Performing Workgroup Transfers

Workgroups track the employee's job, supervisor, location, or other important organizational indicators. Your workgroups are customized for your needs. Workgroup transfers can track a change in pay rate for working a different job; track the work done for a specific department or at a certain location; or maintain data about the person hours spent on each task.

There are 2 ways to transfer an employee's hours from one workgroup to another (usually from his or her home workgroup to another workgroup):

- Transfer at Time of Day. Transferring workgroups at time of day is a way to indicate when the employee changes workgroups. The transfer takes effect from the selected time until the end of the work day. It is used if the transfer is done before the end of the day.
- Reallocate Workgroup Hours. Reallocating hours allows you to specify the amount of time to transfer to the new workgroup. It is used If the transfer is done after the hours are already worked.

Transferring Workgroup at Time of Day

Transferring workgroups at time of day is a way to indicate when the employee changes workgroups. The transfer takes effect from the selected time until the end of the work day.

To transfer workgroups:
1. Browse to employee time card.
2. Right-click in the Workgroups column of the time card and choose Transfer at time of Day. The Transfer Employee at Time of Day window is displayed.

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3. Keep the default date or change the date by typing in the date or clicking ⏬ . If choosing the date, use Prev Month and Next Month to change the month or click a number to change the date.
4. Select the workgroup to transfer into.
5. Click Ok. A new line is added for the hours from the time you select until the end of the employee's shift, displaying the new workgroup.

The period totals at the base of the time card also reflect the transfer information.

Reallocating Workgroup Hours

Reallocating hours allows you to specify the amount of time to transfer to the new workgroup after the hours are already worked. This is useful in order to keep track of time employees work outside of their home workgroups.

To reallocate workgroup hours:
1. Browse to employee time card.
2. Right-click in the Workgroups column of the time card and choose Reallocate Hours. The Transfer Time to Another Workgroup window is displayed.

3. Keep the default date or change the date by typing in the date or clicking ⏬ . If choosing the date, use Prev Month and Next Month to change the month or click on a number to change the date. Click Ok.
4. Keep the default time or change the time by typing in the time or clicking ⏬. If choosing the time, select the hour, minutes, and AM or PM.
5. Select the block of time to change. The workgroups the time blocks are currently attributed to are listed in brackets.
6. Select the amount of workgroup hours to reallocate.
7. Select the workgroup to transfer into.
8. Click Ok.