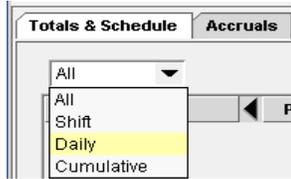


# Moving Hours

The following process is used to move increments of hours worked from one pay code to another. In the employee's timecard:

- Select the Totals and Schedule tab and chose daily from the drop-down list.



This will show the amount of hours available to be moved.

- Highlight the day that has punches to move the increments of hours.
- Click on the Amount tab and select Move.
- The box below will appear.



- Select the appropriate Pay Code from the drop-down list.
- Type in the number of hours to be moved in the Amount box.
- Verify the date in the Effective Date box.
- Click OK.
- Select **Actions > Save**.

To view the moved hours click on the Moved Amounts tab.

Totals & Schedule						
Accruals						
Audits						
Moved Amounts						
Effective Date	From Account	To Account	From Pay Code	To Pay Code	Amount	Comments
10/17/2003	000/0000/...		REG1SHIFT	REG2SHIFT	2.0	