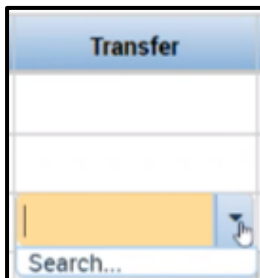




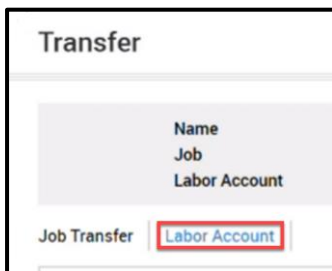
Manager Guide to Transfer Accounts

Cost Center – Fund Transfer

1. Click <**Enter Pay Code**> to add a new row.
2. Click the drop-down arrow next to the Transfer cell in the applicable row and select **Search**.



3. Click on Labor Account.



4. Cost centers start with the department number. To search for a **Cost Center - Fund**, you must enter “CC” followed by a space and then a two-digit department number.





Manager Guide to Transfer Accounts

5. Click the desired **Cost Center – Fund**.
6. Click **OK** to record the **Cost Center - Fund** and return to the timecard.
7. Click the cell for the desired date on the same row as the new **Cost Center-Fund** and enter the number of hours worked (use format HH.hh).
8. Adjust the daily hours by modifying the original hours as necessary.
9. Click **SAVE**.

Pay Code	Transfer	Sun 3/12
Hours Worked		
Hours Worked		
Acting Promo	;/CC 45000-001////	2.0

Project – Task with Expenditure Org Transfer

1. Click <Enter Pay Code> to add a new row.
2. Click the drop-down arrow next to the **Transfer** cell in the applicable row and select **Search**.

The screenshot shows a dropdown menu titled "Transfer". It contains a search bar with the text "Search..." and a list of options. A mouse cursor is pointing at the search bar.





Manager Guide to Transfer Accounts

- Click on **Labor Account**.

- Most **Project-Task** start with the department number. To search for a **Project-Task**, you must enter "PT 0" (i.e., PT space zero) followed immediately by the project code.

- Click the desired **Project-Task** and **Expenditure Org**.

- Click **OK** to record the **Project-Task** and **Expenditure Org** and return to the timecard.





Manager Guide to Transfer Accounts

- Click the cell for the desired date on the same row as the new **Project-Task** and enter the number of hours worked (use format HH.hh).
- Adjust the daily hours by modifying the original hours as necessary.
- Click **SAVE**.

Totals Accruals Audits Historical Corrections		
All	All	
Account	Pay Code	Amount
(x)FIN 32-1998/-/PT 0100300-11.01/07100/-/3200001/-	Regular	4.0
FIN 32-1998/-/PT 0100300-11.01/07100/-/3200001/-	Regular	76.0

Reason Code Transfer & Notes

- Click the dropdown in the **Transfer** cell. Click **Select** to open the Transfer window.
- Click on **Labor Account**.

Transfer

Name

Job

Labor Account

Job Transfer

Labor Account





Manager Guide to Transfer Accounts

- Click the **Reason Code** dropdown and use **Smart Search** to find and select the desired **Reason Code**.

Reason Code:	<input type="text" value=""/>	<input type="text" value="05"/>						
Manager:	<input type="text" value="al"/>							
Batt-Unit:	<table><tr><td>ALTPLACE</td><td>PENDING ALTERNATE PLACEMENT</td></tr><tr><td>BALTBAC</td><td>BALTIMORE UNREST BACKFILL</td></tr><tr><td>BALTEMG</td><td>BALTIMORE VIOLENT UNREST 2015</td></tr></table>		ALTPLACE	PENDING ALTERNATE PLACEMENT	BALTBAC	BALTIMORE UNREST BACKFILL	BALTEMG	BALTIMORE VIOLENT UNREST 2015
ALTPLACE	PENDING ALTERNATE PLACEMENT							
BALTBAC	BALTIMORE UNREST BACKFILL							
BALTEMG	BALTIMORE VIOLENT UNREST 2015							

- Click **Apply**.
- Click the cell for the desired date and enter the number of 'Hours Worked' (use format HH.hh) in that **Reason Code**.
- Adjust the daily hours by modifying the original hours as necessary.
- Click **Save**.

	Pay Code	Transfer	Sun 3/26
<input checked="" type="checkbox"/>	Hours Worked		4.0
<input checked="" type="checkbox"/>	Hours Worked	;:///ALTPLACE//	4.0
<input type="checkbox"/>	<Enter Pay Code>		
<input type="checkbox"/>	Schedule		
<input type="checkbox"/>	Daily Total		8.0

