

## How do I... Perform a Labor Account Transfer?

### REASON

Some departments have designated certain labor codes to keep track of labor costs for specific projects, grants, events, etc. These codes are commonly referred to as labor codes or accounts in the TimeSaver system.

Every employee is assigned a home labor account and all hours entered in TimeSaver default to that account. However, there may be times when hours should be charged to other labor accounts. The Labor Account Transfer process is used for this purpose.

### SCENARIO

I worked 5 hours on project: SON-DR-011213. I need to charge the hours to SON-DR-011213.

### ACTION

1. Click the insert row icon on the left edge of the timecard workspace to insert a new row.
2. Click the Transfer cell on the new row. A drop-down list appears. If you see SON-DR-011213, select it and Save. If you do not see it, continue with the following instructions.
3. Click the Transfer list arrow and select Search. See Fig 1.

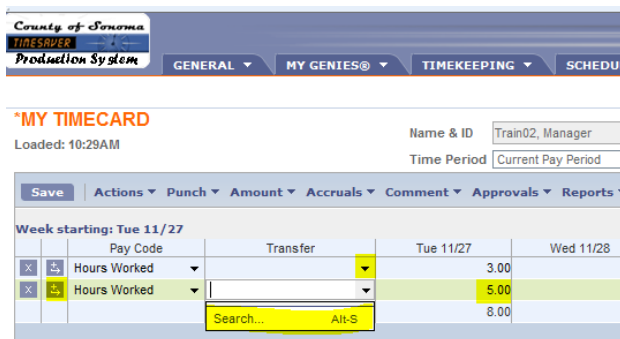


Fig 1

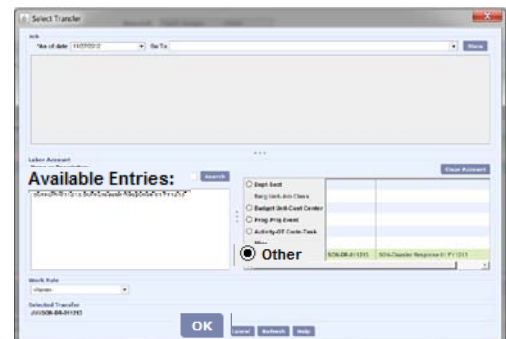


Fig 2

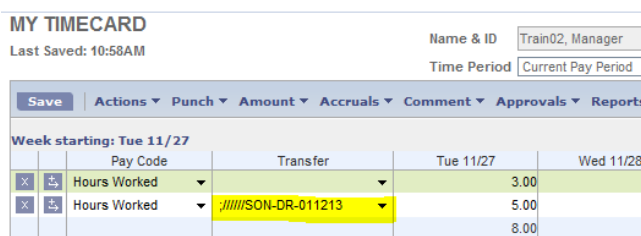
4. The Select Transfer dialog box opens. See Fig 2.
  - a. Click the radio button on the labor level the code is assigned to. Example: Labor Level 7 (LL7) Other.

Other
  - b. Labor Code choices appear on the left, in the window called Available Entries. (If you can't find the one you need, contact your payroll clerk.)

Available Entries:  
SON-DR-011213,SON-Disaster Response 01 FY1213
  - c. Select the code by clicking on it; your selection now appears in the box to the right on LL7, Other.

Other      SON-DR-011213      SON-Disaster Response 01 FY1213
  - d. Click the OK button, located at the bottom of the screen. This action closes the pop-up window and takes you back to the main timecard workspace.
5. Click Save.

The selected code: SON-DR-011213 is now in your timecard.

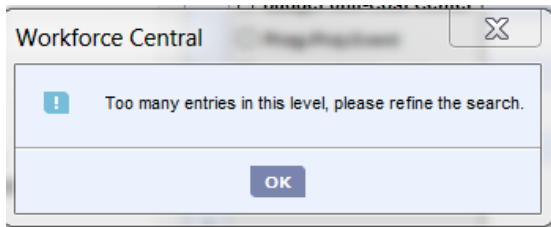


Please continue reading for additional helpful information.

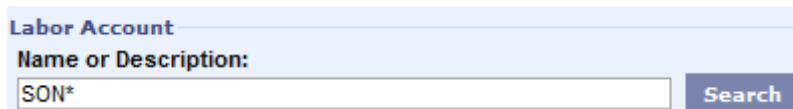
Once you have saved a labor code it is available in your timecard Transfer cell list for future use. TimeSaver saves up to 30 labor code entries to the Transfer list.



Some departments have many labor codes assigned to the different Labor Levels, so sometimes the following message appears: *“Too many entries in this level, please refine the search”*



To refine the search, in the Name or Description field, add part of the labor code name followed by an asterisk and then select Search.



Labor codes matching the search criteria appear, and you may now make your selection. If you can't find the one you need, contact your payroll clerk.

