

How to add JL code -Project number for COVID-19

1. Employees with Project View Timecards: Non Rep's and Office Professionals

Transferring Hours to Projects and Covid-19

There may be time you need to transfer hours in your timecard to one or many projects throughout the day

- 1) To transfer all/part hours worked for the day, using the keyboard **click on the tab key, tab** over to **<Enter Pay Code>** cell under the **Pay Code** column.

Pay Code	
Hours Worked	
<Enter Pay Code>	

- 2) Using the keyboard click the **down arrow** and select **Hours Worked**.

Hours Worked			
Hours Worked			

- 3) Tab over to the **Transfer** column click the drop down and click on **Search**
- 4) In the **Transfer** screen click the **Labor Account** section, then click the drop down under the **CAPITAL-OP P** field and scroll to the project you would like to transfer to, or type the first few letters of the project you would like to transfer hours to.

Transfer

Name: test2

Job: test2

Labor Account: test2

Work Rule: test2

Job Transfer | Labor Account | Work Rule

Add Labor Account

BARG UNIT: [dropdown]

DEPARTMENT: [dropdown]

NTD: [dropdown]

LOCATION: [dropdown]

CAPITAL-OP P...: [dropdown]

TBD1: [dropdown]

REPORTS TO: [dropdown]

8c00

8C0000-Combo A... Combo Activities ...

8C0001-State Ope... State Oper Asst

8C0002-FTA Oper ... FTA Oper Asst

8C0003-RM2 Fun... RM2 Funding

8C0004-Clipper ... Clipper formerly T...

8C0005-Bay BRG ... Bay Bridge Closure

8C0006-COVID-19 Coronavirus Expe...

4) Click apply

Cancel Apply

- 5) Tab over in the day and enter the number of hours that were worked in the transferred project.
- 6) Click on **Save**.

2. Use JL Code for daily punch in and out user (Time stamp view)

2.1 Adding JL code for full day

1) If user worked his whole shift and want for whole day.

Date	Schedule	In	Transfer	Pay Code	Amount	Shift	Daily
Sat 3/14							
Sun 3/15							
Mon 3/16	1:00PM-9:00PM	1:00PM	9:00PM			8:00	8:00

Totals

Accrual Balances

Location	Job	Account	Pay Code	Amount
		TOW/212/2/00/0/Y/E23031	3102 · REG EARN	8.00

2) Click on Transfer row, next to out punch and select “Search..” from drop down list.

3) Select Labor Account, then select “Capital-OP Project number” and type in number smart search, select it and apply.

Transfer

Name: test2

Job

Labor Account

Work Rule

Step-1 Choose Labor account

Job Transfer | Labor Account | Work Rule

Add Labor Account

BARG UNIT: [dropdown]

DEPARTMENT: [dropdown]

NTD: [dropdown]

LOCATION: [dropdown]

CAPITAL-OP P...

TBD1:

REPORTS TO:

8c00

8C0000-Combo A... Combo Activities ...

8C0001-State Ope...State Oper Asst

8C0002-FTA Oper ...FTA Oper Asst

8C0003-RM2 Fun... RM2 Funding

8C0004-Clipper Clipper formerly T...

8C0005-Bay BRG ... Bay Bridge Closure

8C0006-COVID-19 Coronavirus Expe...

4) Click apply

Cancel Apply

4) Make sure JL code came on to the time card and reflects totals once timecard is saved.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
Sat 3/14								
Sun 3/15								
Mon 3/16	1:00PM-9:00PM	1:00PM	9:00PM		J///8C0006-COVID-19//		8.00	8.00

Location	Job	Account	Pay Code	Amount
		(x)TOW/212/2/00/8C0006-COVID-19/Y/E23031	3102 - REG EARN	8.00

2.2 Adding JL codes for Partial day.

If user worked only partial day related to COVID-19.

- 1) Add a new row by clicking '+' on the same day, add applicable start and end time for COVID-19. Follow below steps.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
Sun 3/22								
Mon 3/23	12:30PM-10:30PM	12:30PM	5:30PM				5.00	
		5:31PM	10:30PM		.J20/1/08/8C0006-COVID-19//		5.00	10:00
Tue 3/24	12:30PM-10:30PM							
Wed 3/25	12:30PM-10:30PM							

Location	Job	Account	Pay Code	Amount
		(x)FRSP/420/1/08/8C0006-COVID-19/Y/E06806	3102 - REG EARN	5.00
		(x)FRSP/420/1/08/-/Y/E06806	3102 - REG EARN	5.00

Transfer

Name: test2

Job: _____

Labor Account: _____

Work Rule: _____

Step-1
Choose Labor account

Job Transfer | Labor Account | Work Rule

Add Labor Account

BARG UNIT: _____

DEPARTMENT: _____

NTD: _____

LOCATION: _____

CAPITAL-OP P...: _____

TBD1: _____

REPORTS TO: _____

8c00

8C0000-Combo A... Combo Activities ...

8C0001-State Ope...State Oper Asst

8C0002-FTA Oper ...FTA Oper Asst

8C0003-RM2 Fun... RM2 Funding

8C0004-Clipper Clipper formerly T...

8C0005-Bay BRG ... Bay Bridge Closure

8C0006-COVID-19 Coronavirus Expe...

Step-2
Click on CAPITAL-OP project

3) Type number to search and select

4) Click apply

Cancel Apply

Make sure the totals at the bottom accounts to respective JL codes.

Example- working only 1 hour on JL code.

Employee Timecards

VELASCO, SHAYNE T 1 of 1 E15697 Loaded: 12:11 PM Currer

Approve Timecard Sign Off Accruals Actions

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift
Sat 3/14							
Sun 3/15							
Mon 3/16	5:00AM-1:00PM	5:00AM	10:00AM	/420/1/08///			
		10:00AM	11:00AM	///8C0006-COVID-19//			6.00
		11:01AM	1:00PM				2.00
Tue 3/17	12:30PM-10:30PM						

Totals Accrual Balances

Daily All Totals for 3/16/2020

Location	Job	Account	Pay Code	Amount
	(x)FRSP/420/1/08/-/Y/E06806		3102 - REG EARN	5.00
	(x)FRSP/420/1/08/8C0006-COVID-19/Y/E06806		3102 - REG EARN	1.00
	FRSP/420/0/17/-/Y/E06806		3102 - REG EARN	2.00

