



Timecard | Reports Switch Role: Myself

TIMECARD Name & ID: Doe, John 39948

Loaded: 3:46PM Time Period: Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Mon 7/20			8:00AM		12:00PM	1:00PM		5:00PM	8.0	8.0	8.0
X	Tue 7/21										8.0	8.0
X	Wed 7/22										8.0	8.0
X	Thu 7/23										8.0	8.0
X	Fri 7/24										8.0	8.0
X	Sat 7/25										8.0	8.0

- Record your time worked.
- Click in the **Transfer** column for that portion of your shift. Click on the  to  see the drop down menu.

Select Transfer

Job: Go To: Show

- 3/09/2005 - Forever
 - Engineering-Casual Worker39139-2 5/26/2008 - Forever
 - Engineering-Casual Worker39139-4 7/06/2009 - Forever

Work Rule: ...

<None>

Selected Transfer:

OK Cancel Refresh Help

Java Applet Window

- The first time you run through this process, you will need to select **Search**.
- The **Select Transfer** window will appear.
- All jobs that the employee is assigned to will appear. Select the correct job.
- Click **OK** at the bottom of the window.
- When you return to the timecard window, click **Save**.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
X	Mon 7/20			AM		12:00PM	1:00PM		5:00PM	8.0	8.0
X	Tue 7/21										
X	Tue 7/21				///40103///	12:00PM				4.0	8.0
X	Wed 7/22			8:00AM	///40103///	12:00PM	1:00PM		5:00PM	8.0	8.0
X	Thu 7/23	Sick Time	4.0		///40264-3///						
X	Fri 7/24				///37569-2///						4.0
X	Sat 7/25				///39261-3///						
X	Sun 7/26				///37569///						

On the timecard, you will see a code appear in the **Transfer** column. This code is specific to the job you selected.

The next time you login time, you may not need to go through steps 3-6. Instead of selecting **Search**, you can select the same code for this job as it will probably be displayed in the drop down menu displayed when following step 2.