



## Copying Transfer Code

TRS is designed to show primary job employees on your TRS workspace. If employees have multiple positions they need to clock into the secondary position for the timekeeper to see them.

If the employee has clocked with your secondary position in the past and forgot to clock in correctly one day you can use the keyboard keys to copy and paste the transfer code into another cell.

- Log into [go.gwu.edu/trs](http://go.gwu.edu/trs)
- If the last time they used the transfer code was a past pay period change the date range
- Navigate to **employee's timecard** to copy transfer
  - **Right click** to select a cell and highlight the transfer number
  - Select **Ctrl + C** to **COPY** in a field that has time for your department
  - Select the **tab key** to activate changes
- Select the cell you want to paste the transfer code to
  - Select **Ctrl + V** to **PASTE** the transfer code in the field that has time for your department
  - Select the **tab key** to activate changes
  - **SAVE** your changes
- **Note**, only add transfers for your department