How to Add a Job Transfer for Hourly Benefited Employees with an Adjunct Job

This job aid explains how to **Add** or **Change*** a job transfer path on a Timecard.

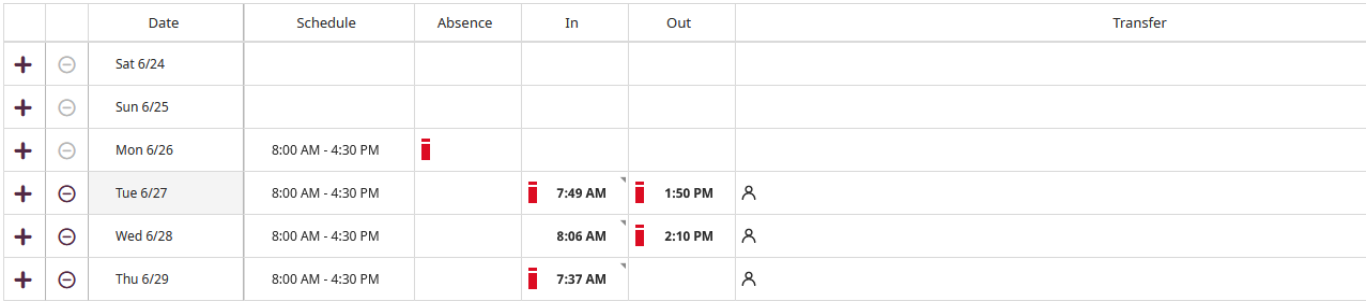
For benefited hourly employees with an adjunct job, if the transfer is not on the timecard OR is not correct, the employee will not get paid for those hours worked correctly - because UKG cannot identify what fund to charge or can charge the wrong one.

Correct transfer information must be added to a timecard for each set of punches, before a timecard can be approved at the end of the pay period.

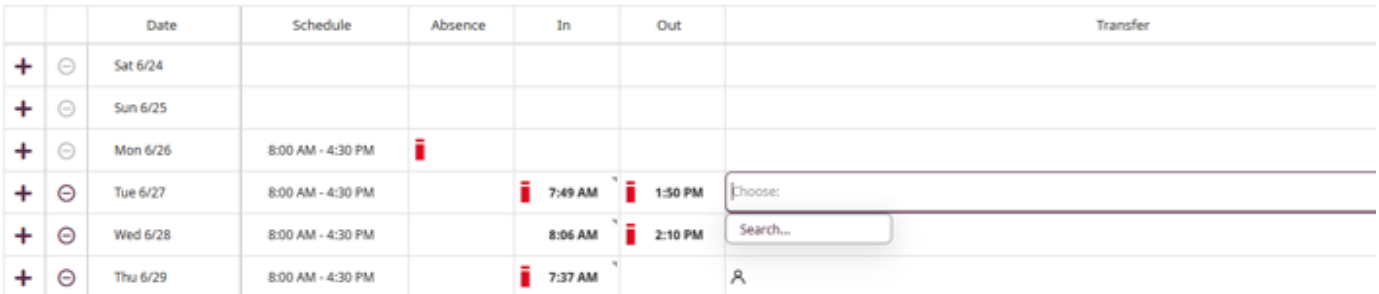
IMPORTANT: Transfer edits can be made by the employee OR the time-approver

How to manually 'Add' a missing Transfer position:

1. Open employee's **Timecard**:



2. In the **Transfer** column, click - then select **'Search'** in the drop-down:



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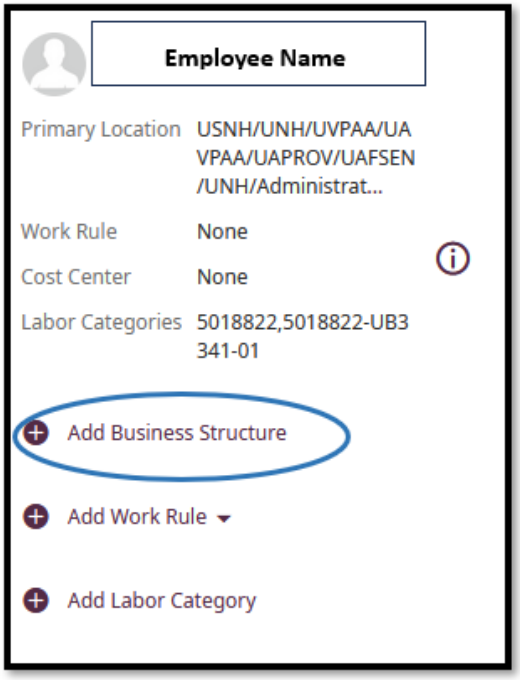
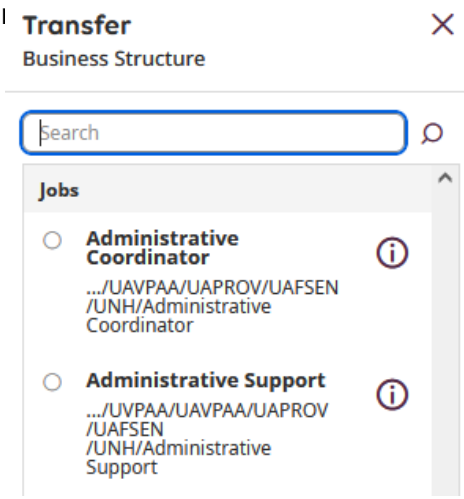
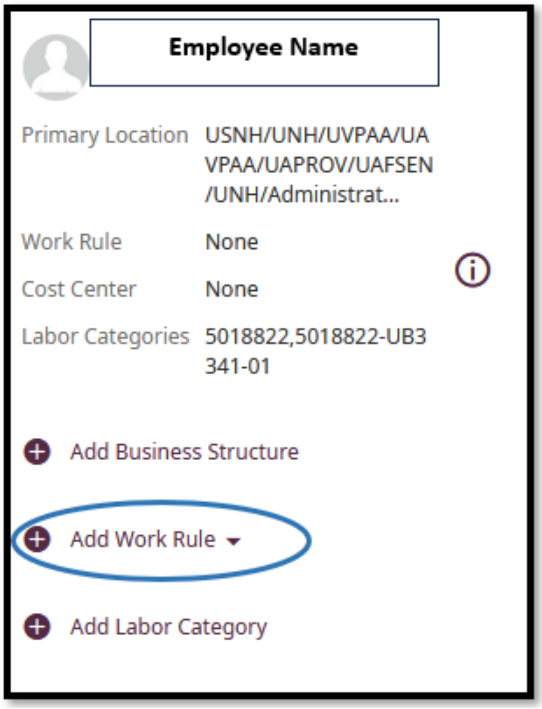
3. A **Transfer** pop-out panel appears on the right of the display. Click on **+** '**Add Business Structure'**.
This is <u>critical information</u> for Kronos to identify the job.



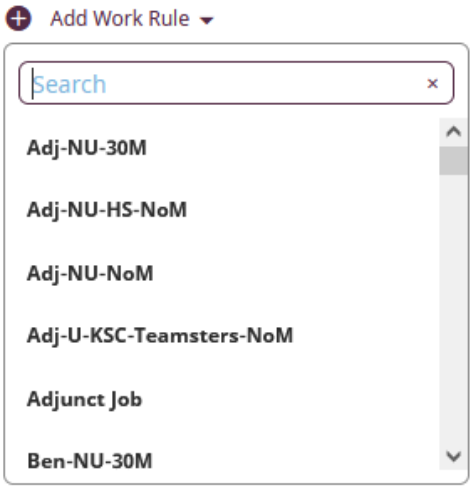
4. Click the radio button for the correct position from the **Business Structure** list. This will select the correct role the employee worked for the set of punches you are editing. Click **OK**.



5. Click on **+ 'Add Work Rule'**

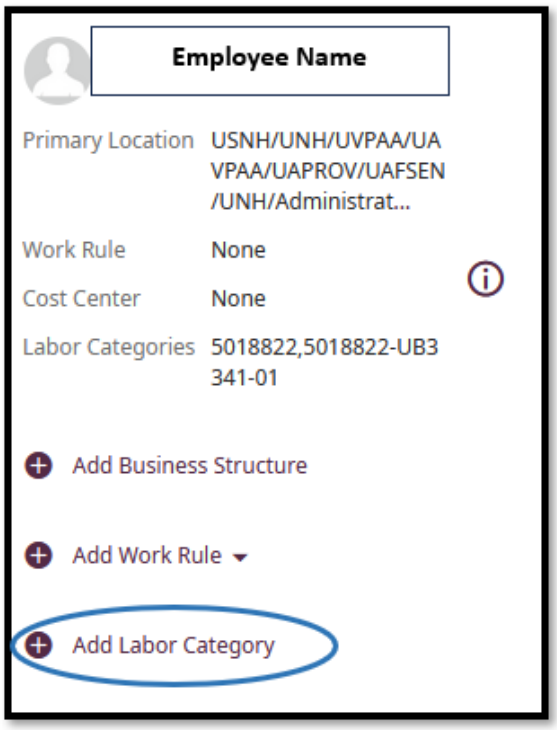


6. Click on **+ 'Adjunct Job'**

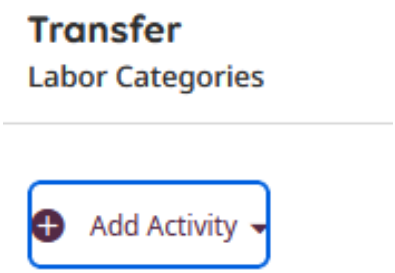


This step will ensure hours are coded as 131-Adjunct hours. This is essential information to ensure you are paid correctly.

6. Click on **+ 'Add Labor Category'**



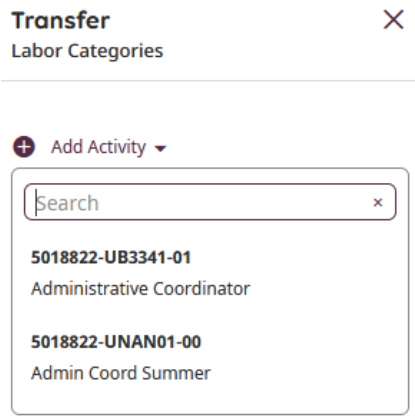
6. Click on **+ 'Add Activity'**



7. The job or jobs available for the employee will appear.

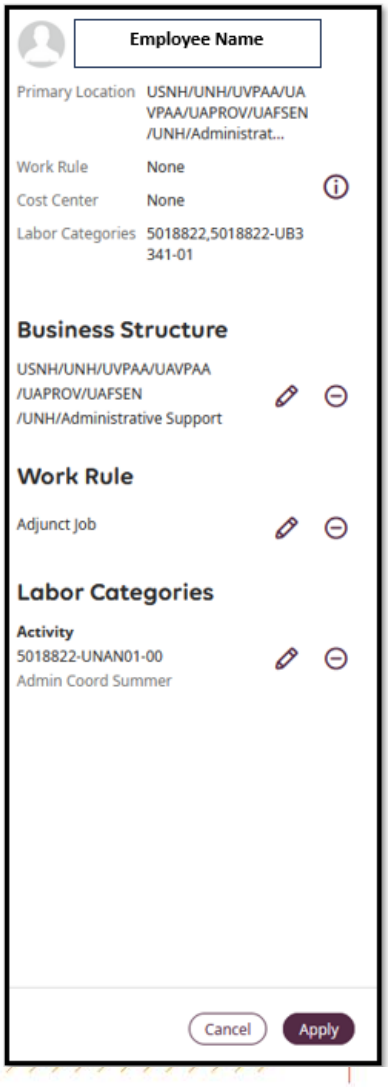
   This is critical information so that Payroll knows which job to apply the hours worked to.

   Select the correct job and click Ok.

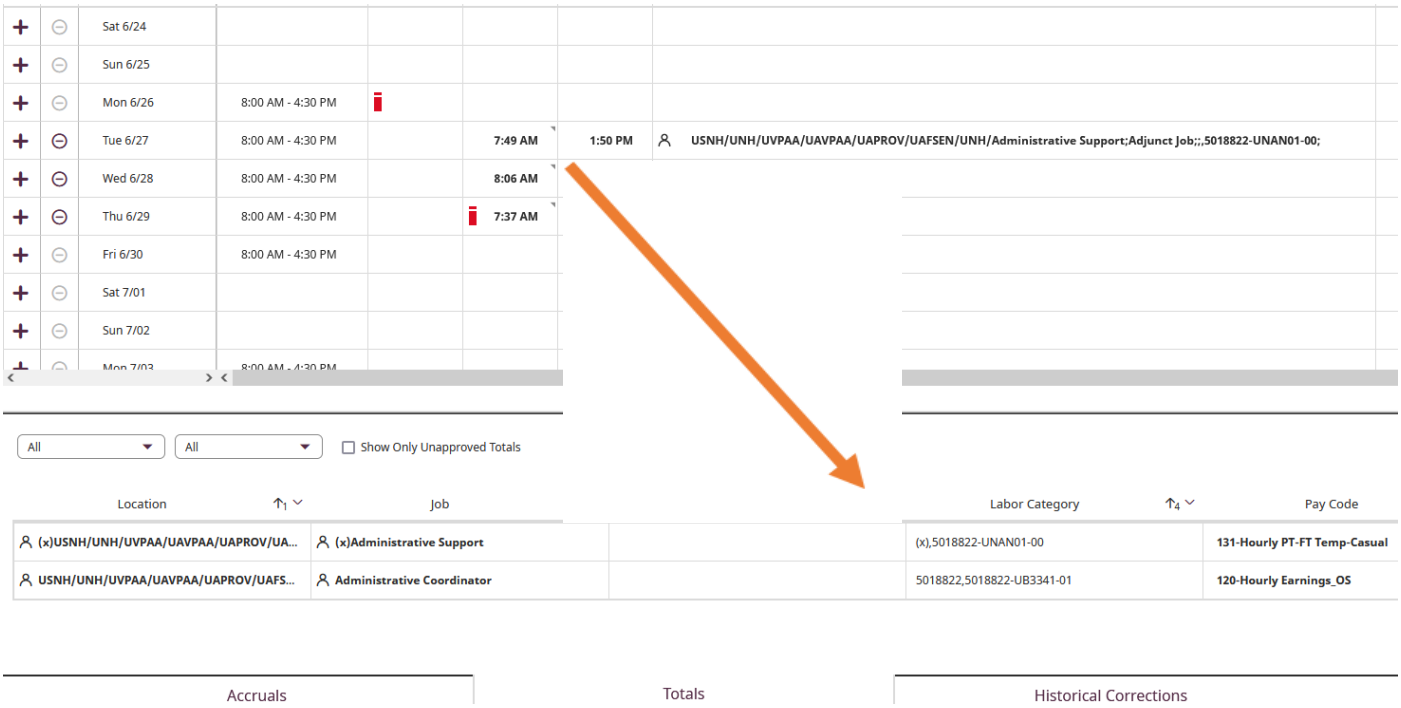


8. The **Transfer** box will summarize the path you have selected. Please ensure all three fields are completed to ensure hours are coded correctly.

   Verify it is correct and click **Apply.**



9. The Transfer path has now been applied to that set of punches on the employee timecard.

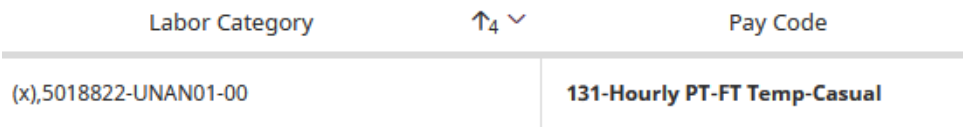


Click SAVE when you are done all edits.

NOTE: If you have remaining sets of punches that need a Transfer position added, repeat the process.

10. If you click on the **Totals** tab at the bottom of the timecard you can now see the **Labor Category** (*containing 3 parts of data: Personal ID number, Position and Suffix*) (5018822- UNAN01-00) have correctly been assigned to the hours worked. *This is required for the work time to pay correctly.*

The paycode for adjunct hours should be 131.



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