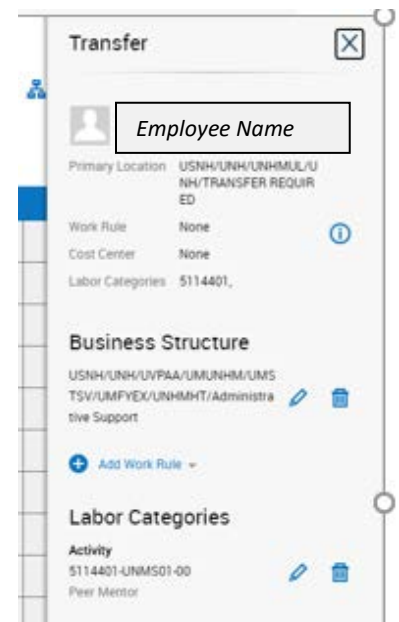
7. The job or jobs available for the employee will appear.

*This is critical information so that Banner Payroll knows which job to apply the hours worked to.*

Select the correct job and click **Ok**.



8. The **Transfer** box will summarize the path you have selected. Verify it is correct and click **Apply**.



9. The Transfer path has now been applied to that set of punches on the employee timecard.

Employee Timecards

Current Pay Period | 1 Employee(s) Selected | Loaded: 2:12 PM

Moved punches | Go To | Share | View Pending | Calculate Totals | Save

In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
4:54 PM	5:26 PM	...ort;;;5114401-UNMS01-00;			0:30	0:30	0:30
8:29 AM	9:07 AM						
9:08 AM	10:20 AM				1:45	1:45	2:15
							2:15
							2:15

Click **SAVE** when you are done all edits.

- If you are the employee making the edits, you can verify your changes under **View Pending**, until your Time-Approver acknowledges the edits by approving them when they receive the notifications in their Control Center. They will then post to your timecard.
- If you are the time-approver making the edits, after you click **SAVE**, they will remain on the employee's timecard and the employee will receive notification(s) in their **Control Center** that you made edit(s) to their timecard.

**NOTE:** If you have remaining sets of punches that need a Transfer position added, repeat the process.

10. If you click on the **Totals** tab at the bottom of the timecard you can now see the **Labor Category** (containing 3 parts of data: *Personal ID number, Position and Suffix*) have correctly been assigned to the hours worked. *This is required for the work time to pay correctly.*

**EX:** The Job circled in **red** now has the correct transfer path assigned to it in the **Labor Category** column. The Job in **yellow** still needs a transfer path added to pay that time worked correctly.

Tue 9/08			4:54 PM	5:26 PM	...ort;;;5114401-UNMS01-00;			0:30	0:30	0:30
Wed 9/09			8:29 AM	9:07 AM						
Thu 9/10			9:08 AM	10:20 AM				1:45	1:45	2:15

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
00USNH\UNH\UNPAA\UM\UNHM\UMST...	(x)Administrative Support		(x)5114401-UNMS01-00	131-Hourly PFT Temp-Casual	0:30	USD5.75
USNH\UNH\UNHMUL\UNH	TRANSFER REQUIRED		5114401,	131-Hourly PFT Temp-Casual	1:45	USD0.00

\*If the Transfer path posted on the timecard for any set of punches **is incorrect**, delete it and follow Steps 2-9 to correct it and **SAVE** before the end of a pay period.