

## Transferring Employee Hours

When employees punch in for the day, they may not always work the entire shift in their base workgroup or department. When that is the case, Supervisors can transfer hours to another workgroup after the employee punches out for a break or lunch, or at the end of the day.

Follow these steps to transfer employee hours:

- 1 Select **Time Cards** from the Daily Operations menu.
- 2 Click any link (Last Name, First Name, or ID, for example) to select the employee for which you need to transfer hours.
- 3 On the line associated with the date for which you want to transfer hours, right click any of the Workgroup items and then select Transfer at Time of Day.
- 4 On the Transfer Employee at time of Day window, select a new Department or Cost Center<sup>1</sup>, and, if necessary, a Reason, and then click **Ok**.

The screenshot shows the Payroll Manager interface. The 'Time Cards' section is active, displaying a table of employee hours. A context menu is open over a specific time card entry, and a 'Transfer Employee at Time of Day' dialog box is displayed in the foreground.

Employee	REG	OT	PTO	VAC	Totals
Totals	4994:30	74:15	88:00	196:00	5352:45
Addison, Irene S	33:00				33:00
Allen, Connie T	40:00	0:15			40:15
Anderson, Brian Ja	40:00	2:15			42:15

  

Last Name	First Name	ID	Badge	Location	Department	Cost Center	Pay Class	Hired
Allen	Connie	193	193	Other Locations	Other Departments	**Default**	Hrly FT TmCrd	07/15/09

  

Date	Schedule	Punches	Hours	Location	Department	Cost Center	From	To	Hours	Exceptions	Details
Aug-27											
Aug-28	8:00 17:00										Absent* (8:00/17:00)
Aug-29	15:00 23:30	14:55 23:24	8:00	India	India	Ult**	14:55	23:24	8:00		
Aug-30	15:00 23:30	15:00 23:41	8:15	India	India	Ult**	15:00	23:41	8:15		Left Late*
Aug-31	15:00 23:30	14:50 23:32	8:00	India	India	Ult**	14:59	23:32	8:00		
Sep-1	15:00 23:30	14:55 23:33	8:00	India	India	Ult**	14:55	23:33	8:00		
Sep-2		14:57 23:27	8:00	Oth Locat	India	Ult**	14:57	23:27	8:00		Unsch.*

  

**Transfer Employee at Time of Day**

**Date** 8/29/2011

**Time** 8:00a

**Location** Other Locations

**Department** Other Departments

**Cost Center** \*\*Default\*\*

**Reason** [no reason given]

Ok Cancel

<sup>1</sup> Workgroups can be made up of a variety of elements, which can be customized by company; the fields you see on this window may be named differently than those shown in this document.