

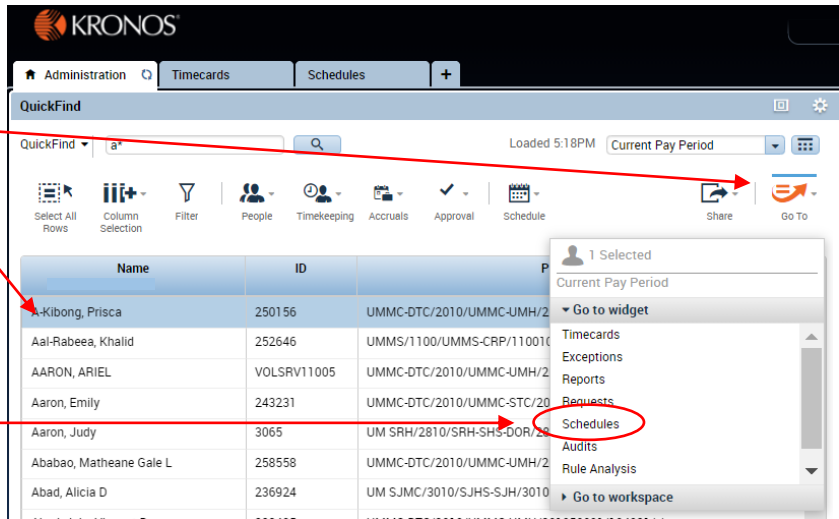
UMMS People Planning: Timekeeping Schedule with Transfer

If you are using scheduling for your Team Members, you can enter transfers in the schedule.

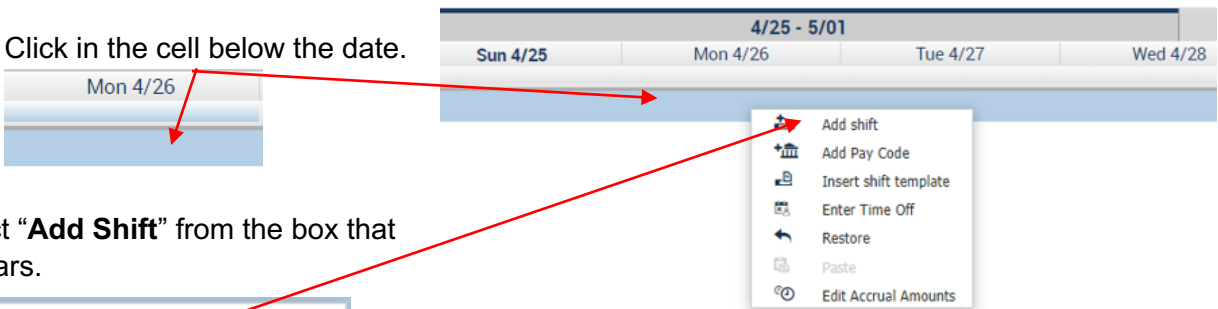
1. Click on the Team Member.
2. Click on **Go To**.



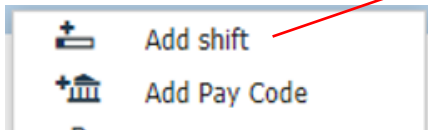
3. **Select Schedules.**



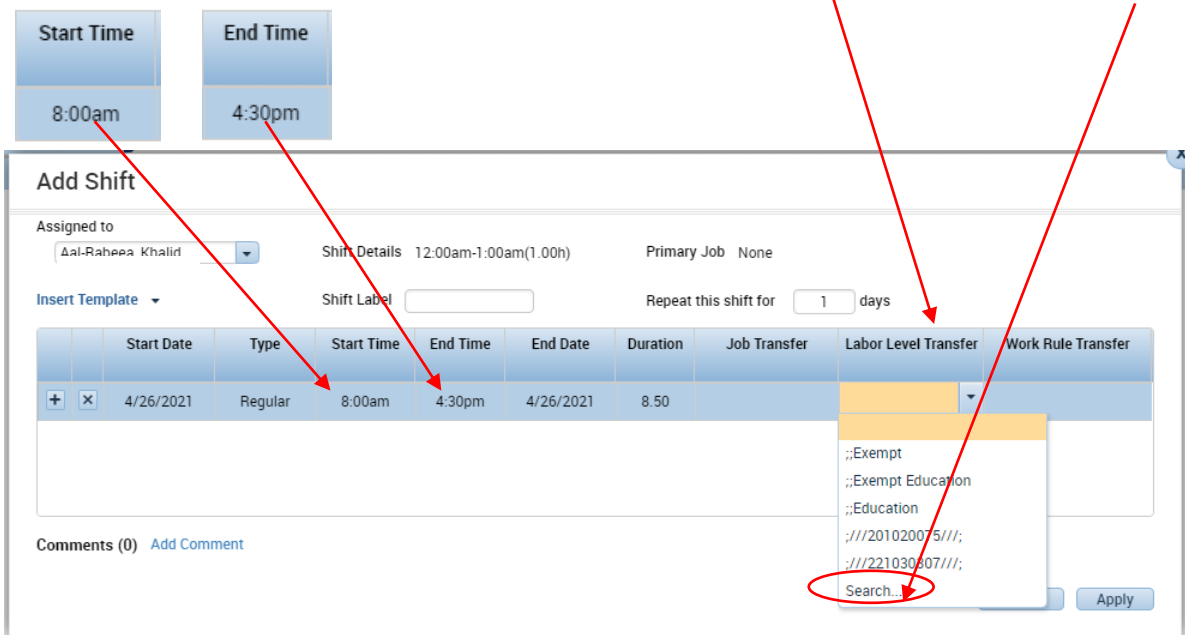
4. Right Click in the cell below the date.



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.

Accounting U...
Too many entries, refine search.

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

Accounting U...
Too many entries, refine search.

9. Select the Accounting Unit from the list.

Transfer

Name
Job
Labor Account ///361050071///
Work Rule

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Facility: Job Code:
Company: Reserved6:
Division: Activity:
Accounting U... **361050071 - ULTRASOUND** X

- 36105
- 361050011 POPULATION HLTH
- 361050012 SOCIAL WORK
- 361050056 CLINIC WOMENS
- 361050071 ULTRASOUND**
- 361050196 HSCRC NURSING S
- 361050237 ADMIN CLIN SHOC
- 361050242 EMERGENCY PREF
- 361050342 QUALITY MGMT RI

10. Select **Apply**.

Job Transfer | Labor Account | Work Rule

Add Labor Account Clear All

Facility: Job Code:
Company: Reserved6:
Division: Activity:
Accounting U... **361050071 - ULTRASOUND** X

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

Insert Template Repeat this shift for days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
<input type="button" value="+"/> <input type="button" value="x"/>	4/26/2021	Transfer	8:00am	4:30pm	4/26/2021	8.50		///361050071///	

Comments (0) [Add Comment](#)

12. Click **Apply**.

