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 code="" pay=""></enter>	

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

۳.	3400 - VAC	
×]	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.

	Name	test2		
	Labor Account Work Rule	Step Choose Labo	-1 praccount	
Job Transfer	Labor Account	Work Rule		Step-2 Click on CAPTIAL- OP project
BARG UNIT: DEPARTMENT: NTD: LOCATION:		*	CAPITAL-OP P TBD1: REPORTS TO:	3) Type number to search and select 80000-Combo A Combo Activities 80001-State OperState Oper Asst 800003-FTA OperFTA Oper Asst 800003-RM2 Fun RM2 Funding 800004-Clipper Clipper formerly T 800005-Bay BRG Bay Bridge Closure 800006-COVID-19 Coronavirus Expe

- 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 puch in and out user (Time stamp view)

2.1 Adding JL code for <u>full day</u>

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

Approve Timecard	CJ * E * Sign Off Accruais Actions								Print Refresh
	Date	Schedule	In	Click here and select	Transfer	Pay Code	Amount	Shift	Daily
	Sat 3/14			"Search"	100				
• 🗵	Sun 3/15								
+ ×	Mon 3/16	1:00PM-9:00PM	1:00PM	9:00PM				8:00	8:00
						Y			
Totals	Accrual Balances								
All		ILA							
	Location		Job	Ac	count	Pay Co	ode	A	mount
				TOW/212/2/00/0/Y/E2	23031	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			
	Labor Account Work Rule	Choose	Step-1 Labor	account	
lob Transfer Add Labor Ac	Labor Account	Work Rule			Step-2 Click on CAPTIAL- OR project
BARG UNIT: DEPARTMENT:			•	CAPITAL-OP P TBD1:	3) Type number to 8c00 search and selec
NTD: LOCATION:			•	REPORTS TO:	8C0000-Combo A Combo Activities 8C0001-State OpeState Oper Asst 8C0002-FTA OperFTA 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

C) Refresh ci-12. 0 Sign Off Accruals Shift Pay Code Schedule Sat 3/14 + Sun 3/15 + × 1.00PM-9.00PM 1.00PM ////8C0006-COVID-19// 8:00 8.00 Mon 3/16 9.00PM 12 Totals Accrual Balances * All ÷ All Job Account Pay Code Amou (x)TOW/212/2/00/8C0006-COVID-19/Y/E23031 3102 - REG EARN 8:00

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

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.

Approve Timecard	Step-1					2- Break d rows, one f	ay into 2 or regular					Print Refrest
	new row	Schedule		In	Out	COVII	D-19	4- Add labol Account.	Am	nount	Shift	Daily
H 🗾	sun 3/22							see below				
+ ×	Mon 3/23	12:30PM-10:30PM	\$	12:30PM	5:30PM			Image			5:00	
+ ×			i	5:31PM	10:30PM	120/1/08/8C0006-	COVID-19//				5:00	10:00
• ×	Tue 3/24	12:30PM-10:30PM	\$									
+ ×	Wed 3/25	12:30PM-10:30PM	\$		3- sh	Punches						
					least	1 min apart		V				
Totals	Accrual Balances						5- mak	e sure amount of				
Daily		All	•		Total	s for 3/23/2020	hou	rs accounts to COVID-19				
	Location		Jo≁		Account		Pay	r Code	_	Amount		
				(x)FRSP/420	/1/08/8C0006-CO	VID-19/Y/E06806	3102 - REG EAF	RN			5:00	
				(x)FRSP/420	/1/08/-/Y/E06806		3102 - REG EAF	RN			5:00	

	Name Job	test2			
	Labor Account Work Rule	Step- Choose Labo	-1 or account		
ob Transfer Add Labor Ac	Labor Account	Work Rule		с	Step-2 lick on CAPTIAL- OP project
BARG UNIT: DEPARTMENT:		•	CAPITAL-OP P TBD1:	8c00	3) Type number to search and selec
NTD: LOCATION:		•	REPORTS TO:	8C0000-Combo A 8C0001-State Ope. 8C0002-FTA Oper . 8C0003-RM2 Fun 8C0004-Clipper 8C0005-Bay BRG 8C0006-COVID-19	Combo Activities State Oper Asst FTA Oper Asst RM2 Funding Clipper formerly T Bay Bridge Closure Coronavirus Expe
				4) Click a	

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

Emp	loyee	Timecards									
VEL/	ASCO,	SHAYNE T	Accruais Actions	1 of 1 🕨 E15697						Loader	1:12:11 PM Cur
		Date		Schedule		In	Out	Transfer	Pay Code	Amount	Shift
+	×	Sat 3/14									
+	8	Sun 3/15									
+	×	Mon 3/16		5:00AM-1:00PM	2	5:00AM	10.00AM	/420/1/08///			
+	×					10.00AM	11 00AM	;////8C0006-COVID-19//			6
+	×				i	11:01AM	1:00PM				2
+	×	Tue 3/17		12.30PM-10.30PM	*						
1	fotals	Accrual Bal	ances								
	Daily		-	All	-		Tot	als for 3/16/2020			
		Location		Job	A	ccount		Pay Code		Amount	
				(x)FRSP/420/	1/08/-/	Y/E06806		3102 - REG EARN			5:00
				(x)FRSP/420/	1/08/8	C0006-COVID-19	9/Y/E06806	3102 - REG EARN			1:00
				FRSP/420/0/1	7/-/Y/	E06806		3102 - REG EARN		1.0	2.00

Example- working only 1 hour on JL code.