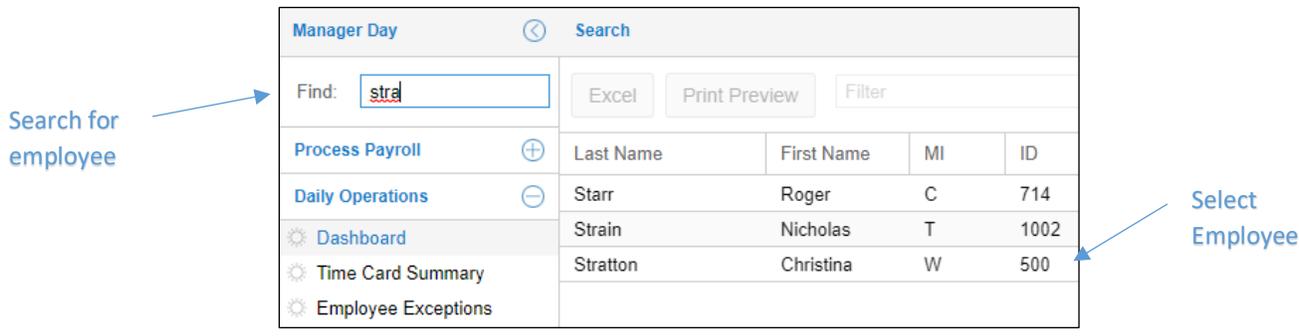


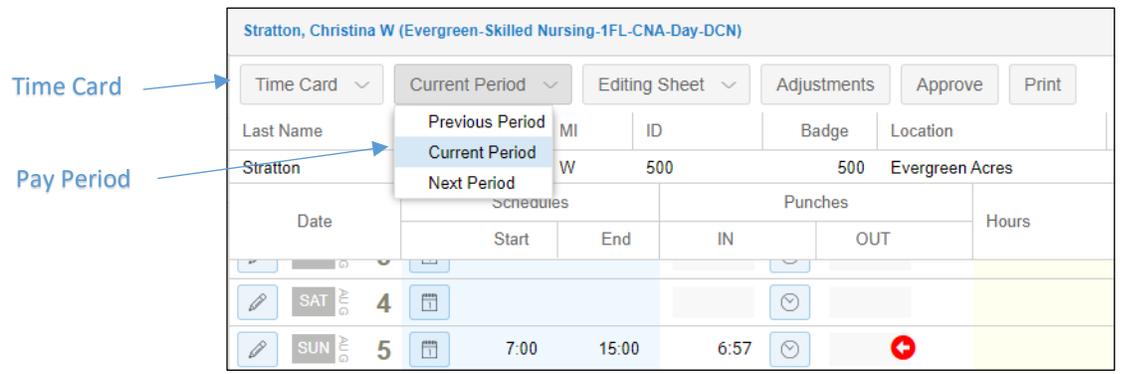
MSS3: Employee Workgroup Transfer

Job Aid

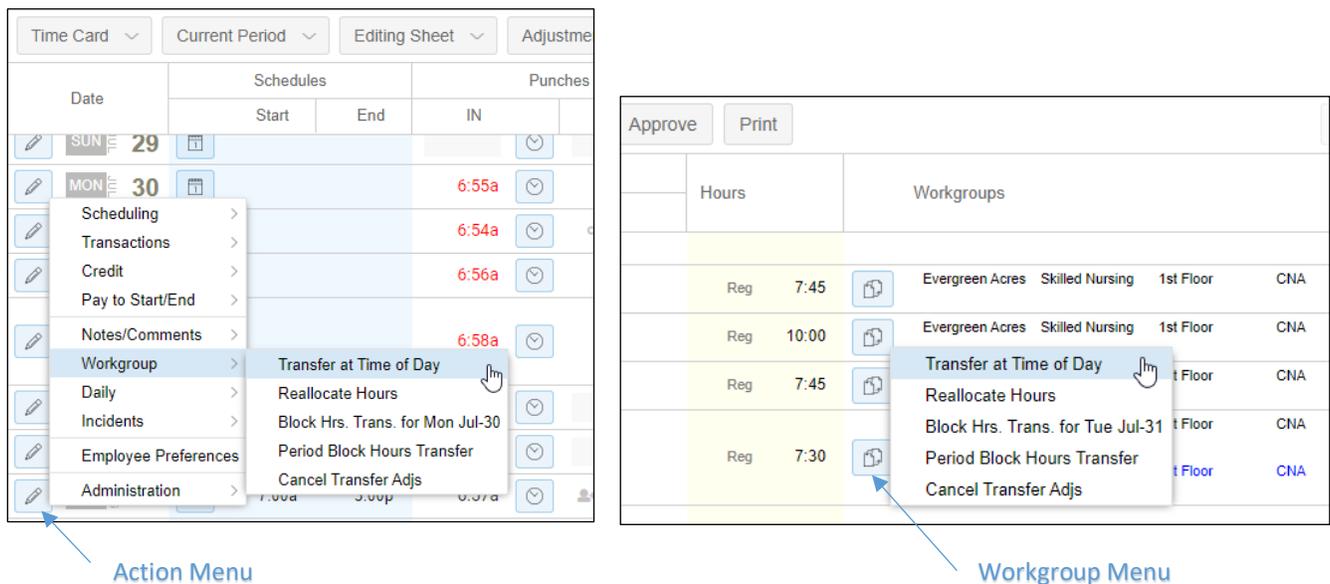
A workgroup transfer is used to assign an employee's worked time to a different workgroup. Transfers can take place on the current day, either submitted by the employee in ESS or in the employee's time card in Manager Self Service 3 (MSS3). Blocks of time can also be transferred to a selected workgroup for a specific day, time or pay designation. To assign an employee's worked time to a different workgroup for all or part of a shift, open the employee's time card page in MSS.



Select the employee's Time Card page and the pay period in which the transfer will occur.



Select **Transfer at Time of Day** from the Workgroup menu item in the action menu or the workgroup convenience menu in the Time Card page.



Transfer at Time of Day

Transfer at Time of Day allocates the employee's worked time to the workgroup selected, beginning at the time of day selected until the end of the shift. This transfer can only be used while the employee is currently working the shift. To transfer hours during the employee's shift, select **Transfer at Time of Day** from the Workgroup menu. Type the time of the workgroup change in the *Time* field and select the new workgroup using the workgroup level drop-down lists in the *Workgroup* field.

The screenshot shows a dialog box titled "Workgroup Change @ Time of Day". It has two main sections: "Properties" and "Workgroup".

- Properties:**
 - Date: 07/31/2018
 - Time: 11:00a
 - Reason Code: [no reason given]
 - Notes: (empty text area)
- Workgroup:**
 - Location: Evergreen Acres
 - Unit: Skilled Nursing
 - Floor: 1st Floor
 - Position: CNA
 - Shift: Day
 - Care Type: Direct Care Nursing

Annotations: A blue arrow labeled "Time of transfer" points to the "Time" field. Another blue arrow labeled "Workgroup Levels" points to the "Unit" dropdown menu.

In the following example, the employee is transferring to a different unit.

This screenshot is similar to the previous one, but the "Unit" dropdown menu is open, and "Assisted Living" is highlighted by a mouse cursor. The other fields remain the same.

The Time Card will display the new workgroup and hours worked for that workgroup in a different color text in the *Workgroups* field of the day the transfer occurred.

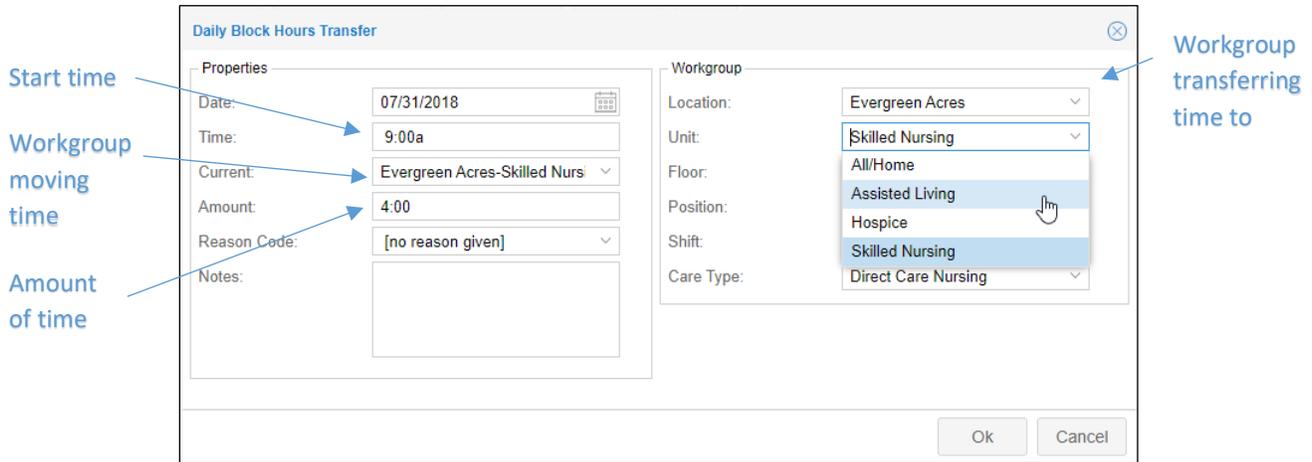
Punches		Hours	Workgroups									
IN	OUT											
6:55a	3:11p	Reg 7:45	Evergreen Acres	Skilled Nursing	1st Floor	CNA	Day	Direct Care Nursing	6:55a	3:11p	7:45	
6:54a	5:30p	Reg 10:00	Evergreen Acres	Skilled Nursing	1st Floor	CNA	Day	Direct Care Nursing	6:54a	11:00a	4:00	
			Evergreen Acres	Assisted Living	1st Floor	CNA	Day	Direct Care Nursing	11:00a	5:30p	6:00	

Transfer Workgroup

Reallocating Hours

Worked time can be allocated to a different workgroup for a current or previous shift of the pay period. To allocate hours from a previously worked shift to a different workgroup, select **Reallocate Hours** from the workgroup menu of the day the transfer will occur.

In the Daily Block Hours Transfer window, select the start time of the transfer and the number of hours to be transferred. If the employee has worked time assigned for more than one workgroup, select the workgroup you want to transfer hours from in the Current drop-down list and the workgroup the hours will be transferred to.



Block Hour Transfer for Date Selected

A block hour transfer allows you to move a selected amount of worked time on the date selected from one pay designation to another.



Select the pay designation of the worked hours, if the employee has more than one, in the Worked drop-down list and enter the number of hours to transfer in the *Amount* field. Select how you want the hours to be applied in the *Effect* drop-down list and which workgroup you want to apply the amount to.

Daily Block Hours Transfer

Properties

Worked: 7.45 [Reg]

Amount: 7.45

Effect: [Default]

Reason Code: [Default]

Notes:

- Pre Overtime
- Pre Premium
- No Change
- Pre Lunch

Workgroup

Location: Evergreen Acres

Unit: Skilled Nursing

Floor: 1st Floor

Position: CNA

Shift: Day

Care Type: Direct Care Nursing

OK Cancel

Period Block Hour Transfers

Period block hour transfers let you assign a block of hours for a specified pay designation from the employee's total worked hours of the pay period to a different workgroup.

Workgroups

Evergreen Acres	Skilled Nursing	1st Floor

- Transfer at Time of Day
- Reallocate Hours
- Block Hrs. Trans. for Mon Aug-6
- Period Block Hours Transfer
- Cancel Transfer Adjs

Select the workgroup you want to transfer the hours from, if the employee has worked in more than one workgroup during the pay period, enter the amount of time and select the pay designation for the hours. Select how you want the hours to be applied in the *Effect* drop-down list and which workgroup you want to apply the amount to.

Period Block Hours Transfer

Properties

From: Reg Evergreen Acres-As

Amount: 13:00

Pay Designation: Reg

Effect: [Default]

Reason Code: [no reason given]

Notes:

Workgroup

Location: Evergreen Acres

Unit: Skilled Nursing

Floor: 1st Floor

Position: CNA

Shift: Day

Care Type: Direct Care Nursing

OK Cancel

Cancelling Transfers

To cancel a workgroup transfer, select **Cancel Transfer Adj** from the Workgroup menu.

Hours	Workgroups				
Reg 7:45		Evergreen Acres	Skilled Nursing	1st Floor	CNA
Reg 10:00		Evergreen Acres	Skilled Nursing	1st Floor	CNA
Reg 7:45				st Floor	CNA
Reg 7:30				st Floor	CNA

Transfer at Time of Day

Reallocate Hours

Block Hrs. Trans. for Tue Jul-31

Period Block Hours Transfer

Cancel Transfer Adjs

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