



### 3 To Add a Transfer Code

Opens to - "Job Transfers"

Expand the + next to **Center**, then **Department**, then click one of the **Jobs** available

*Employees will only see the positions they hold in a Center/Dept.*

## Transfer

### 4 To Add a Work Rule

Click on "Work Rules"

Select one of the Work Rules listed

*Tip: Job transfers and work rules can be combined if appropriate. Note: Use of work rules other than "Training" requires special qualifications and pre-approval from your supervisor.*

### Add Work Rule

### 5 Click Apply

*Tip: To see Total hours by codes click the icon at the bottom of the timecard. In addition to seeing the transfer on the shift, you will also see it totaled at the bottom. Transfers are indicated with an (x) and work rules are listed separately with the applicable pay code.*

Totals		Accruals	
Account	Pay Code	Amount	
(x)-/17/030/2121/-/GF1	Regular	3.48	
-/17/040/2121/000000/-/LG	Regular	5.1	
(x)-/17/030/2121/-/GF1	Wellness +1	3.48	

## Ending a Work Rule

1 Click the **Transfer** cell for the applicable next shift

2 Follow the steps above to add the Position and then click "Work Rule"

3 From the "Work Rule" options select either Part Time Staff or Full Time Staff (depending on your status) **This will return the position to its base rate**

Job Transfer | Work Rule

### Add Work Rule

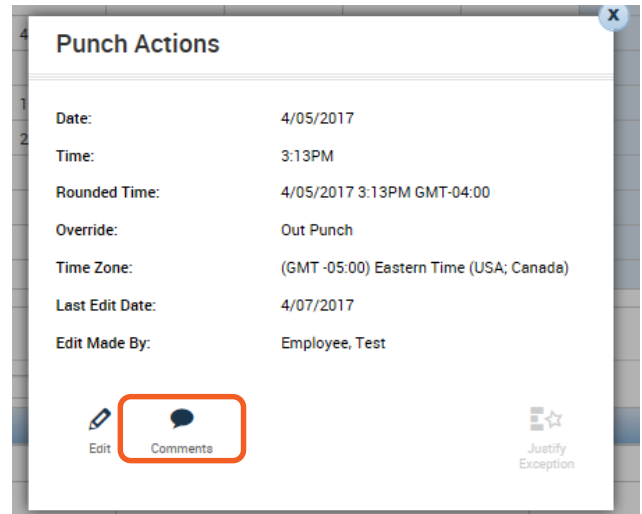
4 Click Save!

5:00AM	7:00AM	CLARKSVILLE/030/GFI;Critical Pay
7:15AM	8:00AM	CLARKSVILLE/030/GFI;Part Time Staff

## Adding Comments

Whenever a change is made to a timecard, a comment should ALWAYS be added to explain the change.

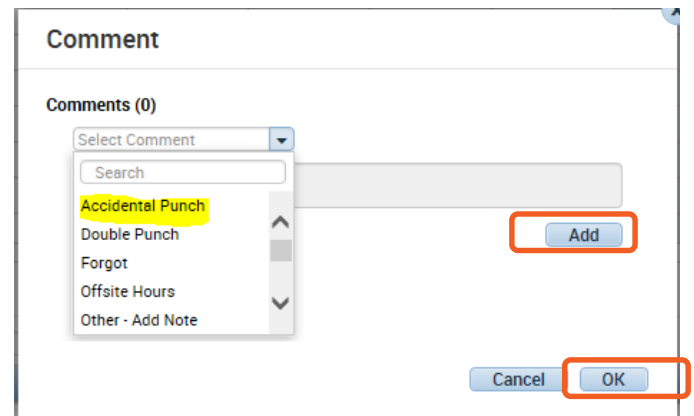
- 1 Right click on the applicable **In** or **Out** punch; this opens the **Punch Action** box
- 2 Click the **Comments icon**... opens the **Comment** box



- 3 Select the applicable comment.

- 4 Click **Add**...you will have the option of adding another Comment or just Click **OK**.

*Tip: The Comment icon will now appear on that shift, you can hover your cursor over it to read the Comment.*



Remember to click the **Save** button on the timecard when you are finished with all changes.

## Approve Timecards

After your last shift of the pay period or on the last day of the pay period (every other Saturday), you must approve your timecard

Go to Self Service, and on the Timecard screen select the "Approve Timecard" drop down and click **Approve Timecard**.

If you need to make a change, click **Remove Timecard Approval**, make your change...remember to hit "Save" and then **click Approve Timecard** again.

