Multiple Job Transfer – Adding Punches

How to denote if an employee has multiple jobs?

Within the Landing Page, columns denote if an employee is a multiple job employee (Y/N) and the job count.

Multiple job students and TES employees now have 1 timecard. If punches are added to the timecard, then they will be charged against the primary job. To ensure the proper job is charged and is visible to the manager, the position number, HR location, and supervisor MUST BE SELECTED within the transfer field.

Hare, Jordan has 2 jobs:

Division/Job Location/HR Location/Pic Code EClass/Position Number/FOP

1. 120/120456/HR007/BWST/ST007000/-

2. 400/400911/HR911/BWST/ST911000/-

First Example:

Punches have been typed into the timecard and have AUTOMATICALLY charged against the PRIMARY job i.e. first job listed. The primary job is also denoted in Banner. A transfer is required to charge the hours to different jobs.
1. Add Punches to timecard

2. Select Transfer -> Search
3. Type or search for the following information:

HR Location

Supervisor

Position Number
4. Apply

5. Save

Totals are no allocated between jobs
HR Location and Position Number are the most critical. Once the transfer account has been selected once, you can quickly select it again.
Work Rule Transfers

Work Rule Transfers would be required if (for example) the employee is transferring from a student job to a work-study student job.

Thus paying the employee with WSA instead of STU