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.

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

3) Tab over to the **Transfe**r 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.

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.

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.

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.

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

Example- working only 1 hour on JL code.