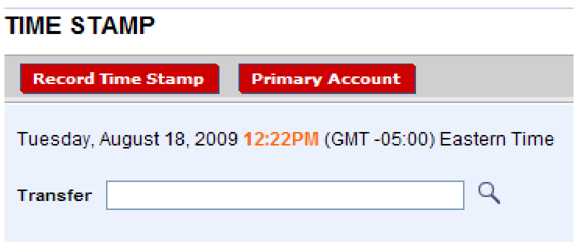
Supervising Employees with Multiple Jobs on Campus

Introduction

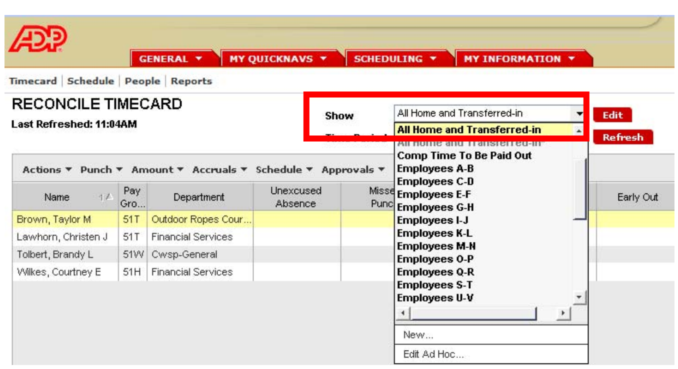
Each student who works more than one position on campus will have a primary position. When a student uses the Record Time Stamp (punches in and out), those hours are charged to the primary position. Hours that need to be charged to a different position requires the student follow the transfer procedure before using the record time stamp (see eTime Time Stamp user guide for student instructions -www.valdosta.edu/finadmin/training/sharedservices).



Viewing the Timecard

Primary Supervisor will see the employee when they click on the find button. The supervisor of that primary job will always see the student in their employee list to reconcile their time card.

Non-primary Supervisor will see the employee when hours are transferred-in. Go to *My Quicknavs, Reconcile Time*, Show drop down option select *All Home and Transferred-in*. You can also search by name using the quick find option above.



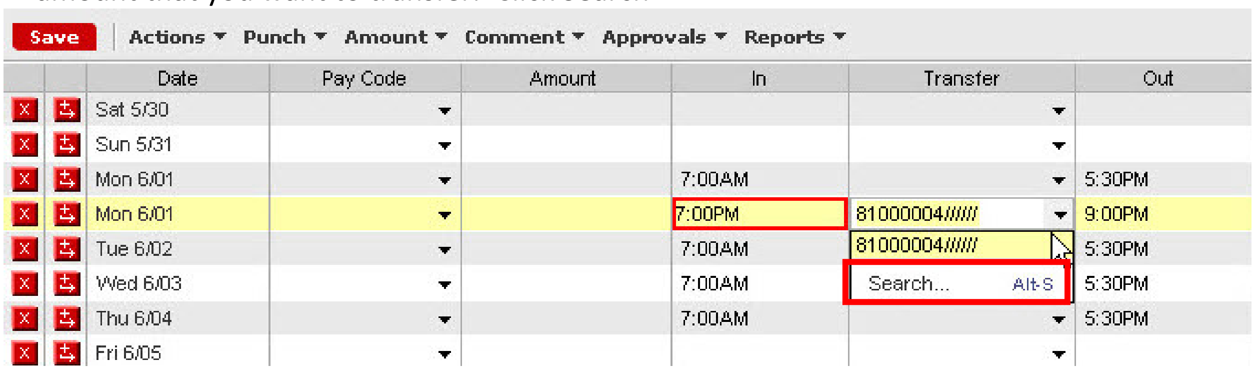
Transferring Time in a Timecard

Supervisors have the ability to correct when punches are charged to the wrong position by following the transfer process when reconciling the timecard.

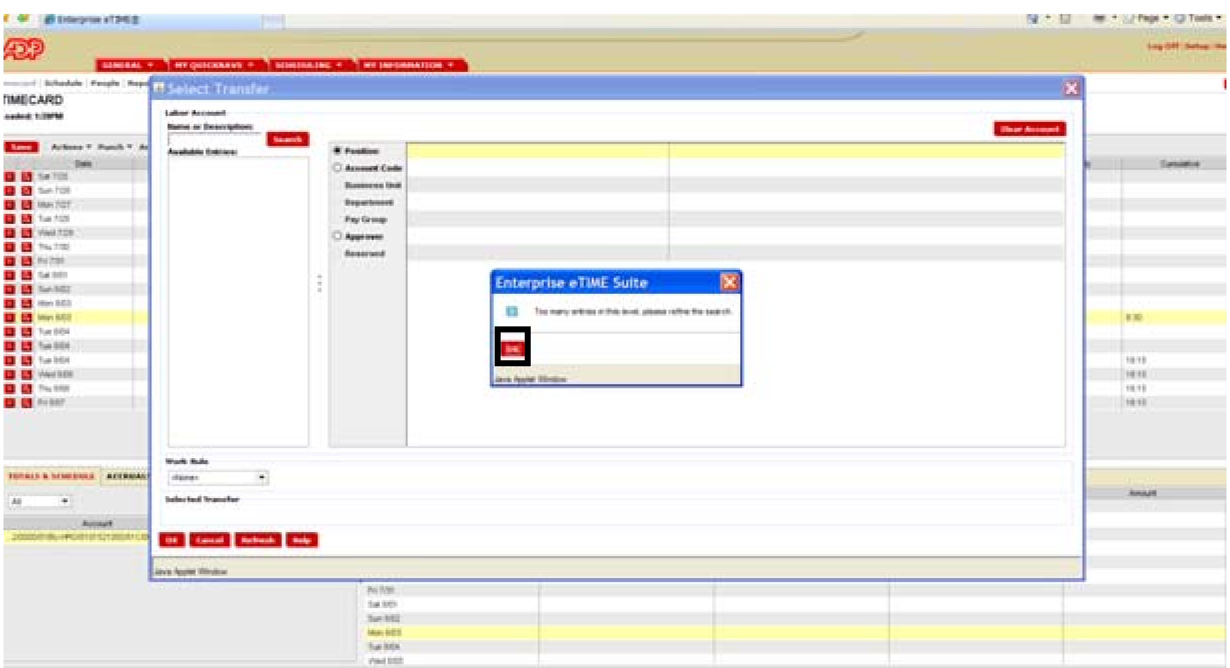
The first step is to know the position number and approver number for the position you need to transfer hours. When you need to charge work hours to a different Position or Account Code, it is referred to as a timecard transfer. If you do not know either the position number or approver number, contact payroll at 333-5708 or payroll@valdosta.edu to obtain this information.

To perform a timecard transfer between Position or Account Code:

1. In the timecard grid, click ▾ in Transfer column on the row associated with the punch or amount that you want to transfer. Click Search

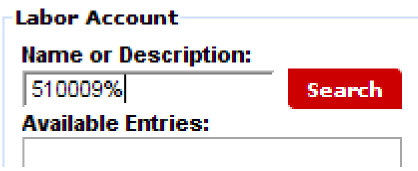


2. The search box will appear with a message to refine search, click OK under the error message.

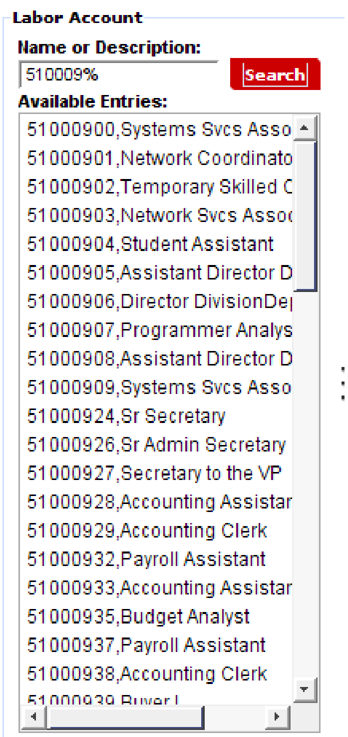


3. Click the radio button for Position number.

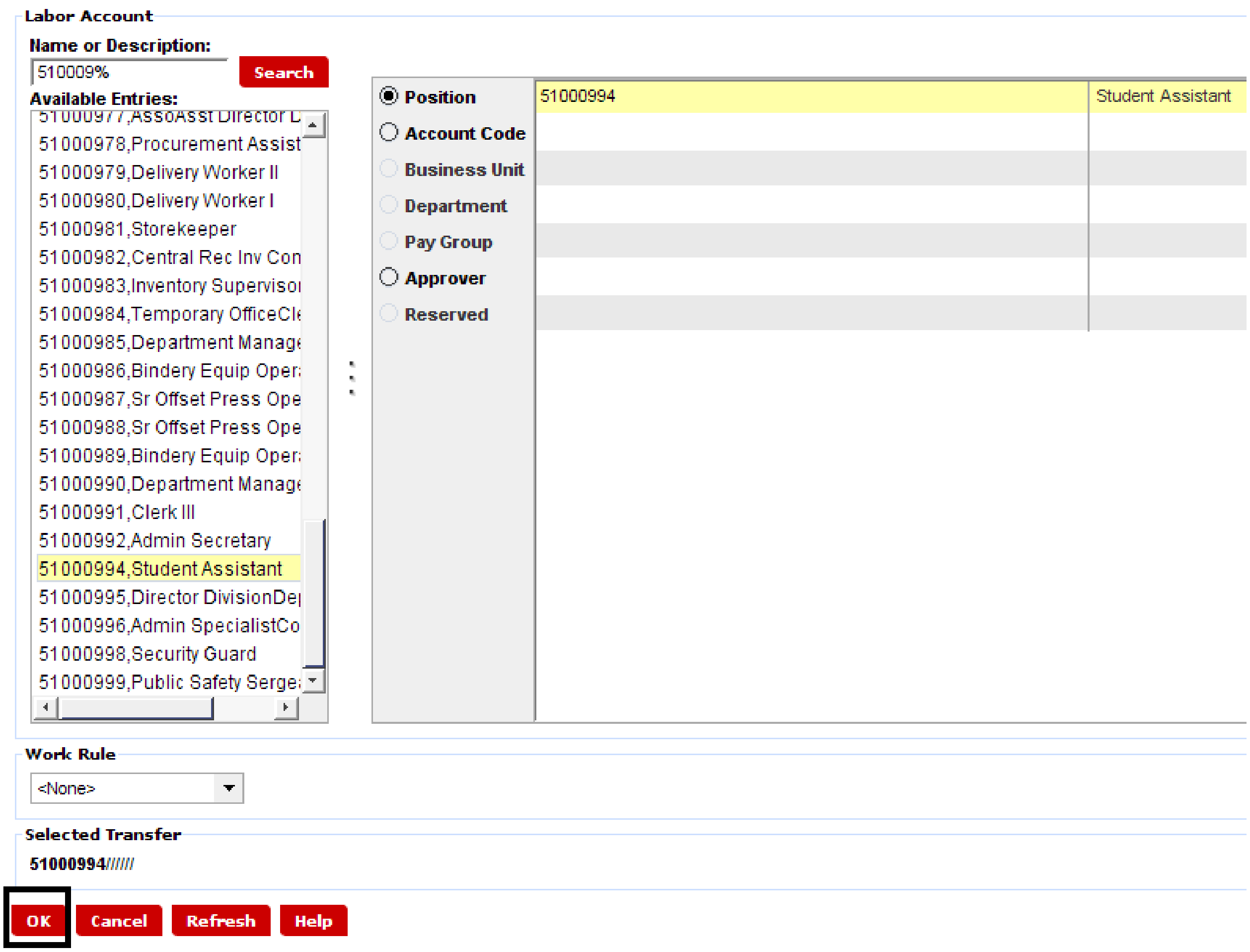
4. In the Name or Description field, enter the position. All VSU positions start with 510. If you know part of the position number you can type that with the % wild card to pull up a list. If you do not know the position number, you can obtain this information from payroll (333-5708, or payroll@valdosta.edu)



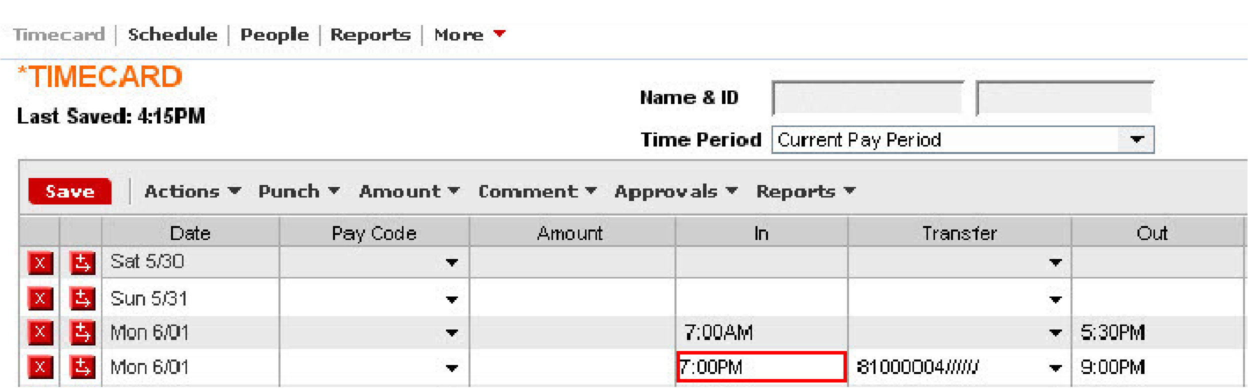
5. The List of Positions will appear in the box on the left.



6. Click the Position number you need and it will show in the right side.



If you are simply transferring time punched from one position to another and you are the approver for both, you can click the OK button and the transfer will appear in the Transfer field of the timecard (as shown below).



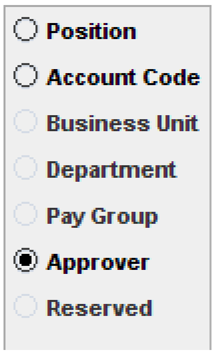
Note: Transfers remain in effect on each day one is added, until you cancel them with an out punch.

To perform a timecard transfer between Position and Approver:

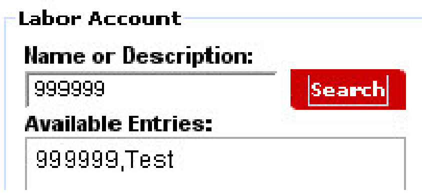
When you need to transfer hours to a different position that also has an approver other than yourself, it is important to transfer on both position and approver. Otherwise the second supervisor will not be able to access the employee's timecard to approve that time.

1. Follow steps 1-6 above for selecting the position.

2. Click the radio button for Approver.



3. In the field labeled Name or Description on the left side, enter the Approver number for the supervisor that will need to approve this transfer. Click the Search button and the Approver Number and Name will appear in the section labeled Available Entries:



4. Click on the approver you wish to select in the list and the selection will appear within the right side beside the Approver radio button. It will be highlighted in yellow.

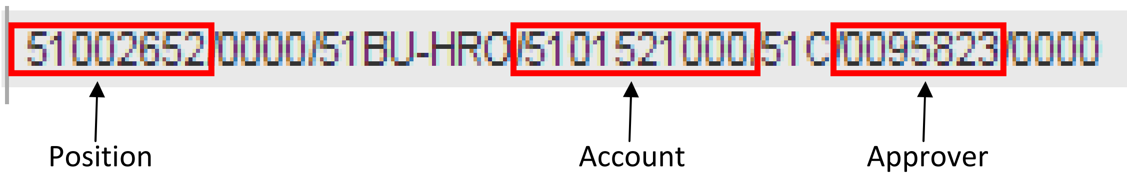
5. In the lower left hand corner of the Select Transfer Box, you will see the combination of the entries you created and you can click OK.

You have now transferred hours using both position and approver.

General Tips

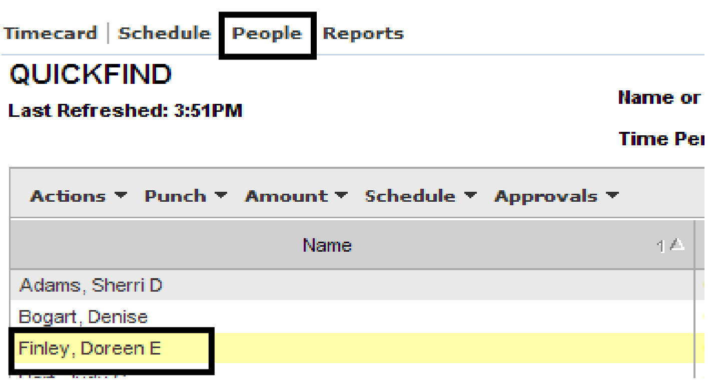
How do I find out the position number and approver ID for my own accounts?
Each employee is assigned a primary labor account, primary job, and default work rule. When you pull up your list of employees from quick find, you will see the Primary Labor Account listed. Below is how you can read the account string.

<u>Reading the Labor Level</u>

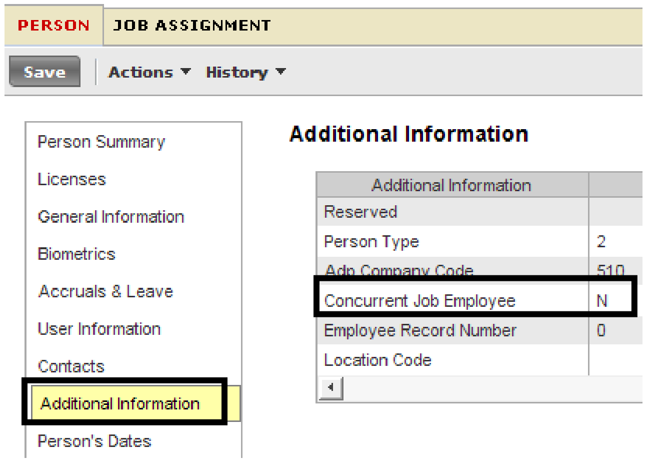


How can I determine if a student has multiple jobs?

1. Click on the person's name and then click the People link.

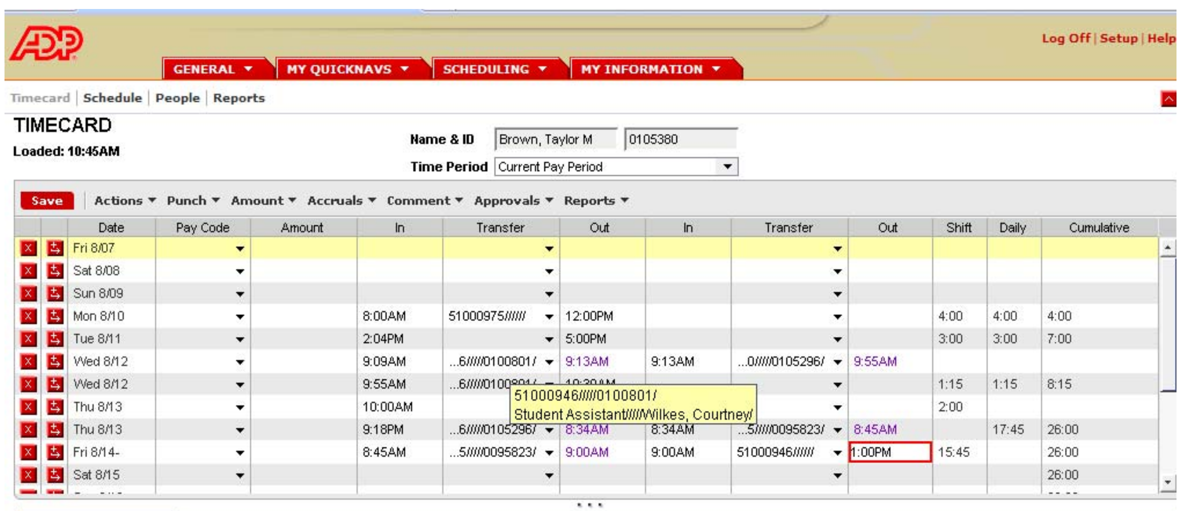


2. Click on Additional Information and look for a Y (for yes) by Concurrent Job Employee.



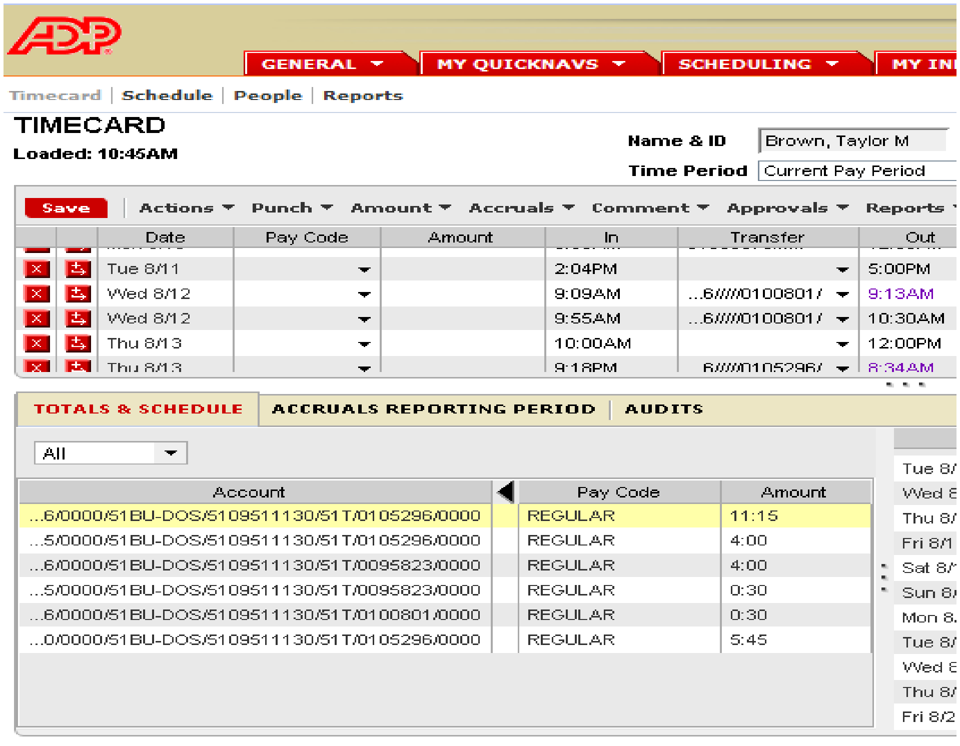
Does the non-primary supervisor see hours for the other job when viewing the timecard?

Yes you will see all hours worked. If you place your mouse over the numbers in the transfer field a box will appear with information as to what position/approver those hours are assigned as shown below.



Is there a way to see the breakdown of total hours for each position?

Yes. You can view the summary at the bottom of the timecard as shown below.



If I am not the primary supervisor, is there a way to find out who is by viewing the timecard?

Yes. Use place your mouse over the person's name and a box will appear that gives the primary account and approver.