

Work Rule Transfer for Call Backs

This Work Rule Transfer will be used when an employee is called back to work and will receive a two-hour minimum.

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	

- Display the employee’s timecard, click in the box under the Transfer column for the appropriate day, and select search.

Select Transfer

Name or Description: [] Search

Labor Account: [] Name: [] Description: []

Fund Code
 Company Code
 Region
 Cost Center
 Activity-Annex
 Department-Subdepartment
 Local Use

Search Results:
 000,000
 10163,Hawaii MWR
 10349,Hawaii NSGA Kunia MWR
 1353,Mid Atlantic MWR
 4047,Mid-Atlantic Civ Caf
 8042,Mid-Atlantic VQ
 82163,Hawaii VQ
 9999,Terminated Employees

Click or use Enter key to Select >

Transfer:
 Labor Account: [] ; Work Rule: <None>
 <None>
 Call-CTNF Nonsch Nonexempt NoMeal
 Callback-CT NF Nonsched Nonexempt
 Callback-CT Scheduled SunPrem
 Callback-NF Nonsch Exmpt NoMeal
 Callback-NF Nonscheduled Exempt
 CT Flex NonScheduled
 CT Flex Scheduled

OK Reload Cancel Help

- Highlight the desired Call Back Work Rule from the drop-down list and click OK. The Work Rule will now show in the transfer column on the employee’s timecard.
- Select Save.