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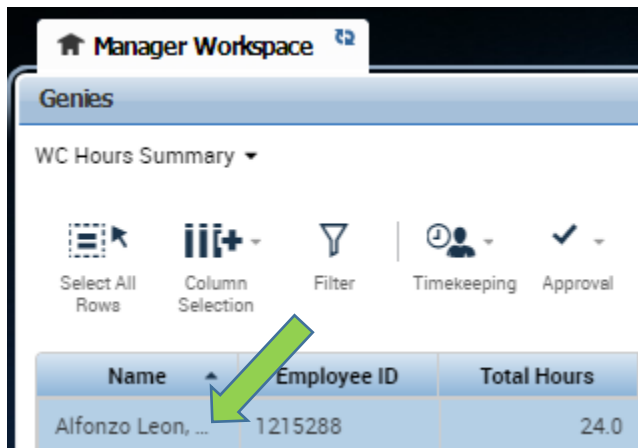
On the "Timecard" screen, widen the "Transfer" column so you can fully see the transfer sets that are displayed. This column can be expanded much like that of widening a column in an Excel spreadsheet.

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

	Date	Pa...	A...	In	Transfer	Out
☒	Mon 6/05			5:56AM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 00.../984277/1219927/-	7:40AM
☒				8:00AM		12:54PM
☒				1:18PM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/-	2:33PM
☒	Tue 6/06			5:52AM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/-	11:36AM
☒				12:06PM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/-	2:04PM

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, 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 <u>unless</u> 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.

		Date	Pa...	A...	In	Transfer	Out
➕	☒	Mon 6/05			5:56AM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 70.../984277/1219927/-	7:40AM
➕	☒				8:00AM		12:54PM
➕	☒				1:18PM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/- DIN/DIN000ASTSDINING-AST CES/-/1 00 810 700 0000/984277/1215288/-	2:33PM
➕	☒	Tue 6/06			5:52AM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1214015/- DIN/DINHRX HSDWHS Dining Worker/-/1 00 810 614 0000/984277/1219334/-	11:36AM
➕	☒				12:06PM	Search...	2:04PM
➕	☒	Wed 6/07					

The "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.

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

- Under the "Department" drop-down menu, click on the correct entry. The department name you selected will display.

- Under the "Position Title and Code" drop-down menu, click on the correct entry. The position title you selected will display.
  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.

- Under the "Position Sequence" drop-down menu, click on "- - -"under available entries. The dashes you selected will display.

Name	Poppen, Devon E
Labor Account	DIN/DIN000MGRSDINING-MGR CES/-////

Labor Account

Add Labor Account   Clear All

Department:	DIN - Dining Services	▼	X	Supervisor:		▼
Position Title ...	DIN000MGRSDINING-MG...	▼	X	Empl ID:		▼
Position Sequ...	- - -	▼	X	Open7:		▼

- Under the "Pay Sequence GL Acct" drop-down menu, click on the correct entry. The account number you selected will display.

Name	Poppen, Devon E
Labor Account	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000///

Labor Account

Add Labor Account   Clear All

Department:	DIN - Dining Services	▼	X	Supervisor:		▼
Position Title ...	DIN000MGRSDINING-MG...	▼	X	Empl ID:		▼
Position Sequ...	- - -	▼	X	Open7:		▼
Pay Sequence...	1 00 810 700 0000 - Pa...	▼	X			

- Under the "Supervisor" drop-down menu, click on the correct entry. The supervisor you selected will display.

- Under the "Empl ID" drop-down menu, click on the correct entry. The employee you selected will display.

- Under the "Open7" drop-down menu, click on "- - -"under available entries. The dashes you selected will display.

Name	Poppen, Devon E
Labor Account	{ DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/ 1219927/- }

Labor Account

Add Labor Account   Clear All

Department:	DIN - Dining Services ▼	X	Supervisor:	984277 - Myers, Bethany ... ▼	X
Position Title ...	DIN000MGRSDINING-MG... ▼	X	Empl ID:	1219927 - Poppen Devon ... ▼	X
Position Sequ...	- - - ▼	X	Open7:	- - - ▼	X
Pay Sequence...	1 00 810 700 0000 - Pa... ▼	X			

After all seven fields have been populated, your full transfer set should display at the top of the screen. Verify that all of the fields look correct and then click "Apply."

Name	Poppen, Devon E
Labor Account	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/ 1219927/-

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

		Date	Pa...	A...	In	Transfer	Out
+	✕	Mon 6/05			5:56AM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/-	7:40AM
+	✕				8:00AM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/-	12:54PM
+	✕				1:18PM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277...27/-	2:33PM

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Print Timecard | Refresh | Calculate Totals | Save | Go To

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 accidently 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 7-19-17>