

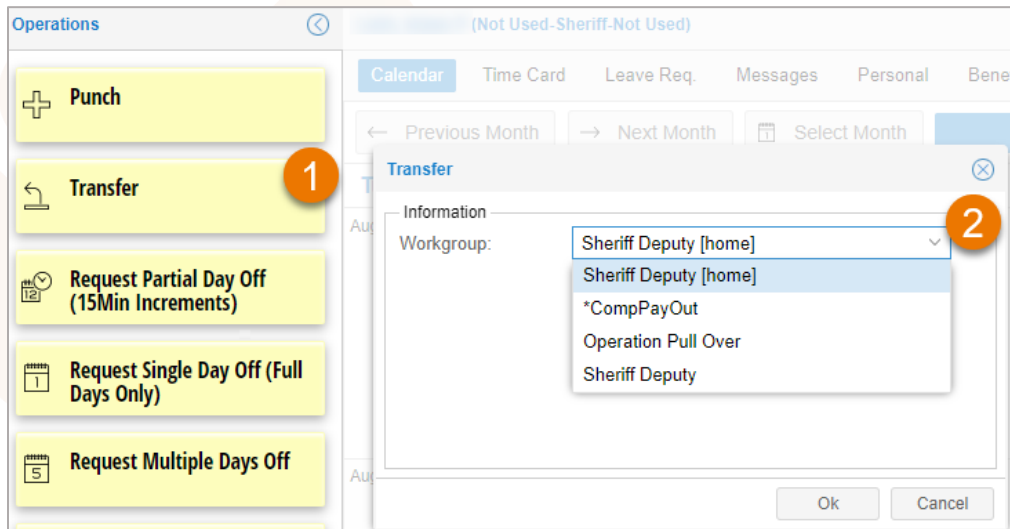
TRANSFERRING PAY RECORDS OR EVENT/POSITION

If an employee has more than one Pay Record or an Event in LOW, the employee or manager can transfer to those alternate areas.

EMPLOYEE REAL-TIME TRANSFERRING USING ESS

An employee can have the option to transfer “real-time” to a different Pay Record or Event

1. Log into ESS and choose the **Transfer** button.
2. This will display a list of all assigned Pay Records and Event from the LOW software. Select the option you want to start accumulating time into.



In the example below, the employee transferred to **Operation Pull Over** at 5:15PM. Hours from 5:15PM to the end of the shift allocated to the correct pay record/position. Additionally, the rate for Operation Pull Over was also calculated.

THU	AUG	17	3:00p	11:30p	SHR	8:30	0008 Sheriff 02	Sheriff Deputy	3:00p	5:15p	2:15
							0008 Sheriff 03	Operation Pull Over	5:15p	11:30p	6:15

Time Location, Pay Record, Event/Position	Hours	Rate
0008 Sheriff, 02, Sheriff Deputy	2:15	24.8230
0008 Sheriff, 03, Operation Pull Over	6:15	37.2340

MANAGER/SUPERVISOR TRANSFER OR REALLOCATE IN TIMECARD

The supervisor can do a transfer edit to a different Pay Record or Position/Events on the time card.

TRANSFER AT TIME OF DAY

This edit will transfer hours to a different Pay Record/Event by specifying a time of day the transfer took place.

1. Click on the button in the Workgroup section on the date you wish to transfer.
2. Choose **Transfer at Time of Day**.

Date	Schedules		Punches		Hours	Workgroups
	Start	End	IN	OUT		
TUE 8/15			6:00a	6:00p	SHR 12:00	<div style="border: 1px solid gray; padding: 2px;"> 1 2 <ul style="list-style-type: none"> Transfer at Time of Day Reallocate Hours Block Hrs. Trans. for Tue Aug-15 Period Block Hours Transfer Cancel Transfer Adjs </div>
WED 8/16						
THU 8/17						
FRI 8/18						

3. Enter the time in the shift when the transfer took place.
4. Select the new pay record and/or position/event you want to allocate hours. Make sure the pay record matches the position/event in LOW.

Workgroup Change @ Time of Day

<p>Properties</p> <p>Date: 8/15/23</p> <p>Time: 3:00p</p> <p>Reason Code: [No Reason]</p> <p>Notes:</p>	<p>Workgroup</p> <p>Time Location: 0008 Sheriff</p> <p>Pay Record: 03</p> <p>Event/Position: Operation Pull Over</p>
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Ok Cancel

In our example we transferred to **Pay Record 3** and **Operation Pull Over** at 3PM. Hours from 3PM to the end of the shift allocated to the new area. Additionally, the new rate for Operation Pull Over was also calculated.

Punches		Hours	Workgroups		
IN	OUT				
6:00a	6:00p	SHR 12:00	0008 Sheriff 02	Sheriff Deputy	6:00a 3:00p 9:00
			0008 Sheriff 03	Operation Pull Over	3:00p 6:00p 3:00

If the Pay Record and Position/Event does not match records in LOW, the transferred hours will show in RED.

Punches		Hours	Workgroups		
IN	OUT				
6:00a	6:00p	SHR 12:00	0008 Sheriff 02	Sheriff Deputy	6:00a 3:00p 9:00
			0008 Sheriff 02	Operation Pull Over	3:00p 6:00p 3:00

REALLOCATE HOURS

This function allows a supervisor to move a block of hours to different Pay Record/Event in the time card.

1. Click on the button in the Workgroup section on the date you wish to transfer.
2. Choose **Reallocate Hours**.

Date	Schedules		Punches		Hours	Workgroups
	Start	End	IN	OUT		
TUE 8/15			6:00a	6:00p	SHR 12:00	<div style="border: 1px solid gray; padding: 2px;"> 1 <ul style="list-style-type: none"> Transfer at Time of Day 2 Reallocate Hours Block Hrs. Trans. for Tue Aug-15 Period Block Hours Transfer Cancel Transfer Adjs </div>
WED 8/16						
THU 8/17						
FRI 8/18						

3. Enter the number of hours to be reallocated.
4. Select the new pay record and/or position/event you want to allocate hours. Make sure the pay record matches the position/event in LOW.

Daily Block Hours Transfer

<p>Properties</p> <p>Date: 8/15/23</p> <p>Time: 6:00a</p> <p>Current: 0008 Sheriff-02-Sheriff Deput. 3</p> <p>Amount: 4.00</p> <p>Reason Code: [No Reason]</p> <p>Notes:</p>	<p>Workgroup</p> <p>Time Location: 0008 Sheriff</p> <p>Pay Record: 03 4</p> <p>Event/Position: Operation Pull Over</p>
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Ok Cancel

In our example, we reallocated 4 hours to **Pay Record 3** and **Operation Pull Over**. Additionally, the new rate for Operation Pull Over was also calculated.

Punches		Hours	Workgroups		
IN	OUT				
6:00a	6:00p	SHR 12:00	0008 Sheriff	03	Operation Pull Over 6:00a 6:00a 4.00
			0008 Sheriff	02	Sheriff Deputy 6:00a 6:00p 8:00