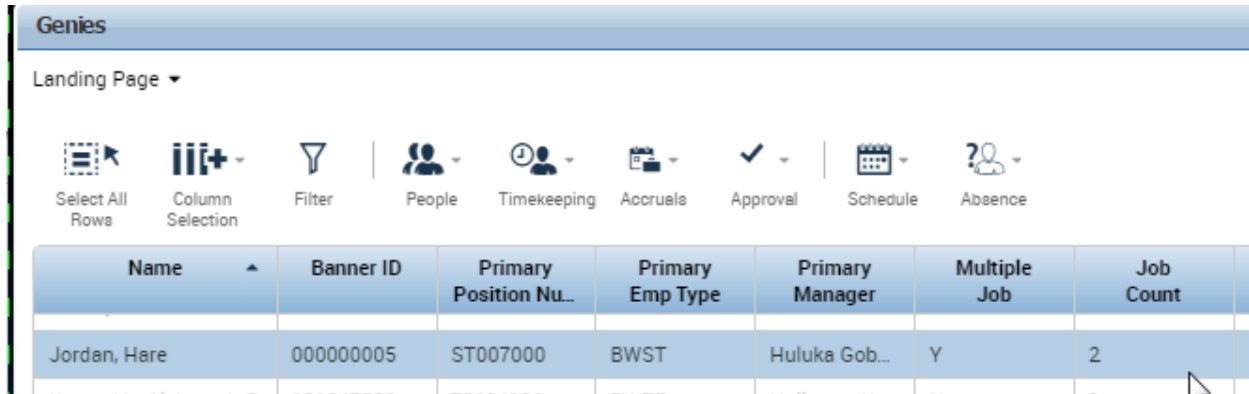


Multiple Job Transfer – Adding Pay Codes

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.



Name	Banner ID	Primary Position Nu...	Primary Emp Type	Primary Manager	Multiple Job	Job Count
Jordan, Hare	000000005	ST007000	BWST	Huluka Gob...	Y	2

Multiple job students and TES employees now have 1 timecard. If paycodes 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/HR007/902013388/BWST/ST007000/-
2. 400/400911/HR911/90205219/BWST/ST911000/-

First Example:

Paycode 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.

Jordan, Here | 1 of 1 | 00000005 | Loaded: 7:36 AM

View | Approve Timecard | Sign Off | Accruals Actions

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
Sat 9/03										
Sun 9/04										
Mon 9/05	STU - Stud...	1.0								1.0
Tue 9/06										
Wed 9/07										
Thu 9/08										
Fri 9/09										
Sat 9/10										
Sun 9/11										
Mon 9/12										
Tue 9/13										
Wed 9/14										

Totals | Accruals

All | All

Location	Job	Account	Pay Code	Amount	Wages
		120/120456/HR007/902013388/BWST/ST007000/-	STU - Student Regular Pay	1.0	

1. Add Paycode and hours to timecard

2. Select Transfer -> Search -> Labor Account

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sun 9/04											
Mon 9/05											
Tue 9/06			7:45AM		11:45AM				4.0	4.0	
Wed 9/07			8:00AM		9:00AM				1.0	1.0	
Thu 9/08											
Fri 9/09											

Totals | Accruals

All | All

Account	Pay Code	Amount
120/120456/HR007/902013388/BWST/ST007000/-	STU - Student Regular Pay	5.0

In	Transfer	Out
7:45AM		11:45AM
8:00AM	<div style="background-color: #FFD700; height: 15px; width: 100%;"></div> <div style="border: 1px solid #ccc; padding: 2px;"> //HR911/902005219//ST91104 Search... </div>	9:00AM

Transfer

Name: Jordan, Hare

Labor Account

Work Rule

Labor Account | **Work Rule**

Add Labor Account Clear All

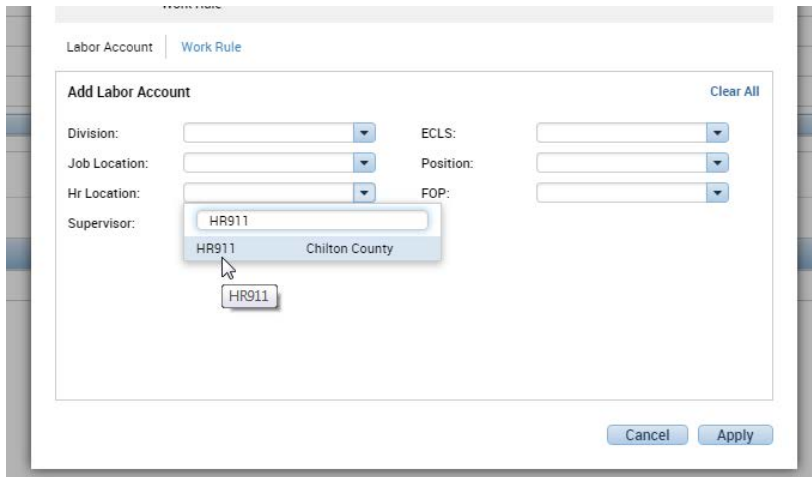
Division: <input type="text"/>	ECLS: <input type="text"/>
Job Location: <input type="text"/>	Position: <input type="text"/>
Hr Location: <input type="text"/>	FOP: <input type="text"/>
Supervisor: <input type="text"/>	

3. Type or search for the following information (least information required):

HR Location

Supervisor

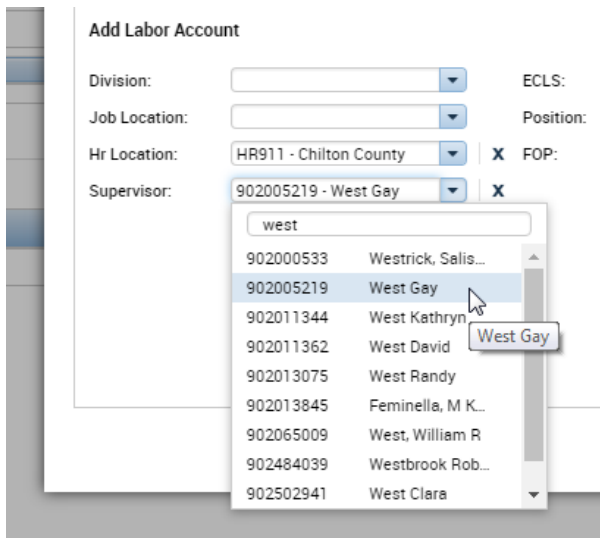
Position Number



The screenshot shows the 'Add Labor Account' form with the following fields and values:

- Division: [Empty]
- Job Location: [Empty]
- Hr Location: [Empty]
- Supervisor: HR911 (dropdown menu is open showing 'HR911' and 'Chilton County')
- ECLS: [Empty]
- Position: [Empty]
- FOP: [Empty]

Buttons: Cancel, Apply



The screenshot shows the 'Add Labor Account' form with the following fields and values:

- Division: [Empty]
- Job Location: [Empty]
- Hr Location: HR911 - Chilton County
- Supervisor: 902005219 - West Gay (dropdown menu is open showing a list of supervisors)
- ECLS: [Empty]
- Position: [Empty]
- FOP: [Empty]

The dropdown menu for Supervisor is open, showing the following list:

- west
- 902000533 Westrick, Selis...
- 902005219 West Gay
- 902011344 West Kathryn
- 902011362 West David
- 902013075 West Randy
- 902013845 Feminella, M K...
- 902065009 West, William R
- 902484039 Westbrook Rob...
- 902502941 West Clara

Add Labor Account Clear All

Division: ECLS:

Job Location: Position:

Hr Location: X FOP:

Supervisor: X

ST911000 Chilton County ST

ST917000 Colbert County ST

ST911000

Transfer

Name: Jordan, Hare
Labor Account: //HR911/902005219//ST911000/
Work Rule:

Labor Account | Work Rule

Add Labor Account Clear All

Division: ECLS:

Job Location: Position: X

Hr Location: X FOP:

Supervisor: X

4. Apply

5. Save

Loaded: 1:45 PM

Totals are no allocated between jobs

Timecards

Jordan, Hare 1 of 1 000000005

Loaded: 7:38 AM Current Pay Period

- View
- Approve Timecard
- Sign Off
- Accruals Actions

Print Timecard

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
	Sat 9/03										
	Sun 9/04										
	Mon 9/05	STU - Stud...	1.0								1.0
	Tue 9/06	STU - Stud...	3.0		.../HR911/902005219//ST911000/						3.0
	Wed 9/07										
	Thu 9/08										
	Fri 9/09										
	Sat 9/10										
	Sun 9/11										
	Mon 9/12										
	Tue 9/13										
	Wed 9/14										

Totals Accruals

All All

Location	Job	Account	Pay Code	Amount	Wages
		120/120456/HR007/902013388/BWST/ST007000/-	STU - Student Regular Pay	1.0	\$0.00
		(x)120/120456/HR911/902005219/BWST/ST911000/-	STU - Student Regular Pay	3.0	\$0.00

HR Location and Position Number are the most critical. Once the transfer account has been selected once, you can quickly select it again.

1 of 1 000000005

Accruals Actions

Pay Code	Amount	In	Transfer	Out	In
STU - Stud...	1.0				
STU - Stud...	3.0		.../HR911/902005219//ST911000/		
STU - Stud...	5.0				
			.../HR911/902005219//ST911000/		