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**:

		Date	Schedule	Absence	In	Out	Transfer
+	⊖	Sat 6/24					
+	⊖	Sun 6/25					
+	⊖	Mon 6/26	8:00 AM - 4:30 PM	▮			
+	⊖	Tue 6/27	8:00 AM - 4:30 PM		▮ 7:49 AM	▮ 1:50 PM	👤
+	⊖	Wed 6/28	8:00 AM - 4:30 PM		8:06 AM	▮ 2:10 PM	👤
+	⊖	Thu 6/29	8:00 AM - 4:30 PM		▮ 7:37 AM		👤

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

		Date	Schedule	Absence	In	Out	Transfer
+	⊖	Sat 6/24					
+	⊖	Sun 6/25					
+	⊖	Mon 6/26	8:00 AM - 4:30 PM	▮			
+	⊖	Tue 6/27	8:00 AM - 4:30 PM		▮ 7:49 AM	▮ 1:50 PM	Choose:
+	⊖	Wed 6/28	8:00 AM - 4:30 PM		8:06 AM	▮ 2:10 PM	Search...
+	⊖	Thu 6/29	8:00 AM - 4:30 PM		▮ 7:37 AM		👤

![UKG logo]

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

Employee Name

Primary Location	USNH/UNH/UVPAA/UA VPAA/UAPROV/UAFSEN /UNH/Administrat...
Work Rule	None
Cost Center	None
Labor Categories	5018822,5018822-UB3 341-01

⊕ Add Business Structure

⊕ Add Work Rule ▾

⊕ Add Labor Category

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**.

Transfer ✕
Business Structure

[Search] 🔍

Jobs

○ **Administrative Coordinator**
.../UAVPAA/UAPROV/UAFSEN /UNH/Administrative Coordinator

○ **Administrative Support**
.../UVPAA/UAVPAA/UAPROV /UAFSEN /UNH/Administrative Support

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

Employee Name

Primary Location	USNH/UNH/UVPAA/UA VPAA/UAPROV/UAFSEN /UNH/Administrat...
Work Rule	None
Cost Center	None
Labor Categories	5018822,5018822-UB3 341-01

⊕ Add Business Structure

⊕ Add Work Rule ▾

⊕ Add Labor Category

ÜKG

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.

➕ Add Work Rule ▾

| Search | ✕ |

Adj-NU-30M

Adj-NU-HS-NoM

Adj-NU-NoM

Adj-U-KSC-Teamsters-NoM

Adjunct Job

Ben-NU-30M

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

Employee Name

Primary Location USNH/UNH/UVPAA/UA
VPAA/UAPROV/UAFSEN
/UNH/Administrat...

Work Rule   None

Cost Center   None   ⓘ

Labor Categories 5018822,5018822-UB3
341-01

➕ Add Business Structure

➕ Add Work Rule ▾

➕ Add Labor Category

Transfer
Labor Categories

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

⊕ Add Activity ▾

Transfer   ✕
Labor Categories

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.

⊕ Add Activity ▾

Search   ✕

5018822-UB3341-01
Administrative Coordinator

5018822-UNAN01-00
Admin Coord Summer

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.**

Employee Name

Primary Location   USNH/UNH/UVPAA/UA
                   VPAA/UAPROV/UAFSEN
                   /UNH/Administrat...

Work Rule   None

Cost Center   None   ⓘ

Labor Categories   5018822,5018822-UB3
                   341-01

Business Structure

USNH/UNH/UVPAA/UAVPAA
/UAPROV/UAFSEN   ✏ ⊖
/UNH/Administrative Support

Work Rule

Adjunct Job   ✏ ⊖

Labor Categories

Activity
5018822-UNAN01-00   ✏ ⊖
Admin Coord Summer

Cancel   Apply

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

+ ⊖	Sat 6/24						
+ ⊖	Sun 6/25						
+ ⊖	Mon 6/26	8:00 AM - 4:30 PM	▮				
+ ⊖	Tue 6/27	8:00 AM - 4:30 PM		7:49 AM	1:50 PM	⊗	USNH/UNH/UVPAA/UAVPAA/UAPROV/UAFSEN/UNH/Administrative Support;Adjunct Job;;,5018822-UNAN01-00;
+ ⊖	Wed 6/28	8:00 AM - 4:30 PM		8:06 AM			
+ ⊖	Thu 6/29	8:00 AM - 4:30 PM	▮	7:37 AM			
+ ⊖	Fri 6/30	8:00 AM - 4:30 PM					
+ ⊖	Sat 7/01						
+ ⊖	Sun 7/02						
+ ⊖	Mon 7/03	8:00 AM - 4:30 PM					

All ▾   All ▾   ☐ Show Only Unapproved Totals

Location	↑₁ ⌄	Job		Labor Category	↑₄ ⌄	Pay Code
⊗ (x)USNH/UNH/UVPAA/UAVPAA/UAPROV/UA...		⊗ (x)Administrative Support		(x),5018822-UNAN01-00		131-Hourly PT-FT Temp-Casual
⊗ USNH/UNH/UVPAA/UAVPAA/UAPROV/UAFS...		⊗ Administrative Coordinator		5018822,5018822-UB3341-01		120-Hourly Earnings_OS

Accruals   Totals   Historical Corrections

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.

Labor Category	↑₄ ⌄	Pay Code
(x),5018822-UNAN01-00		**131-Hourly PT-FT Temp-Casual**