

## Managers - Entering Work Rule Transfers via Timecard Editing

If one of your employees missed entering a transfer to a disaster activity or a transfer back to their normal non-disaster duties, you can enter the transfer by editing their timecard.

### Key Points

- If you have employees who have different work weeks, you will need to be very careful to choose the work week that pertains to them. If the work rule for the wrong work week is chosen, the system will not calculate their overtime correctly.
- Refer to the **Non-Exempt Employee Kronos Disaster Work Rules & Activity Codes** sheet for your department. This sheet will show which work rules should be used based on the employee’s work week.
- On a day when you are entering disaster activities and if the employee took at least a 30 minute lunch, you must enter an OUT and IN punch for lunch.
- If the employee enters disaster transfers only using a time clock, they will have an automatic meal deduction. You will have to cancel their meal deduction on their timecard if they didn’t take a meal break.
- If an employee doesn’t work the full day doing a disaster activity or if they change disaster activities or locations, you will need to enter multiple transfers for the day.
- If your department enters transfers to projects for non-disaster work and you start doing a disaster activity, you will need to enter a project code transfer using the – project code to not have disaster hours show on that project.

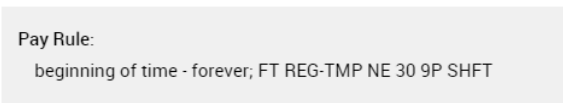
### Entering transfers for an Exempt employee

If you have an exempt employee who is missing a transfer, follow the steps in the *Exempt Employee – Performing Disaster Work Rule Transfers* document.

### How to tell which work week a Non-Exempt employee works

If your department has employees that are assigned to a different work week rather than the Monday 12:01am to Sunday midnight work week, you will need to know which work week the employee is in before you edit their timecard.

When you are in the employee’s timecard or on a genie, right click on the employee’s name and a box will open. In that box the **Pay Rule** will display, each pay rule is related to a work week.



For employees **who aren’t assigned to the Monday 12:01am to Sunday midnight work week**, there are additional characters in the pay rule name which designate what work week they are assigned to.

Pay Rule name contains	Non-Exempt Employee’s Work Week
D&W SHFT	<b>MONDAY-FRIDAY - NURSING WITH SHIFT DIFFERENTIAL</b>
60 SHFT	<b>MONDAY-FRIDAY - SHIFT DIFFERENTIAL - TRANSIT MTG</b>
9P SHFT	<b>MONDAY-FRIDAY - SHIFT DIFFERENTIAL - CENTRAL GARAGE</b>
9P	<b>SUNDAY 9PM START - PUBLIC WORKS</b>
WAT SUN START	<b>SUNDAY 2AM START - WATER FILTRATION OPERATORS</b>
7A	<b>MONDAY 7AM START - AIRPORT</b>

After determining which work week the employee is assigned to, refer to your department's **Non-Exempt Employee Kronos Disaster Work Rules & Activity Codes** sheet to find which work rules to enter.

How to enter one transfer for a full shift on a Non-Exempt employee's timecard (this example is for an employee assigned to the Monday 12:01am to Sunday midnight work week)

1. On the employee's timecard, locate the IN punch that you want to enter a transfer.
2. Click in the **Transfer** field then click on **Search**. If you have previously made transfers, they will appear on the drop down list and if applicable, these can be chosen from here by clicking on that line instead of search.

Date	Schedule	In	Transfer	Out
Mon 2...	7:45AM-4:30PM	7:38AM	<input type="text"/>	4:30PM

3. The **Transfer** box will open, click on the **Work Rule** tab.

4. The work rules are displayed in alphabetical order, you can locate the work rule by scrolling down the arrow on the right or by typing in a portion of the work rule name in the Search List field (ex., admin, 9PM, etc.). Click on the admin or default work rule that is listed on your department's **Non-Exempt Employee Kronos Disaster Work Rules & Activity Codes** sheet for the employee's work week.

- After the work rule is selected, click on the **Labor Account** tab. The work rule that was selected will appear on the top section of the Transfer box.

The screenshot shows the 'Transfer' form with the 'Labor Account' tab selected. The 'Work Rule' field is populated with 'HOURLY NE SD ADMIN NL'. The 'Labor Account' tab is highlighted with a red box.

- There will be two labor account transfers that must be entered: **Activity Code** is the type of disaster work you are performing and **Other** indicates the location where you are performing this work. Refer to *the Non-Exempt Employee Kronos Disaster Work Rules & Activity Codes* sheet for a listing of these codes.

On the Labor Account screen, click in the **Activity Code** field and a search box will open. You can use the scroll down arrow to find the appropriate code, however, it only displays the first 20 activities. If you know the code or the first couple of characters of the code, you can enter that in the Smart search box. Once the appropriate code is located, click on the code and it will appear in the Activity Code field.

The screenshot shows the 'Add Labor Account' form with the 'Activity Code' dropdown menu open. The dropdown list is highlighted with a red box, showing codes like DS01, DS02, etc.

After selecting the Activity Code, click on the **Other** field to open the search box. Locate the appropriate code and click on the code.

The screenshot shows the 'Transfer' form with the 'Other' dropdown menu open. The dropdown list is highlighted with a red box, showing codes like DS01, DS02, etc.

Review the work rule and labor account selections, you can either change them or click on **Apply**.

- The transfer will now appear in the Transfer cell on the employee's timecard. If you click **Calculate Totals**, the hours and the transfer can be seen on the bottom section of their timecard.

Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
Mon 2...	7:45AM-4:30PM	7:38AM	/////DS50/DS03;HOURLY NE SD ADMIN NL	4:30PM			8:45	8:45	8:45

Account	Pay Code	Amount
(x)101/1010405/8872/295-/DS50/DS03	DISASTER ADMIN REG HOURS	8:45

- If everything looks OK, click on **Save**.



How to enter multiple transfers for a day on a Non-Exempt employee's timecard (this example is for an employee assigned to the Monday 12:01am to Sunday midnight work week)

You will need to do multiple transfers for one day when the employee works a portion of the day doing their normal work and a portion of the day doing disaster work, or if they switched the type of disaster activity they are doing which would require a transfer (i.e., work rule, activity and/or other).

Transfers are entered on an IN punch.

- Click on the + icon to the left of the day you want to change.

	Date	Schedule	In	Transfer	Out
<b>+</b> x	Mon 2...	7:45AM-4:30PM	7:38AM	/////DS50/DS03;HOURLY NE SD ADMIN NL	4:30PM

- This will add another line to the timecard. Enter the start time of the transfer in the IN cell.

		Date	Schedule	In	Transfer	Out
		Mon 2...	7:45AM-4:30PM	7:38AM	/////DS50/DS03;HOURLY NE SD ADMIN NL	4:30PM
		Mon 2...		10a		

- Click on the **Transfer** cell and choose Search. In this example, **the employee is transferring from disaster work back to their normal non-disaster activities**. The process to enter the transfer is the same process described above for the disaster activity, except the work rule, Activity and Other code will be different.

The work rule to use to transfer to their normal duties will be the one that relates to the employee’s work week. On your department’s **Non-Exempt Employee Kronos Disaster Work Rules & Activity Codes** sheet, it’s the work rule that is in the **Return to your normal non-disaster work during the day** column.

The Activity and Other labor account transfer will be the first entry in the drop down list.

When finished, click on **Apply**.

- The transfer will now appear on the employee’s timecard as the last entry. Click on **Calculate Totals**.

Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period	
		Mon 2...	7:45AM-4:30PM	7:38AM	/////DS51/DS03;HOURLY NE SD ADMIN NL	4:30PM		8:00	8:00	8:00
		Mon 2...		10:00AM	/////F-HOURLY NE NL					

- After you click on Calculate Totals, it will move to be in a sequential position by time.

You can see the totals for the day for both transfers on the bottom of the timecard by changing the views from **All** to **Daily** and **Pay Code** to **Account**. The work rules that were used don’t have an automatic meal deduction, you will need to enter **OUT and IN punches if the employee did take a meal break**.

	Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 2...	7:45AM-4:30PM	7:38AM	////DS51/DS03;HOURLY NE SD ADMIN NL	10:00AM					
+ X	Mon 2...		10:00AM	////-/-;HOURLY NE NL	4:30PM			8:45	8:45	8:45

Totals	Accruals	Audits	Historical Corrections
Daily			Account
Totals for 2/24/2020			
Account	Pay Code	Amount	
(x)101/1010405/8872/295/-/DS51/DS03	DISASTER ADMIN REG HOURS		2:15
101/1010405/8872/295/-/-	REGULAR HOURS		6:30



9. If everything looks OK, click on **Save**.

Departments who enter projects for non-disaster work have to enter a project code transfer when they enter the disaster transfer

If your department enters project codes to track an employee’s work hours, you will need to enter a project code when you do the disaster transfer to avoid having the disaster pay codes added to the project.

The project code that will need to be added to the disaster transfer is the – **Project Code**. To locate this code, enter -\* in the Smart search field.

PROJECT COD...	<input type="text"/>
ACTIVITY COD...	<input type="text" value="-*"/>
OTHER:	<input type="text"/>

This will add the - - - **Project Code** to the transfer.

PROJECT COD...	<input type="text" value="- - -"/>	X
ACTIVITY COD...	<input type="text" value="DS51 - Administrative P.O..."/>	X
OTHER:	<input type="text" value="DS03 - CITY HALL - 225 4..."/>	X

That day’s transfers will now be separated into the time they worked on the disaster activity and the time they worked on their normal non-disaster duties. When you are transferring back to their normal duties, they may need to have one of your department’s project codes added to the transfer.

	Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+ X	Fri 2/28	7:45AM-4:30PM	7:45AM	////HES001//	9:15AM					
+ X	Fri 2/28		9:15AM	////-DS51/DS03;HOURLY NE SD ADMIN NL	10:00AM					
+ X	Fri 2/28		10:00AM	////HES001/-/-;HOURLY NE NL	4:30PM			8:45	8:45	8:45

Totals	Accruals	Audits	Historical Corrections
All			Account
Account	Pay Code	Amount	
(x)101/1010405/8872/295/-/DS51/DS03	DISASTER ADMIN REG HOURS		0:45
(x)101/1010405/8872/295/HES001/-/-	REGULAR HOURS		8:00

## Percent Allocation Rules and Grant Reporting

If the employee's non-disaster hours are distributed to more than one department, division or project code, they will have a percent allocation rule in Kronos. If you are recording disaster hours, the allocation of the non-disaster hours will be based on these percentages. Review the allocations on the timecard to see if they look appropriate, especially if they are for grant reporting or any other type of reimbursement.

Example, the employee's non-disaster hours will be allocated using the percent allocation rule.

	Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
		Fri 2/28	7:45AM-4:30PM	7:45AM	////-DS51/DS03.HOURLY NE SD ADMIN NL	10:00AM				
		Fri 2/28		10:00AM	////-HOURLY NE NL	12:00PM		4:15	4:15	4:15

Totals	Accruals	Audits	Historical Corrections
All		Account	
Account	Pay Code	Amount	
(x)101/2010409/1181/2532/-/DS51/DS03	DISASTER ADMIN REG HOURS		2.15
(x)240/2101492/1181/2532/-/-	REGULAR HOURS		0.12
(x)101/2010409/0/2532/-/-	REGULAR HOURS		1.48