

# Labor Level/Cost Center Transfers

**Timecard**  
Last Saved: 11:31

Name & ID: TRAIN1, MANAGER

Time Period: Current Schedule Period

**Save | Actions | Punch | Amount | Comment | Approvals**

	Date	Pay Code	Amount	In	Transfer	Out
	Fri 11/28			7:00		16:00
	Sat 11/29			7:00	///Training///	6:00
	Sun 11/30				Search... Alt-S	

This is used to transfer an entire block of hours, which is all the time between the In and Out punches.

- Display the employee's record and select the correct time period from the drop down below the employee's name.
- To change the Labor Level Account that the shift is charged to, click in the box under the Transfer column for the appropriate day.
- The Select Transfer box will appear. Click on the Cost Center radio button. Enter the four-digit number for the cost center. The cost center is a four-digit field, use preceding zeroes if necessary. Highlight the cost center and it will be shown on the right side of the transfer box.

**Select Transfer**

Name or Description: 3314 Search

**Search Results:**  
Training, Labor Level for Supervisor Trainin

**Labor Account:**

Fund Code  
 Company Code  
 Region  
 Cost Center  
 Activity-Annex-Dept  
 Personnel Subarea  
 Local Use

Name:	Description:
Training	Labor Level for Supervisor Training

Click or use Enter key to Select > Clear

**Transfer:**  
Labor Account: ///Training/// ; Work Rule: <None>

OK Cancel Refresh Help

- Click OK.
- Click on Save.