Adding Transfer field using Search Box

The Transfer field in TRSs indicates the Department and Position number to which hours are charged. When the employee is a Job 1 for a department there does not need to be an entry in the transfer column. TRS will always charge the time to the primary account.

When an employee is a Job 2 there needs to be an entry in the transfer field to indicate where the time worked should be charged. One way to enter in the transfer code is to have the employee clock in using the phone, do a clock code ‘2’, and enter in the transfer code. The Time Keeper can also enter the Department and Position number into the Transfer column for an employee by following the instructions below.

1. Click on the cell where you want to add the transfer code

2. Click on Search

3. Click on Department drop down box and enter in department number

4. Click on Position drop down box and enter in position. Add two-digit suffix (normally 2 zeros) after the 6-digit position.

5. Click Apply when your done and the Labor Account numbers will appear in the Transfer field