Dual jobs – move amounts

The process of moving amounts between a dual job employee’s positions can occur for several different reasons:
1. Time needs to be transferred from Base Pay in one job to Base Pay in the other position.
2. Time needs to be transferred from Base Pay in one job to additional pay for that job or for the other job (either straight time or overtime).

Scenario 1: Time needs to be transferred from Base Pay in one job to Base Pay in the other position
1. Navigate to the employee’s timecard, open the correct pay period, and open the Totals tab at the bottom of the page.
2. Right-click on the Base Pay line that has time that needs to be moved. When the Totals Action window appears, click on the Move Amount command in the lower-left corner.

3. When the Move Amount window appears, complete the following fields as described below:
   - **Effective Date**: enter the date the time should have been earned. In this scenario, it’s usually the last day of the pay period when an employee works beyond their total hours for the week.
   - **Paycode**: select Base Pay.
   - **Amount**: enter the hours and minutes to be transferred.
   - **Transfer**: complete the labor level transfer to charge to the correct budget code using these steps:
     - Click on dropdown arrow and select Search.
     - When the Transfer window appears, click on the Labor Account tab.
     - Fill out all seven labor levels.
     - When you have completed that step, click on the Apply window at the bottom of the page.
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- **Comments**: Add a comment to explain why the amount was moved, so that the audit trail is clear.

![Move Amount](image)

4. Click on the **OK** command to complete the Move Amounts process.

**Scenario 2**: Time needs to be transferred from Base Pay in one job to additional pay for that job or for the other job (either straight time or overtime)

1. Navigate to the employee’s timecard, open the correct pay period, and open the **Totals** tab at the bottom of the page.

2. Right-click on the Base Pay line that has time that needs to be moved. When the Totals Action window appears, click on the **Move Amount** command in the lower-left corner.

![Totals Actions](image)

3. When the Move Amount window appears, complete the following fields as described below:
   - **Effective Date**: enter the date the time should have been earned. In this scenario, it’s usually the last day of the pay period when an employee works beyond their total hours for the week.
   - **Paycode**: select Straight Time Pay or Overtime, depending on the circumstances.
   - **Amount**: enter the hours and minutes to be transferred.
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- **Transfer**: if necessary, complete the labor level transfer to charge to the correct budget code using these steps:
  - Click on dropdown arrow and select **Search**.
  - When the Transfer window appears, click on the **Labor Account** tab.
  - **Fill out all seven labor levels**.
  - When you have completed that step, click on the **Apply** window at the bottom of the page.

- **Comments**: Add a comment to explain why the amount was moved, so that the audit trail is clear.

4. Click on the **OK** command to complete the Move Amounts process.