

Move Hours on a Daily Basis

A. Transfer Column Function

- To transfer all the hours for one day to another cost center, use the Transfer column in the employee's timecard for that specific day.
- Click in Transfer column.
- Click down arrow.
- Click Search.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	↕	Sat 8/16	▼			▼			▼				
X	↕	Sun 8/17	▼			▼			▼				
X	↕	Mon 8/18	▼		8:00AM	▼			▼		8.00	8.00	8.00
X	↕	Tue 8/19	▼		8:00AM	;;S3Q;;			▼		8.00	8.00	16.00
X	↕	Wed 8/20	▼		8:00AM	;;JHH-Exempt-FT10-30			▼		8.00	8.00	24.00
X	↕	Thu 8/21	▼		8:00AM	;;JHH-Exempt-FT8-30			▼		8.00	8.00	32.00
X	↕	Fri 8/22	▼		8:00AM	;;4500030200;;			▼		8.00	8.00	40.00
X	↕	Sat 8/23	▼			;;4500030200;;JHH			▼				40.00
X	↕	Sun 8/24	▼						▼				40.00
X	↕	Mon 8/25	▼						▼				40.00

- This will open the **Select Transfer** box.

Select Transfer

Job

*As of date 8/18/2008 Go To Show

Labor Account

Name or Description: *4500030180* Search

Available Entries: 4500030180, CONTROLLER'S OFFICE

Future Use
 Personnel Area
 WBS Element
 PerAdmin
 Cost Center
 Internal Order
 Fund

	4500030180	CONTROLLER'S OFFICE
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Work Rule: <None>

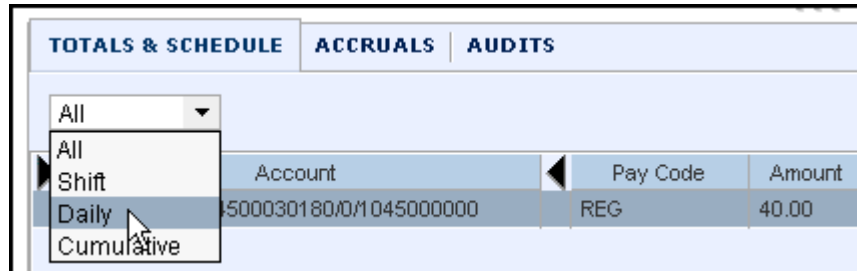
Selected Transfer: ;;;;4500030180;;

OK Cancel Refresh Help

1. **Labor Account:** Select WBS Element, Cost Center, or Internal Order.
2. **Name or Description:** Type description, for Cost Center type the entire 10 digit Cost Center number.
 - o **Note:** If the entire 10 digit Cost Center is not known, type the last 4 digits or name of the Cost Center with a * before and after (*0180*).
3. **Available Entries:** Search results will appear here. Select Cost Center and it will auto-fill on the Cost Center line to the right.
4. **OK:** When finished select OK

B. “Move” Function under Totals and Schedules

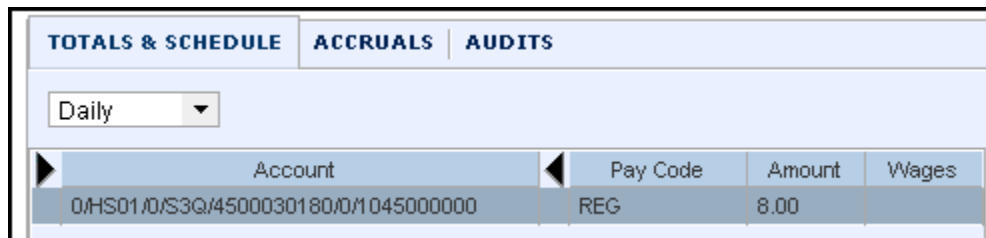
- To move time between Pay Codes or Labor accounts, you can utilize the “Move” edit function within KRONOS.
- On the timecard, under the Totals and Schedules tab, change the **All to Daily**.



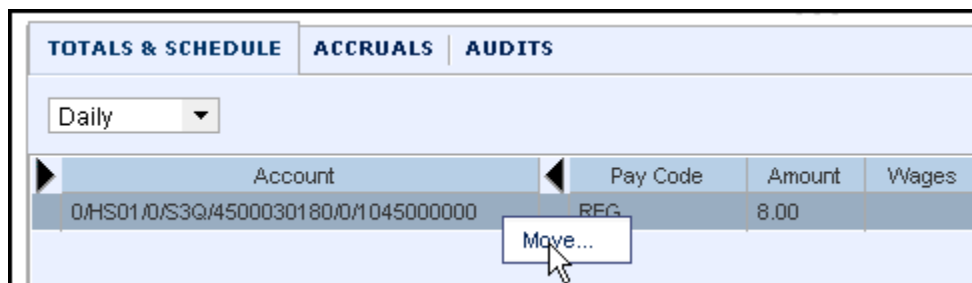
- Highlight the specific day on the timecard.

x	↕	Tue 8/19	▼	8:00AM	▼	▼	▼	8.00	8.00	16.00
x	↕	Wed 8/20	▼	8:00AM	▼	▼	▼	8.00	8.00	24.00
x	↕	Thu 8/21	▼	8:00AM	▼	▼	▼	8.00	8.00	32.00
x	↕	Fri 8/22	▼	8:00AM	▼	▼	▼	8.00	8.00	40.00

- Once highlighted, Totals and Schedules will display the hours for that specific day.



- Right click anywhere on the line.
- Click **Move**.



- In the **Move Amount box** you will see two sections
 - **FROM:** Shows where the hours are currently residing by [Account, Pay Code, # of hours]
 - **TO:** Will allow the user to now move the current hours to a new Account/Pay Code etc.

The screenshot shows a 'Move Amount' dialog box with the following fields:

- From:**
 - Pay Code: REG
 - Amount (HH.hh): 8.00
 - Transfer: ;0/HS01/0/S3Q/4500030180/0/1045000000
- To:**
 - Pay Code *: ADD
 - Amount (HH.hh) *:
 - Effective Date *: 8/19/2008
 - Transfer:

Buttons: Comments →, OK, Cancel, Help

- Steps:
 - **Pay Code:** Select a new pay code or the current pay code depending on where the new hours should reside.
 - **Amount:** Enter # of hours in the Amount box. [This # cannot exceed the # of hours in the top half of box]
 - **Effective Date:** should be the day highlighted on the timecard.
 - **Transfer:** If the hours need to be transferred to another cost center or labor account utilize this transfer field.