

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

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
	Tue 1/15						
	Wed 1/16				13:00		17:58
	Thu 1/17				13:00	///532001//10300200/	18:01

1

2. Click on *Search*

	Date	Schedule	Pay Code	Amount	In	Transfer
	Tue 1/15					
	Wed 1/16				13:00	
	Thu 1/17				13:00	///532001//10300200/ Search...
	Fri 1/18					
	Sat 1/19					

2

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.

Add Labor Account Clear All

Company: Unit:

Reserved1: Position: 10300200 - Uv S Staff As... X

Reserved2: Reserved3:

Department: 532001 - UNIVERSITY PO...

Smart search...

- 001101 BOARD OF TRUSTE...
- 011101 OFFICE OF THE PR...
- 013101 GOVT, INTL AND CO...
- 016001 OFFICE OF THE PR...
- 016002 F STREET HOUSE
- 016102 C S MARCE MEDIA ...

Cancel Apply

4

5

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