Labor levels – changing an existing labor level transfer

Any labor level transfers added to an employee’s timecard can be edited before that pay period signoff is completed.
For more information on labor level transfers:
Understanding Labor Levels
Transferring labor levels

1. Open the timecard to the correct pay period.
2. Select the cell containing the labor level transfer information. Click on the dropdown box and select Search.

3. When the Transfer window opens, click on the Labor Account tab.
4. The existing labor level transfer information appears.
   - If everything needs to be removed so that you can start over, click on the Clear All command on the right-hand side of the window.
   - To edit a specific labor level, click on the X beside that level’s dropdown arrow.
Labor levels – changing an existing labor level transfer

5. To add new information, click on the dropdown arrow for that level and start typing the appropriate data into the textbox that says “Smart search...”.

6. Once you have made all necessary changes, click on the **Apply** command in the lower-right corner of the Transfer window.

7. When the employee’s timecard reappears, click on the **Save** command to finalize your changes.

**Note:** if you are editing a labor level transfer because the resulting budget codes appeared on the Non-Existing Budget Codes report, you can review the report again once you have saved your changes, to make sure that your payment no longer appears there. Use the below link to open the report:

To learn more about the Non-Existing Budget Codes report:
[Understanding the Non-Existing Budget Codes report](http://cob-gp-dyn2016.albemarle.org/Reports/report/COB/General/WTK_Nonexisting_Budget_Codes)