Transfers (floating Hours)

- This job aid explains how to transfer (float) your hours to a different cost center, work rule, position, or activity.
- Transfers can be completed at the timeclock, punch tile or the timecard.
- Transfers are done using the Transfer Panel.
- The last five transfers made will be saved in the list.

Transfer Panel/Types:

- Business structure used for Cost Center transfers using the business structure *key fields are: location (Process Level) and Department
- Work Rule Use to transfer your punches (hours worked) to the correct pay code/pay rule for the type
 of shift you work. This functionality helps ensure more accurate pay and reduces the need to complete
 pay code edits while reconciling timecards. See instructions below on how to find your Pay Rule (needed
 for Work Rule Transfers).

Shifts that use Work Rules:

- o 102-Meeting Class
- o 104-Office Time
- o 108-Orientation
- o 140-Office Work
- o 306-Adder Lead Pay
- o 308-Adder Charge Pay
- 310-Adder Preceptor Pay
- O 314-Adder Charge Pay Core
- o 340-Adder On Call Extra Pay
- o 350-Adder Floor Finisher
- 416-Call Off Premise *(pays off premise and call backs)
- 422-Call Off Premise Holiday*maps with 416.
- 420--Call Off Premise Low Need *(pays off premise and call backs)
- 424-Call Off Premise Hol Low N *maps with 420
- o 434-Call On Premise
- Labor category used for transfer of hours to a different Position or Activity Code.
 - ** NOTE: When floating to another position a business structure transfer AND a labor category transfer are both needed to float your hours correctly.

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Example of Business Structure String view in MyTime for Employee

Primary Job

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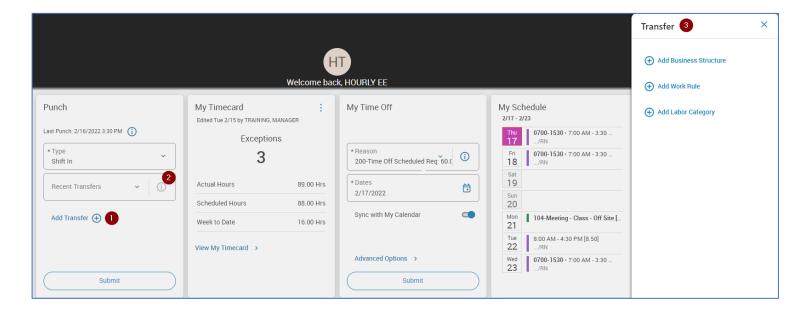
FHS/Fairview Southdale Hospital/ED/ED

Svcs/5445 Emergency Room/ED Tech

FHS	Fairview Southdale Hospital	ED	ED Srvs	5445 Emergency Room	ED Tech
Fairview	Location - often referred to as Process Level	Service line Area	Department Group	4-digit department number	This is a grouping of job titles and is not the HR Job or Position code

How to transfer time via the Punch Tile:

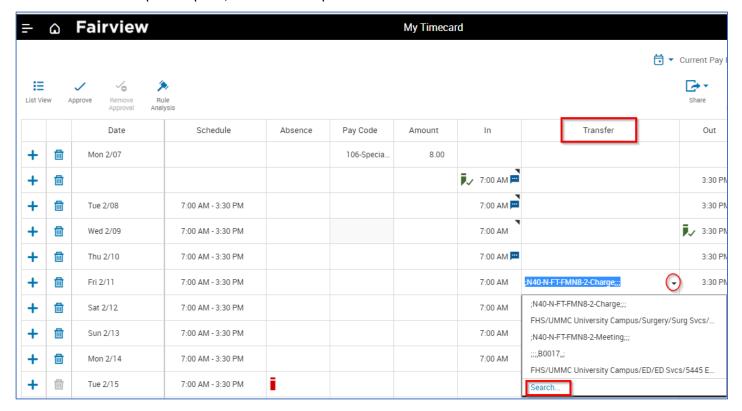
- 1. In the Punch tile, select the **Transfer** menu.
- 2. The last five transfers you made are listed. If the transfer you want is not listed, select **Search**.
- 3. From the Transfer Panel, select the applicable type displayed in blue and follow the transfer steps as outlined below.
- 4. Select Apply. Then select the Punch button.



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How to transfer time via the Timecard:

- 1. Access your timecard (My Timecard Tile or Main Menu > My Information > My Timecard).
- 2. Select the cell next to the out punch in the **Transfer** column.
- 3. The last five transfers you made are listed. If the transfer you want is not listed, select **Search**.
- 4. The transfer panel opens, follow the steps as outlined.



To add a partial transfer, or transfer in the middle of a shift:

- 1. Add a new row in the timecard by selecting the **Add Row +** icon to the left of the date of the transfer.
- 2. Enter the transfer start time in the **In** punch column. Do not enter the **Out** punch.
- 3. Select the **Transfer** cell next to the **Out** punch column.
- 4. Select the appropriate transfer using the **Transfer Panel** steps.
- 5. Enter the **Out** punch of the time the transfer ended.
- 6. The system will generate purple times during the shift to complete the necessary shift segments. Be sure to review the **Totals** tab to verify the hours earned under each transfer.

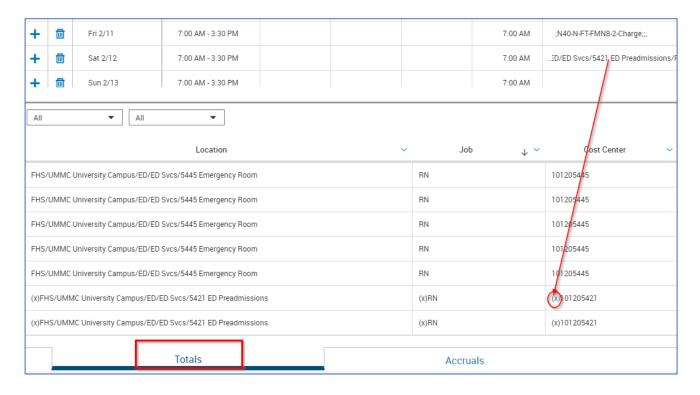


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Review timecard totals after transfer:

To review the hours allocated to each shift transfer:

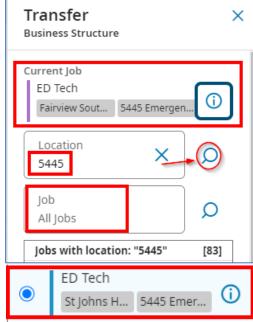
- 1. Select the **Totals** tab.
- 2. Review the row with the **(X)** indicating a transfer. (NOTE: x displays for cost center, labor category, position transfers. Work rule transfers will not display with an x).



Transfer Business Structure – Cost Center Transfer

Example: Employee transferring from FHS/Fairview Southdale Hospital/ED/ED Svcs/5445 Emerg ...St. Johns ED.

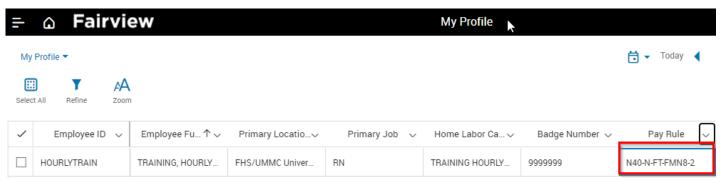
- 1. From the Transfer panel, select **Business Structure**.
- 2. The current Job will display (primary position location and job grouping).
- 3. Click the information icon (i) to view the entire business structure string.
- 4. Clear out the Job box
- 5. In the location box, type the department number to transfer (e.g., 5445).
- Scroll through the list and select the correct location.NOTE: if you do not see the applicable job select "Other"
- 7. Select **Apply** to make the change.
- 8. Select Save.



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Transfer Work Rule

- 1. Prerequisite Step to find your Pay Rule.
- 2. From the Main Menu > Dataview > My Profile



- 3. From the Transfer column panel, select Add Work Rule.
- 4. In the search box, enter all or part of the desired work rule in the Search box. The work rule name corresponds to the employee's pay rule. To find the pay rule, right click on the employee's name within the timecard or expand the columns in the schedule.
- 5. Select **Apply** to make the change.
- 6. Select Save.

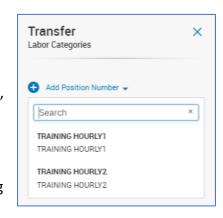
TRAINING, EXEMPT EE Primary Location FHS/UMMC University C ampus/ED/ED Svcs/544 5 Emergenc. Work Rule None (i) Cost Center 101205445 Labor Categories TRAINING EXEMPT1,0,0, MANAGER TRAINING Add Business Structure Add Work Rule -Search 0-ST Assign Pay Rule 0-ST Work Rule 434 ON-CALL ON PREMISE FME0 434 ON-CALL ON PREMISE FMN4 434 ON-CALL ON PREMISE FMN8 434 ON-CALL ON PREMISE OSN4

X

Transfer

Labor Category – Position Transfer

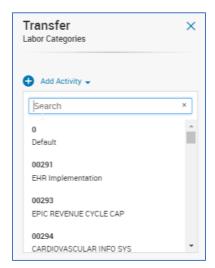
- 1. Double Click employee. Edit Shift slider appears.
- 2. Select Transfer Employee.
- 3. Transfer menu opens, select Add Labor Category.
- 4. Select Add Position Number.
- Select the Applicable position number (NOTE: if the record is blank, this indicates you do not have a position record in Lawson to transfer hours to).
- 6. Select Apply.
- 7. You will also need to do a business structure transfer when floating your position. Refer to instructions above



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Labor Category – Activity Transfer

- 1. Double Click employee. Edit Shift slider appears.
- 2. Select Transfer Employee.
- 3. Transfer menu opens, select Add Labor Category.
- 4. Select Add Activity.
- 5. Enter the activity code.
- 6. Select Apply.



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