

## TRANSFER PAY RECORDS OR EVENT/POSITION USING ALLOCATION SHEET

If an employee has more than one Pay Record or an Event in LOW and has access to the Allocation sheet, the employee or manager can easily reallocate hours.

### ALLOCATION SHEET PAGE

In the Allocation Sheet employees or managers can allocate worked hours to a different Pay Record or an Event. Optionally, employees can also manage their own absences, expenses and view daily summaries.

### EMPLOYEE ALLOCATION SHEET SCREEN

Calendar			Allocation	Leave Req.	Messages	Personal	Benefits	Archives	Activity
Sheet			Detail						
Pay Period: <b>1</b>			Current Pay Period		Refresh	Approve Time Card	Print		
Category			Sun Aug-20	Mon Aug-21	Tue Aug-22	Wed Aug-23	Thu Aug-24	Fri Aug-25	Sat Aug-26
Work Shifts			<b>2</b>	8a/330p 7:30	8a/330p 7:30	8a/330p 7:30	8a/330p 7:30	8a/330p 7:30	8a/330p 7:30
Allocations									
0143 Probation	01	Chief Prob Off							
0249 Juvenile Probation	03	Curfew Call							
Home	Home	Home							
Variance			<b>4</b>	7:30	7:30	7:30	7:30	7:30	7:30
Time Off Requests			<b>5</b>						
Pay Summaries			<b>6</b>	SHR 7:30	SHR 7:30	SHR 7:30	SHR 7:30	SHR 7:30	SHR 7:30

### MANAGER/SUPERVISOR ALLOCATION SHEET SCREEN

Time Card			Current Period	<b>1</b>	Allocation Sheet	Add New...	Approve	Print	
Last Name	First Name	ID	Badge	Clock Group	Location	Time Location	Pay Record	Event/Posi	
				Allocation Sheet	Probation	0143 Probation	01	Chief Prob	
			Sun Aug-20	Mon Aug-21	Tue Aug-22	Wed Aug-23	Thu Aug-24	Fri Aug-25	Sat Aug-26
Work Shifts			<b>2</b>	8a/330p 7:30	8a/330p 7:30	8a/330p 7:30	8a/330p 7:30	8a/330p 7:30	8a/330p 7:30
Allocations									
0143 Probation	01	Chief Prob Off							
0249 Juvenile Probation	03	Curfew Call							
Home	Home	Home							
Variance			<b>4</b>	7:30	7:30	7:30	7:30	7:30	7:30
Time Off Requests			<b>5</b>						
Pay Summaries			<b>6</b>	SHR 7:30	SHR 7:30	SHR 7:30	SHR 7:30	SHR 7:30	SHR 7:30

Below will show a brief description of each area on the Allocation sheet.

Section / Item	Description
Pay Period (1)	Select period to display
Worked Shift (2)	Shows punches and daily worked hours
Allocations (3)	List of Pay Records / Events from LOW to allocate hours
Variance (4)	Worked hours that will apply to employee's main Pay Record
Time Off Request (5)	Displays time off request and their status. May not be available based on your access
Pay Summaries (6)	Displays all hours, worked and absence. May not be available based on your access

## TO ALLOCATE HOURS

To allocate hours to a different Pay Record or Event in the allocation sheet. This can be done by the employee in ESS or the supervisor in the time card page.

1. Locate the Pay Record or Event to allocate worked hours. In this example, 4 hours to Curfew, Pay Record 3 on August 21st.
2. Click the cell that represents the correct date and Pay Record/Event, and type in the hours to allocate.
3. Press ENTER or click off the cell and the worked hours are allocated to the specific area. The Variance hours (Main Pay Record Hours) are updated.

			Sun Aug-20	Mon Aug-21
Work Shifts				8a/330p 7:30
<b>Allocations</b>				
0143 Probation	01	Chief Prob Off		
0249 Juvenile Probation	03	Curfew Call		<b>2</b>
Home	Home	Home		
Variance				7:30

  

0249 Juvenile Probation	03	Curfew Call		4:00
Variance				3:30

## RESULTS

All hours will apply to the employee's main Pay Record except for hours that were allocated elsewhere.

Details			
Time Card	<b>Period Summary</b>	Daily Summary	
Period Summary			
Pay Desig.	Time Location, Pay Record, Event/Position		Hours
PTO	0143 Probation, 01, Chief Prob Off		7:30
Salary Hrs	0143 Probation, 01, Chief Prob Off		63:30
Salary Hrs	0249 Juvenile Probation, 03, Curfew Call		4:00