

## How Transferred-In Manager Adjusts Employee's Timecard

**Purpose:** How Manager adjust and approve COVID transferred-in employee's timecard

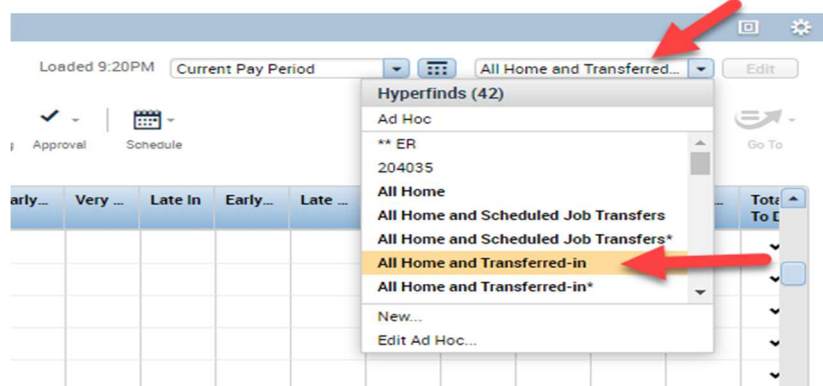
**Audience:** **Non-Exempt (Hourly) Employee and Exempt (Salary) employee**

If an employee is transferred/redistributed as COVID support to other cost centers, both the home cost center manager and transferred-in manager will have access to this employee's time card and schedule

Hourly (Non-Exempt) Employee	Salary (Exempt) employee
<ol style="list-style-type: none"> <li>1. Employee/shift transfer can be done on both timecard or Schedule ( see job transfer tip sheet)</li> <li>2. Employee/shift transfer can be done by both home manager/timekeeper or the employee</li> <li>3. For transferred-in manager: If an employee is transferred to your cost center, you will have full access to this employee after the employee's first punch occur of that transfer.</li> </ol>	<ol style="list-style-type: none"> <li>1. Employee/shift transfer should be done on Schedule ( see job transfer tip sheet)</li> <li>2. Employee/shift transfer can only be done by home manager/timekeeper</li> <li>3. For transferred-in manager: you have full access to this employee as soon as the transferred shift is entered in schedule</li> </ol>

Home cost center manager will always have full access to this employee by query All Home

Transferred-in manager should use **All Home and Transferred-In** to bring up all employees records



Transferred-in manager will have full access to this employee till end of current schedule period.  
Transferred-in manager's timecard approval will show as partial approval which indicated you only approved the hours this employee worked in your cost center