

# 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](http://www.valdosta.edu/finadmin/training/sharedservices)).

### TIME STAMP

Record Time Stamp Primary Account

Tuesday, August 18, 2009 12:22PM (GMT -05:00) Eastern Time

Transfer

## 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.

ADP GENERAL MY QUICKNAVS SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports

QUICKFIND

Name or ID

Time Period Current Pay Period

**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.

ADP GENERAL MY QUICKNAVS SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports

RECONCILE TIMECARD

Last Refreshed: 11:04AM

Show

All Home and Transferred-in

All Home and Transferred-in

Comp Time To Be Paid Out

Employees A-B

Employees C-D

Employees E-F

Employees G-H

Employees I-J

Employees K-L

Employees M-N

Employees O-P

Employees Q-R

Employees S-T

Employees U-V

Name	Pay Gro.	Department	Unexcused Absence	Missed Punc	Early Out
Brown, Taylor M	S1T	Outdoor Ropes Cour...			
Lawhorn, Christen J	S1T	Financial Services			
Tolbert, Brandy L	S1W	Cwssp-General			
Wilkes, Courtney E	S1H	Financial Services			

## 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.

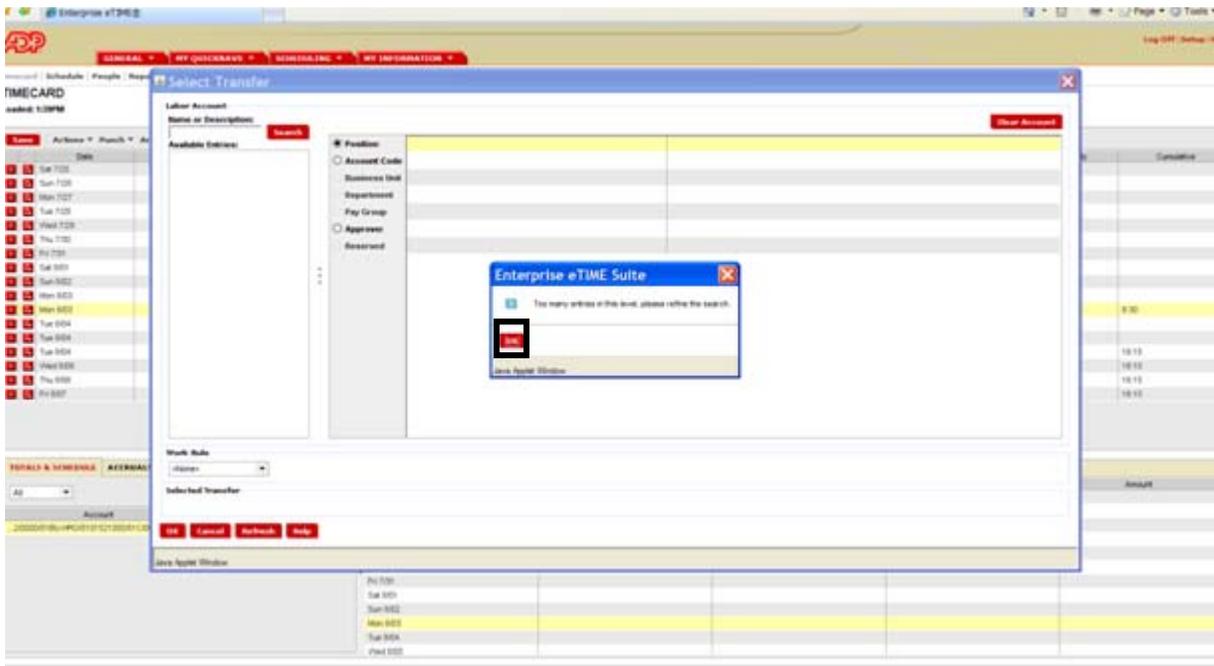
The first step is to know the position number and approver number for the position you need to transfer hours. When you need to charge work hours to a different Position or Account Code, it is referred to as a timecard transfer. If you do not know either the position number or approver number, contact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

		Date	Pay Code	Amount	In	Transfer	Out
		Sat 5/30					
		Sun 5/31					
		Mon 6/01			7:00AM		5:30PM
		Mon 6/01			7:00PM	81000004/////	9:00PM
		Tue 6/02			7:00AM	81000004/////	5:30PM
		Wed 6/03			7:00AM	Search... Alt-S	5:30PM
		Thu 6/04			7:00AM		5:30PM
		Fri 6/05					

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.

**Position**  
 **Account Code**  
 **Business Unit**  
 **Department**  
 **Pay Group**  
 **Approver**  
 **Reserved**

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](mailto:payroll@valdosta.edu))

**Labor Account**  
**Name or Description:**  
510009%   
**Available Entries:**

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

**Labor Account**  
**Name or Description:**  
510009%   
**Available Entries:**

- 51000900, Systems Svcs Asso
- 51000901, Network Coordinato
- 51000902, Temporary Skilled C
- 51000903, Network Svcs Assoc
- 51000904, Student Assistant
- 51000905, Assistant Director D
- 51000906, Director DivisionDej
- 51000907, Programmer Analys
- 51000908, Assistant Director D
- 51000909, Systems Svcs Asso
- 51000924, Sr Secretary
- 51000926, Sr Admin Secretary
- 51000927, Secretary to the VP
- 51000928, Accounting Assistar
- 51000929, Accounting Clerk
- 51000932, Payroll Assistant
- 51000933, Accounting Assistar
- 51000935, Budget Analyst
- 51000937, Payroll Assistant
- 51000938, Accounting Clerk
- 51000939, Rrwer I

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

**Labor Account**

Name or Description: 510009% Search

**Available Entries:**

- 51000977,ASSOASST Director L
- 51000978,Procurement Assist
- 51000979,Delivery Worker II
- 51000980,Delivery Worker I
- 51000981,Storekeeper
- 51000982,Central Rec Inv Con
- 51000983,Inventory Supervisor
- 51000984,Temporary OfficeCl
- 51000985,Department Manage:
- 51000986,Bindery Equip Oper:
- 51000987,Sr Offset Press Ope
- 51000988,Sr Offset Press Ope
- 51000989,Bindery Equip Oper:
- 51000990,Department Manage:
- 51000991,Clerk III
- 51000992,Admin Secretary
- 51000994,Student Assistant
- 51000995,Director DivisionDej
- 51000996,Admin SpecialistCo
- 51000998,Security Guard
- 51000999,Public Safety Serge:

**Position** 51000994 Student Assistant

Position

Account Code

Business Unit

Department

Pay Group

Approver

Reserved

**Work Rule**

<None>

**Selected Transfer**

51000994/////

OK Cancel Refresh Help

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).

Timecard | Schedule | People | Reports | More ▾

**\*TIMECARD**

Last Saved: 4:15PM

Name & ID

Time Period

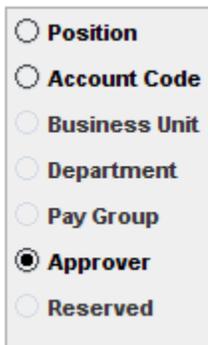
Save   Actions ▾   Punch ▾   Amount ▾   Comment ▾   Approvals ▾   Reports ▾							
		Date	Pay Code	Amount	In	Transfer	Out
<input type="checkbox"/>	<input type="checkbox"/>	Sat 5/30					
<input type="checkbox"/>	<input type="checkbox"/>	Sun 5/31					
<input type="checkbox"/>	<input type="checkbox"/>	Mon 6/01			7:00AM		5:30PM
<input type="checkbox"/>	<input type="checkbox"/>	Mon 6/01			7:00PM	81000004/////	9:00PM

**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:**

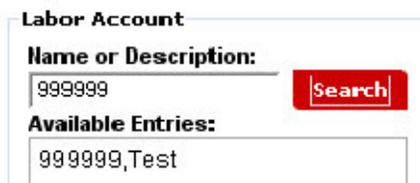
When you need to transfer hours to a different position that also has an approver other than yourself, it is important to transfer on both position and approver. Otherwise the second supervisor will not be able to access the employee's timecard to approve that time.

1. Follow steps 1-6 above for selecting the position.
2. Click the radio button for Approver.



- Position
- Account Code
- Business Unit
- Department
- Pay Group
- Approver
- Reserved

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:



**Labor Account**

**Name or Description:** 999999

**Available Entries:** 999999,Test

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.

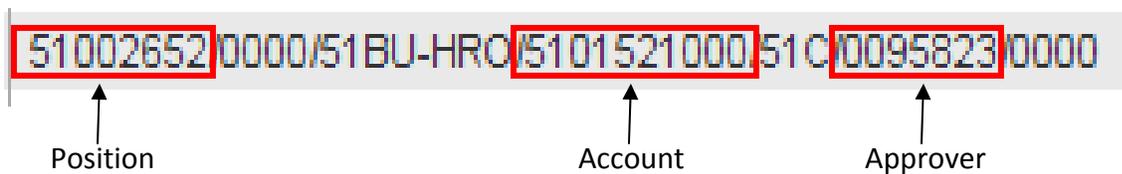
You have now transferred hours using both position and approver.

## General Tips

### How do I find out the position number and approver ID for my own accounts?

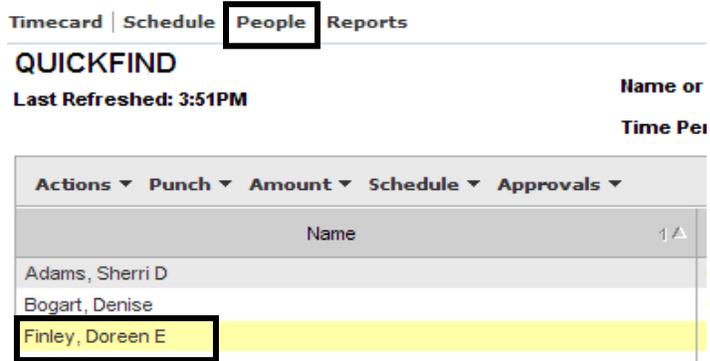
Each employee is assigned a primary labor account, primary job, and default work rule. When you pull up your list of employees from quick find, you will see the Primary Labor Account listed. Below is how you can read the account string.

#### Reading the Labor Level



### 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.

**PERSON** **JOB ASSIGNMENT**

Save Actions History

Person Summary  
Licenses  
General Information  
Biometrics  
Accruals & Leave  
User Information  
Contacts  
**Additional Information**  
Person's Dates

**Additional Information**

Additional Information	
Reserved	
Person Type	2
Adm Company Code	510
<b>Concurrent Job Employee</b>	<b>N</b>
Employee Record Number	0
Location Code	

**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.

ADP Log Off | Setup | Help

GENERAL MY QUICKNAVS SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports

**TIMECARD**  
Loaded: 10:45AM

Name & ID: Brown, Taylor M | 0105380  
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Fri 8/07											
X	Sat 8/08											
X	Sun 8/09											
X	Mon 8/10			8:00AM	51000975	12:00PM				4:00	4:00	4:00
X	Tue 8/11			2:04PM		5:00PM				3:00	3:00	7:00
X	Wed 8/12			9:09AM	...6/0100801/	9:13AM	9:13AM	...0/0105296/	9:55AM			
X	Wed 8/12			9:55AM	...6/0100801/	10:00AM				1:15	1:15	8:15
X	Thu 8/13			10:00AM	51000946	10:00AM				2:00		
X	Thu 8/13			9:18PM	...6/0105296/	8:34AM	8:34AM	...5/0095823/	8:45AM		17:45	26:00
X	Fri 8/14			8:45AM	...5/0095823/	9:00AM	9:00AM	51000946	1:00PM	15:45		26:00
X	Sat 8/15											26:00

**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.

**ADP** GENERAL MY QUICKNAVS SCHEDULING MY INFO

Timecard | Schedule | People | Reports

**TIMECARD**  
Loaded: 10:45AM

Name & ID: Brown, Taylor M  
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports

Date	Pay Code	Amount	In	Transfer	Out
Tue 8/11			2:04PM		5:00PM
Wed 8/12			9:09AM	...6////0100801/	9:13AM
Wed 8/12			9:55AM	...6////0100801/	10:30AM
Thu 8/13			10:00AM		12:00PM
Thu 8/13			9:18PM	6////0105296/	8:34AM

**TOTALS & SCHEDULE** ACCRUALS REPORTING PERIOD AUDITS

All

Account	Pay Code	Amount
...6/0000/51BU-DOS/5109511130/51T/0105296/0000	REGULAR	11:15
...5/0000/51BU-DOS/5109511130/51T/0105296/0000	REGULAR	4:00
...6/0000/51BU-DOS/5109511130/51T/0095823/0000	REGULAR	4:00
...5/0000/51BU-DOS/5109511130/51T/0095823/0000	REGULAR	0:30
...6/0000/51BU-DOS/5109511130/51T/0100801/0000	REGULAR	0:30
...0/0000/51BU-DOS/5109511130/51T/0105296/0000	REGULAR	5:45

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.

**ADP** GENERAL MY QUICKNAVS SCHEDULING MY INFORMATION

Timecard | Schedule | People | Reports

**TIMECARD**  
Loaded: 10:45AM

Name & ID: Brown, Taylor M 0105380  
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Repo

Date	Pay Code	Amount	In	Transfer	C
Fri 8/07					
Sat 8/08					
Sun 8/09					
Mon 8/10			8:00AM	51000975/////	12:00
Tue 8/11			2:04PM		5:00P
Wed 8/12			9:09AM	...6////0100801/	9:13A
Wed 8/12			9:55AM	...6////0100801/	10:30
Thu 8/13			10:00AM		12:00
Thu 8/13			9:18PM	...6////0105296/	8:34A
Fri 8/14			8:45AM	...5////0095823/	9:00A
Sat 8/15					

**Brown, Taylor M**  
Pay Rule: USG BW UNSCH OT>40 NO ML NO HOL  
Primary Account(s):  
6/27/2009-8/08/2009  
51001450/0000/51BU-DOS/5109125090/51T/0101253/0000  
Student Assistant/Default/51BU-DOS/Campus Recreation  
/Student Assistants/Phippen, Shawn/Default  
4:00  
8/08/2009-forever  
51002710/0000/51BU-DOS/5109511130/51T/0105296/0000  
Student Assistant/Default/51BU-DOS/Outdoor Ropes Course  
/Student Assistants/Martin, Galen/Default  
8:15  
5 26:00  
Daily: 3:48 Weekly: 19:00 Per Pay Period: 38:00  
26:00  
26:00