

Transfers/Floats

1. Click in the Transfer box between the **In** punch and **Out** punch and select the desired option from the drop-down list (if listed)
2. If this desired option is not already listed select **Search**

	Date	Pay Code	Amount	In	Transfer	Out	In	Tr
X	Mon 1/02			8:00AM		3:00PM		
X	Tue 1/03			8:00AM		3:00PM		
X	Wed 1/04							
X	Thu 1/05							
X	Fri 1/06							
X	Sat 1/07							
X	Sun 1/08							
X	Mon 1/09							
X	Tue 1/10							
X	Wed 1/11							
X	Thu 1/12							
X	Fri 1/13							
X	Sat 1/14							

3. To transfer to a different department, click on the **Organization** button (if you get a **Workforce Central** alert window regarding 'Too many entries...' click **OK**)
4. Enter the 8 digit alias in the **Name or Description** field bordered by the % or * wildcards and click on **Search**
5. Select the correct Org alias (this is not the org number that starts with 000, but the 8 digit alias).
6. You may also change **Position** (pay rate) or **Work Rule** (pay differentials).
7. Click on **OK**

④ Labor Account

Name or Description: *87229000* Search

Available Entries: 87229000,0151-87229-88--000-0000-000

⑤

③

tbd1
 Organization 87229000 0151-87229-88--000-0000-000
 tbd3
 Position
 tbd5
 tbd6
 tbd7

⑥

Work Rule: <None>

Selected Transfer: ;87229000!!!!

⑦

OK Cancel Refresh Help

8. You may now select the **Org** option you just searched for, now listed in the Transfer box
9. Click on **Save**
10. Review the Transfer in the **Totals & Schedules** section

Work Rule Transfers

Employees may be scheduled for shifts that are either paid or tracked differently than regular hours. Work Rule transfers must be entered for the following shifts:

- Charge
- Light Duty
- Meeting
- Preceptor
- Doubleback
- Orientation
- Union Steward
- Education
- Other Assignment

Determining which work rule to enter is based on each employee's Pay Rule, which gives us their classification and their meal break. Hover mouse over an employee's name in the timecard to see Pay Rule.

01– ONA IP M0
Classification Description Meal Break

The first two numbers of the Pay Rule refer to the employee's classification.

- 01: Inpatient RNs (e.g. 01-ONA IP, 01-RS Step IP)
- 03: Outpatient RNs (e.g. 03-ONA OP, 03-RS Step OP)
- 20: AFSCME 24hr unit (e.g. 20-AFSCME SH)
- 30: AFSCME non-24hr unit (e.g. 30-AFSCME)
- 25: FLEX (e.g. 25- Flex)
- 70: Student (e.g. 70-Student)

The last part of the Pay Rule indicates the employee's meal break. M0 = no meal break. M1=1 hr meal break. If no meal break is listed, the employee has a default ½ hr meal break.

1. Click in the Transfer box between the **In** punch and **Out** punch and select the desired option from the drop-down list (if listed)
2. If this desired option is not already listed select Search
3. Enter the Workrule that matches the employee in the Workrule field (bottom left corner) of the Select Transfer box.
4. Click OK, then Save.

