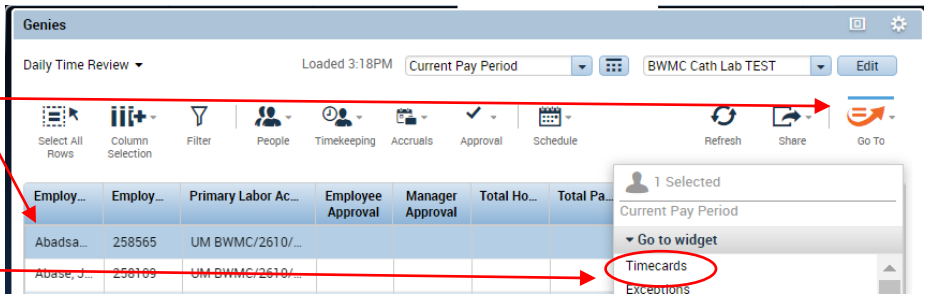


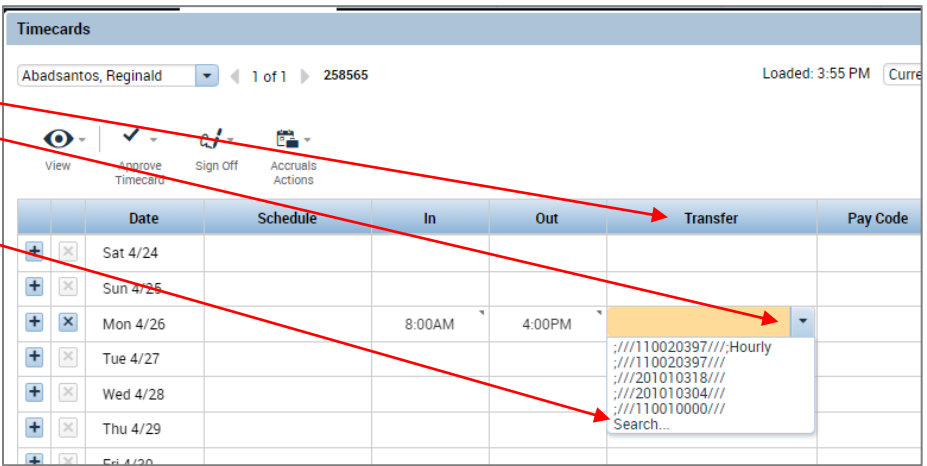
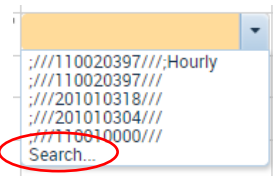
UMMS People Planning: Timekeeping Timecard – Labor Account Transfer

1. Click on the Team Member.
2. Click on **Go To**.

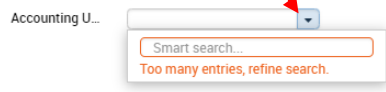


3. Select **Timecards**.

4. In the **Transfer** column
Click in the cell of day of the
day/hours to be transferred
and select **Search**.



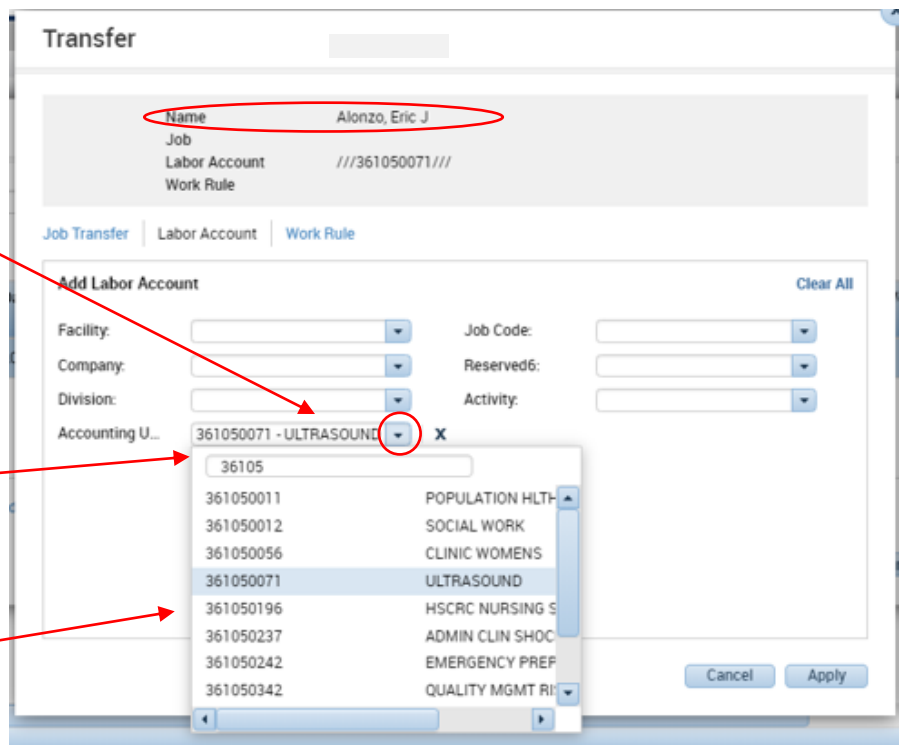
5. Click on the “Accounting Unit”
drop down.



6. Type the 9 Digit Accounting Unit
number in the
“Smart Search” field.



7. Select the **Accounting Unit**
from the list.



8. Select **Apply**.



Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Facility: Job Code:

Company: Reserved6:

Division: Activity:

Accounting U... 361050071 - ULTRASOUND

Cancel Apply

9. The **Transfer** will display in the Timecard.

Click **Save**.



View | Approve Timecard | Sign Off | Accruals Actions | Print Timecard | Refresh | Calculate Totals | Save | Go To

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+ x	Sat 4/24								
+ x	Sun 4/25								
+ x	Mon 4/26		8:00AM	4:00PM	///361050071///			7.5	7.5
+ x	Tue 4/27								

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)

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Facility: Job Code:

Company: Reserved6:

Division:

Accounting U... 3610 3610 UM CAPITAL REGION H
93610 93610 UM CAPITAL REGION H

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.

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Facility: Job Code:

Company: Reserved6:

Division: Activity:

Accounting U... 361050071 - ULTRASOUND

105524 105524 MC ULTRASONOGRAP

Transfer to only a Different Position (Job Code)

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.

Add Labor Account Clear All

Facility: Job Code:

Company: Reserved6:

Division: Activity:

Accounting U...

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