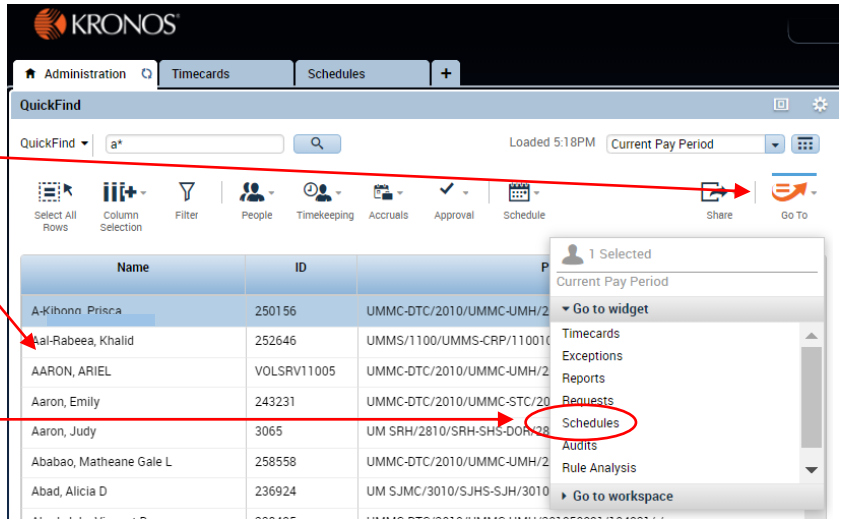
UMMS People Planning: Timekeeping
Schedule with Labor Account Transfer

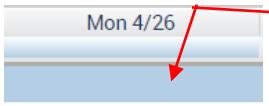
If you are using scheduling for your team members, you can enter transfers in the schedule.

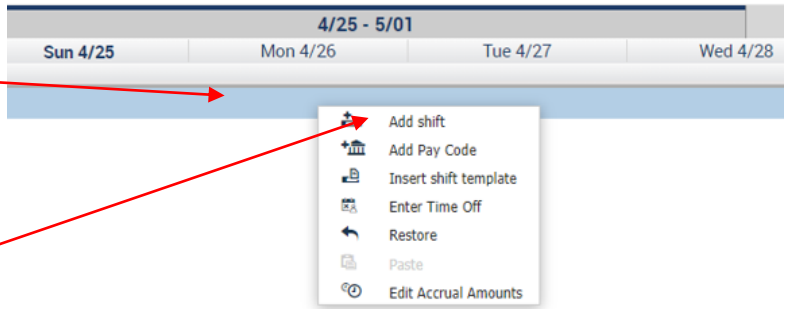
1. Click on the Team Member's name.
2. Click on **Go To**

3. Select **Schedules**

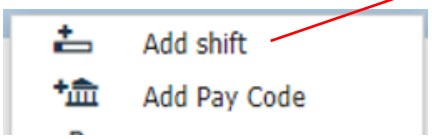


4. Right Click in the cell below the date.

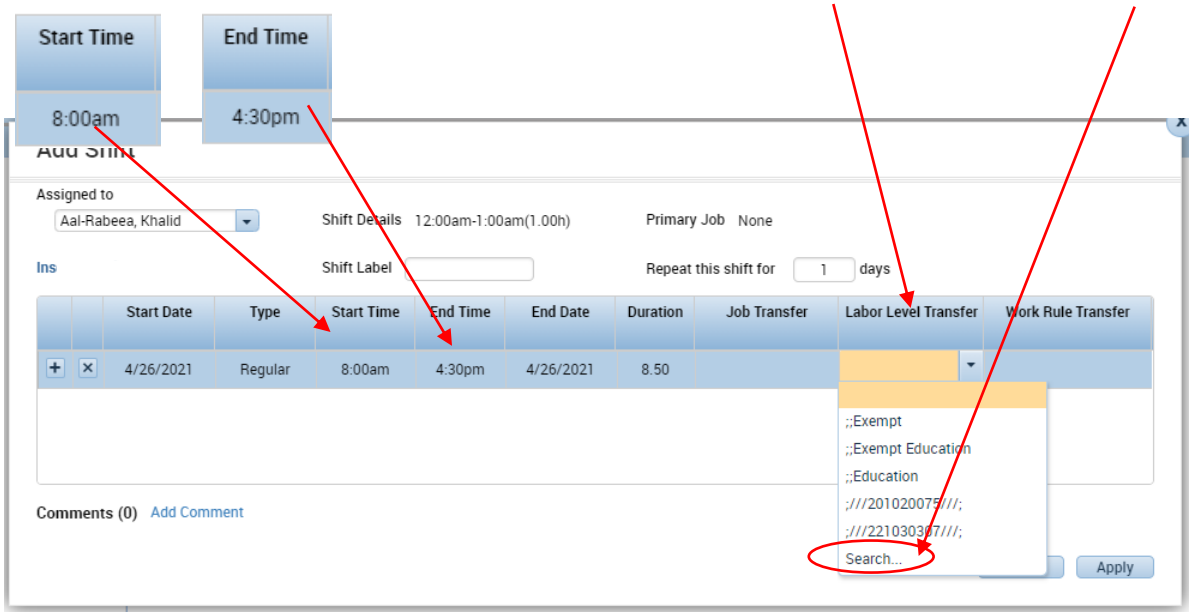




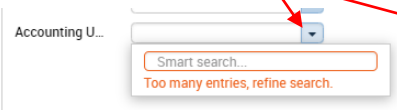
5. Select "**Add Shift**" from the box that appears.



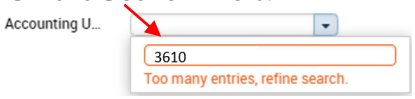
6. Enter **Start Time** & **End Time** of the Shift. Click "**Labor Level Transfer**" and select "**Search**".



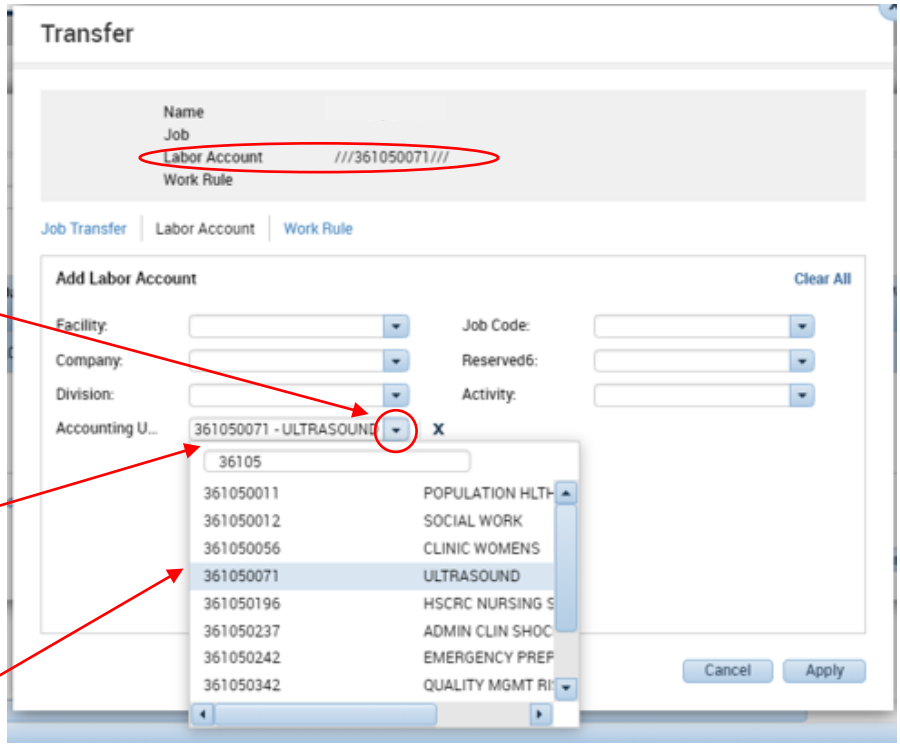
7. Click on the "**Accounting Unit**" drop down.



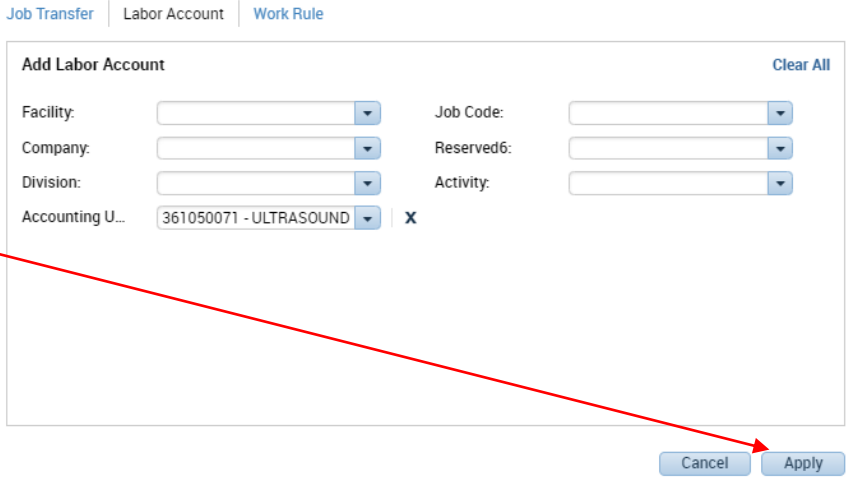
8. Type the 9 Digit Accounting Unit number in the "**Smart Search**" field.



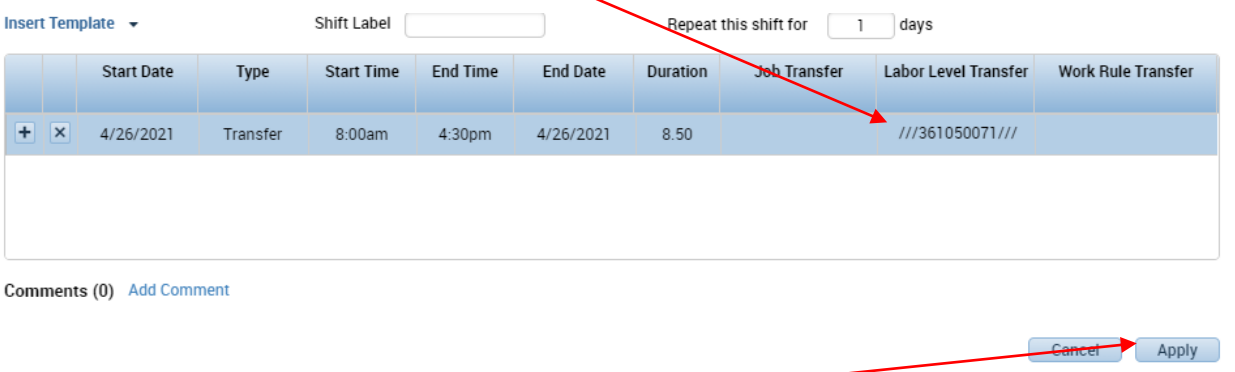
9. Select the Accounting Unit from the list.



10. Select **Apply**.

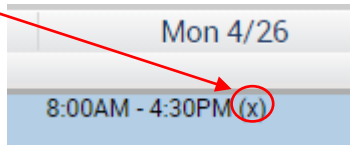


11. The Transfer will display in the Labor Level Transfer field.

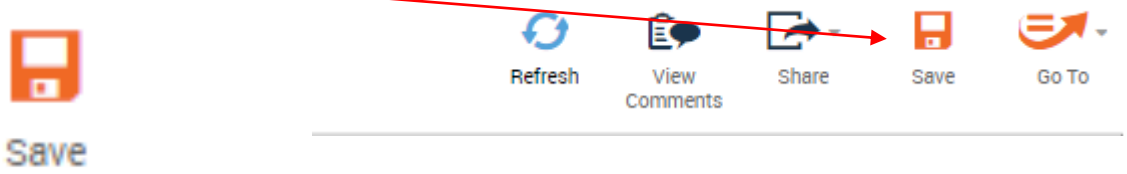


12. Click **Apply**.

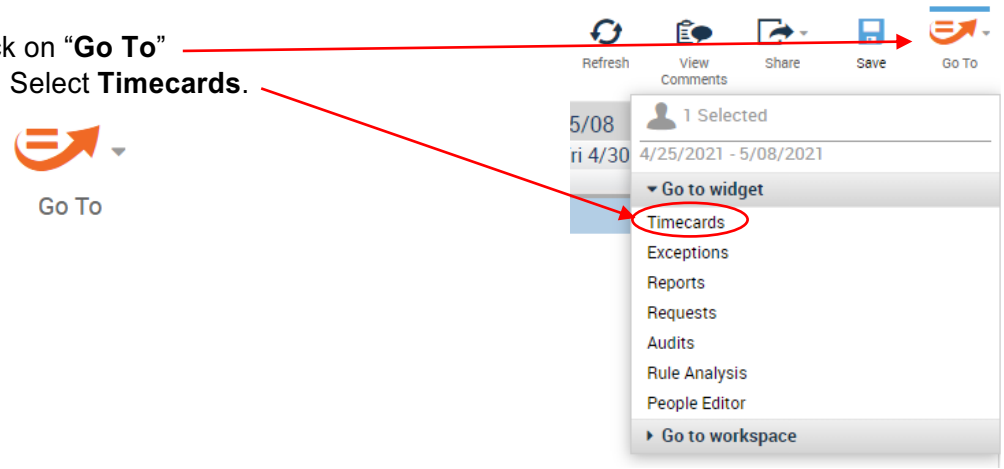
13. The “(X)” following the schedule time identifies a Transfer.



14. Click **“Save”**.

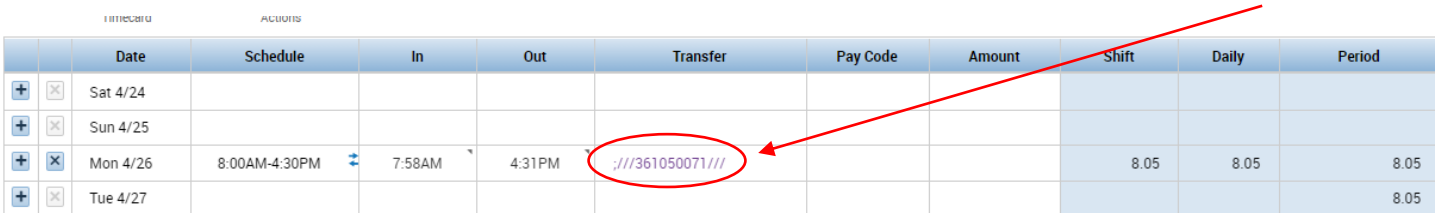


15. Click on “**Go To**” and Select **Timecards**.



16. The Scheduled Transfer will appear in the Timecard under the Schedule Column as 2 Arrows.

17. When the Team Member Clocks In and Clocks Out the Transfer will appear under the Transfer Column.



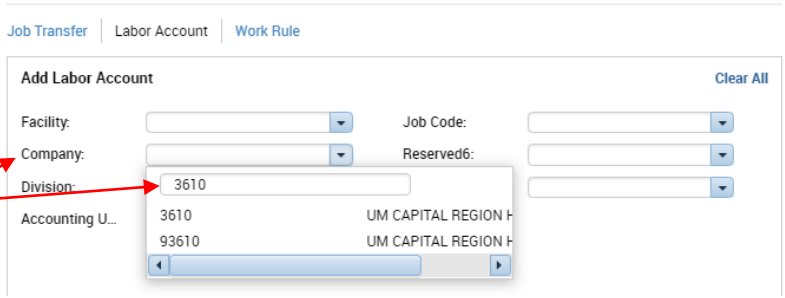
Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sat 4/24									
Sun 4/25									
Mon 4/26	8:00AM-4:30PM	7:58AM	4:31PM	;///361050071///			8.05	8.05	8.05
Tue 4/27									8.05

Other Types of Labor Account Transfers

Transfers between Legal Entities

If you are transferring between Legal Entities, follow the steps above and:

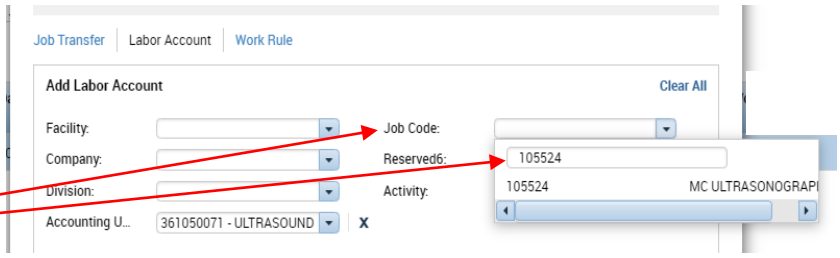
Enter the correct 4-digit **Company Code** in Company field *in addition to* entering the correct 9-digit Accounting Unit Codes in Accounting Unit field. (Step 7)



Transfers to a Different Position (Job Code) and Different Department

If you are transferring to different Accounting Unit with a different Job Code:

Follow the steps above to enter the correct 9-digit Accounting Unit Codes in Accounting Unit field and *then* enter the correct Job Code in Job Code field.



Transfer to only a Different Position (Job Co

If you are transferring to different Job Code only

Enter the correct Job Code in Job Code field.

You can leave the other fields blank.