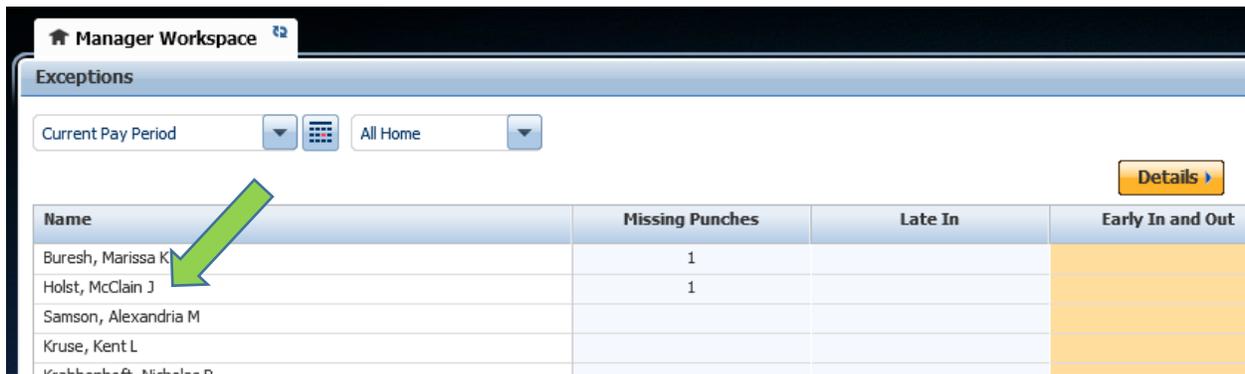


To enter transfer sets on student timecards:

Please note that each set of punches is **REQUIRED** to have a transfer set assigned to it. A transfer set is a string of seven fields that identify what department, position, account number, and supervisor the punches belong to. In essence, a transfer set ensures that the students' work hours coordinate with the respective line items in the Jenzabar payroll batches when exported which dually ensures that the hours are paid at the correct rate and from the correct budget. Wage rates are solely stored in Jenzabar, our payroll system, and not in KnightTime.

If a student punches in correctly at the timeclock, the transfer set is automatically populated in the KnightTime web application. The transfer sets are NOT automatically populated when supervisors add or edit a student's punches; the supervisor will, therefore, need to add the transfer set via the instructions listed below.

Under your manager workspace, double click on the name of the student in which you'd like to view their timecard.



Manager Workspace

Exceptions

Current Pay Period [v] [Calendar Icon] All Home [v] [Details]

Name	Missing Punches	Late In	Early In and Out
Buresh, Marissa K	1		
Holst, McClain J	1		
Samson, Alexandria M			
Kruse, Kent L			
Krueger, Michael D			

Then click on "View Timecard" on the right.



Time Period Current Pay Period
Show All Home [Save] [Cancel]

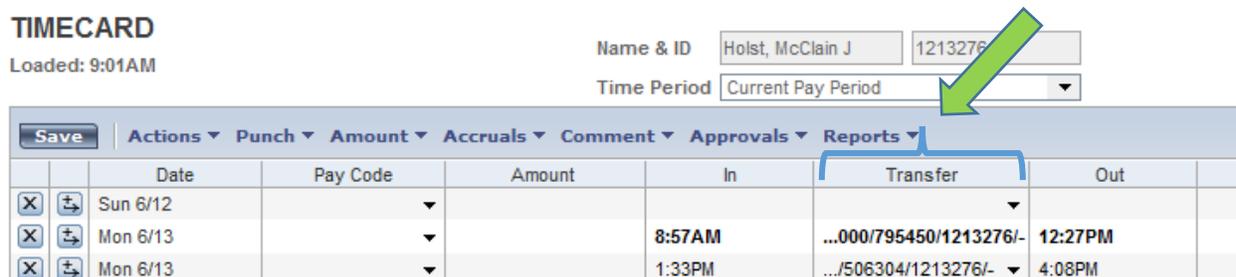
Summary

Holst, McClain J [View Timecard] [Show Schedule]

On the "Timecard" screen, widen the "Transfer" column so you can fully see the transfer sets that are displayed. This column can be expanded much like that of widening a column in an Excel spreadsheet.

TIMECARD

Loaded: 9:01AM



Name & ID Holst, McClain J 1213276
Time Period Current Pay Period [v]

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

	Date	Pay Code	Amount	In	Transfer	Out	
[X] [Edit]	Sun 6/12						
[X] [Edit]	Mon 6/13			8:57AM	...000/795450/1213276/-	12:27PM	
[X] [Edit]	Mon 6/13			1:33PM	.../506304/1213276/-	4:08PM	

This will allow you to see where a student's hours are being charged or if a transfer set is missing.

TIMECARD

Loaded: 9:01AM

Name & ID
 Time Period

	Date	Pay... A...	In	Transfer	Out
<input type="checkbox"/>	Sun 6/19				
<input type="checkbox"/>	Mon 6/20		9:12AM	WEL/WELRECASTSWELL-REC CESI/-/1 00 873 700 0000/795450/1213276/-	12:29PM
<input type="checkbox"/>	Mon 6/20		1:45PM	UPS/UPS000ASTSMAIL-AST CESI/-/1 00 429 700 0000/506304/1213276/-	4:06PM
<input type="checkbox"/>	Tue 6/21		9:08AM	WEL/WELRECASTSWELL-REC CESI/-/1 00 873 700 0000/795450/1213276/-	11:29AM
<input type="checkbox"/>	Wed 6/22		12:27PM		1:46PM
<input type="checkbox"/>	Thu 6/23		9:09AM	WEL/WELRECASTSWELL-REC CESI/-/1 00 873 700 0000/795450/1213276/-	11:35AM

Please note that each set of work hours is **REQUIRED** to have a transfer set entered. This ensures that the hours are paid at the correct rate, paid from the correct budget, and able to be exported from Kronos when processing payroll.

When you have identified a missing transfer set, right-click on the blank space in the transfer column on that specific row.

You may notice that pre-populated transfer sets display; these pre-populated transfer sets are transfers that you have performed before on other student employees. **You should NOT use the pre-populated transfer sets unless you have verified that all seven of the fields in the pre-populated transfer set are correct for the student by using the application on Wartburg's InfoCenter.**

The safest way to ensure that a transfer set is entered correctly is to click "Search" and enter a transfer set from scratch.

TIMECARD

Loaded: 9:01AM

Name & ID
 Time Period

	Date	Pay... A...	In	Transfer	Out
<input type="checkbox"/>	Sun 6/19				
<input type="checkbox"/>	Mon 6/20		9:12AM	WEL/WELRECASTSWELL-REC CESI/-/1 00 873 700 0000/795450/1213276/-	12:29PM
<input type="checkbox"/>	Mon 6/20		1:45PM	UPS/UPS000ASTSMAIL-AST CESI/-/1 00 429 700 0000/506304/1213276/-	4:06PM
<input type="checkbox"/>	Tue 6/21		9:08AM	WEL/WELRECASTSWELL-REC CESI/-/1 00 873 700 0000/795450/1213276/-	11:29AM
<input type="checkbox"/>	Wed 6/22		12:27PM		1:46PM
<input type="checkbox"/>	Thu 6/23		9:09AM	WEL/WELRECASTSWELL-REC CESI/-/1 00 873 700 0000/795450/962074/- WEL/WELRECASTSWELL-REC CESI/-/1 00 873 700 0000/795450/832489/- WEL/WELRECASTSWELL-REC CESI/-/1 00 873 700 0000/795450/797685/- WEL/WELRECASTSWELL-REC CESI/-/1 00 873 700 0000/795450/797685/- Search... Alt-S	11:35AM
<input type="checkbox"/>	Fri 6/24				
<input type="checkbox"/>	Sat 6/25				
<input type="checkbox"/>	Sun 6/26				
<input type="checkbox"/>	Mon 6/27				

The "Select Transfer" screen should display.

Before proceeding with the transfer, you will need to gather the information for the seven fields of the transfer set.

In a new internet browser window, select the following:

- Go to <http://info.wartburg.edu> and login using your Wartburg credentials.
- Under Applications, select the “Employee Supervisor” application.
- A list of your direct reports should display.
- Click on the name of the student in which you need information for their transfer set. Their information will display on the right hand side of the screen.
- You can either jot this information down or refer back to the screen as you enter information for the transfer sets.



Employees Clear Filters

Name	Department Name
	No Filter
Halsor, Gregory J.	Wellness Center
Holst, McClain James	Wellness Center
Huser, Jillian Carrie	Wellness Center
Klinge, Kathleen J.	Wellness Center
Krabbenhoft, Nicholas P.	Wellness Center
Kruse, Kent L.	Wellness Center
Miller, Briana Noelle	Wellness Center
Nasby, Kathryn Jane	Wellness Center
Neuendorf, Morgan Anne	Wellness Center
Officer, Taylor Marie	Wellness Center
Paca, Abigail Marie	Wellness Center

Holst, McClain James (STUDENT)

Position(s)	
Title: WELL-REC CES	Pay Sequence: 1
Department: WEL	Description: Wellness Center
Position Title and Code: WELRECASTSWELL-REC CES	Description: WELL-REC CES
Position Sequence: -	Description: Position Sequence
Pay Sequence GL Acct: 1 00 873 700 0000	Description: Pay Sequence & Account
Supervisor: 795450	Description: Frazell, Douglas R. Super
Empl ID: 1213276	Description: Holst, McClain James Em
Open7: -	Description:

Back on the “Select Transfer” screen in Kronos, select the following as you refer to the information gathered from the application on InfoCenter:

- Click the circle before “Department” and then click on the correct entry under “available entries” on the left side of the screen. The department name you selected should display on the right side of the screen by the “Department” title.

Labor Account Clear Account

Name or Description: Search

Available Entries:

WEL,Wellness Center	<input checked="" type="radio"/> Department	WEL	Wellness Center
	<input type="radio"/> Position Title and Code		

- Click the circle before “Position Title and Code” and then click on the correct entry under “available entries” on the left side of the screen. The position title you selected should display on the right side of the screen by the “Position Title and Code” title.

Pay close attention to the position titles you are selecting. Student position titles differ by ending in “FWS” (Federal Work-Study), “CS” (Community Service), “CE” (Campus Employment), or “CES” (Campus Employment Summer). You must select the correct position title based on what is displayed in the InfoCenter application.

Name or Description: Search

Available Entries:

WELADMCRECCom Rec Program Coord,Com Rec Program Coord	<input type="radio"/> Department	WEL	Wellness Center
WELHRYCOMRCommunity Rec,Community Rec	<input checked="" type="radio"/> Position Title and Code	WELRECASTSWELL-RE...	WELL-REC CES
WELRECASTSWELL-REC CES,WELL-REC CES	<input type="radio"/> Position Sequence		
	<input type="radio"/> Pay Sequence GL Acct		

- Click on the circle before “Position Sequence” and then click on “-” under “available entries” on the left side of the screen. The dash you selected should display on the right side of the screen by the “Position Sequence” title.

Name or Description:

Available Entries:

-		
---	--	--

<input type="radio"/> Department	WEL	Wellness Center
<input type="radio"/> Position Title and Code	WELRECASTSWELL-RE...	WELL-REC CES
<input checked="" type="radio"/> Position Sequence	-	-

- Click on the circle before “Pay Sequence GL Acct” and then click on the correct entry under “available entries” on the left side of the screen. The account number you selected should display on the right side of the screen by the “Pay Sequence GL Acct” title.

Name or Description:

Available Entries:

1 00 870 610 0000,Pay Sequence Account Code
1 00 870 613 0000,Pay Sequence Account Code
1 00 873 613 0000,Pay Sequence Account Code
1 00 873 700 0000,Pay Sequence Account Code

<input type="radio"/> Department	WEL	Wellness Center
<input type="radio"/> Position Title and Code	WELRECASTSWELL-RE...	WELL-REC CES
<input type="radio"/> Position Sequence	-	-
<input checked="" type="radio"/> Pay Sequence GL Acct	1 00 873 700 0000	Pay Sequence Account Code

- Click on the circle before “Supervisor” and then click on the correct entry under “available entries” on the left side of the screen. The supervisor you selected should display on the right side of the screen by the “Supervisor” title.

Name or Description:

Available Entries:

385393,Kittleson, Sheila M. Supervisor ID
795450,Frazell, Douglas R. Supervisor ID

<input type="radio"/> Department	WEL	Wellness Center
<input type="radio"/> Position Title and Code	WELRECASTSWELL-RE...	WELL-REC CES
<input type="radio"/> Position Sequence	-	-
<input type="radio"/> Pay Sequence GL Acct	1 00 873 700 0000	Pay Sequence Account Code
<input checked="" type="radio"/> Supervisor	795450	Frazell, Douglas R. Supervisor ID

- Click on the circle before “Empl ID” and then click on the correct entry under “available entries” on the left side of the screen. The employee you selected should display on the right side of the screen by the “Empl ID” title.

Name or Description:

Available Entries:

- 1017247, Erbes Mallary Marie Employee ID
- 1093072, Botts Jerod L. Employee ID
- 1106835, Adair Nicole Marie Employee ID
- 1212235, Nasby Kathryn Jane Employee ID
- 1213276, Holst McClain James Employee ID**
- 1220932, Krabbenhoft Nicholas P. Employee ID
- 498804 Blough Elizabeth Sue Employee ID

<input type="radio"/> Department	WEL	Wellness Center
<input type="radio"/> Position Title and Code	WELRECASTSWELL-RE...	WELL-REC CES
<input type="radio"/> Position Sequence	-	-
<input type="radio"/> Pay Sequence GL Acct	1 00 873 700 0000	Pay Sequence Account Code
<input type="radio"/> Supervisor	795450	Frazell, Douglas R. Supervisor ID
<input checked="" type="radio"/> Empl ID	1213276	Holst McClain James Employee ID

- Click on the circle before "Open7" and then click on "-,-" under "available entries" on the left side of the screen. The dash you selected should display on the right side of the screen by the "Open7" title.

Name or Description:

Available Entries:

- ,-**

<input type="radio"/> Department	WEL	Wellness Center
<input type="radio"/> Position Title and Code	WELRECASTSWELL-RE...	WELL-REC CES
<input type="radio"/> Position Sequence	-	-
<input type="radio"/> Pay Sequence GL Acct	1 00 873 700 0000	Pay Sequence Account Code
<input type="radio"/> Supervisor	795450	Frazell, Douglas R. Supervisor ID
<input type="radio"/> Empl ID	1213276	Holst McClain James Employee ID
<input checked="" type="radio"/> Open7	-	-

After all seven fields have been populated, your full transfer set should display at the bottom left hand side of the screen. Verify that all of the fields look correct and then click "Ok."

Selected Transfer
WEL/WELRECASTSWELL-REC CES/-/1 00 873 700 0000/795450/1213276/-

You will now notice that the transfer column is now populated on that row. Click "Save."

***TIMECARD**

Loaded: 9:01AM

Name & ID

Time Period

	Date	Pay...	A...	In	Transfer	Out
<input checked="" type="checkbox"/>	Sun 6/20					
<input checked="" type="checkbox"/>	Mon 6/20			9:12AM	WEL/WELRECASTSWELL-REC CES/-/1 00 873 700 0000/795450/1213276/-	12:29PM
<input checked="" type="checkbox"/>	Mon 6/20			1:45PM	UPS/UPS000ASTSMAIL-AST CES/-/1 00 429 700 0000/506304/1213276/-	4:06PM
<input checked="" type="checkbox"/>	Tue 6/21			9:08AM	WEL/WELRECASTSWELL-REC CES/-/1 00 873 700 0000/795450/1213276/-	11:29AM
<input checked="" type="checkbox"/>	Wed 6/22			12:27PM	WEL/WELRECASTSWELL-REC CES/-/1 00 873 700 0000/795450/1213276/-	1:46PM
<input checked="" type="checkbox"/>	Thu 6/23			9:09AM	WEL/WELRECASTSWELL-REC CES/-/1 00 873 700 0000/795450/1213276/-	11:35AM

If for some reason you are not able to save the transfer you performed, please review the seven fields in the transfer set to ensure that they are correct based on the information displayed in the InfoCenter application.

If the transfer set looks correct, but you are still not able to save it, please e-mail a screen shot of the error to studentemployment@wartburg.edu for assistance.

Please note that you should REVIEW timecards weekly to make sure all transfer sets are entered.

Some reasons in which a transfer set may not be displayed on a student's timecard in Kronos:

- A student clocked in at the timeclock using the "punch out" button. The "punch out" button on the timeclock does not prompt a student to select a position.
- A supervisor manually entered a student's work hours in Kronos but forgot to enter the transfer set.
- A student clocked into the wrong position at the timeclock and the supervisor of the position in which the student clocked into accidentally noticed it and deleted the transfer set. Supervisors only have the ability to transfer into their area; they cannot perform transfers on behalf of other departments to charge the student's work hours to another department.

The BEST way to ensure that transfer sets are populated correctly in Kronos is for students to ALWAYS use the "punch in" button at the timeclock when clocking in AND select the correct position that they are clocking in for.

<AR 12-8-16>