MSS3: Employee Workgroup Transfer

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.

	Manager Day	\bigcirc	Search					
Search for	Find: stra		Excel Print Prev	Filter				
employee	Process Payroll	\oplus	Last Name	First Name	MI	ID		
	Daily Operations	Θ	Starr	Roger	С	714		Select
	Dashboard		Strain	Nicholas	Т	1002		Employee
	Time Card Summary		Stratton	Christina	W	500	K	
	Employee Exceptions							

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

	Stratton, Christina W (Evergreen-Skilled Nursing-1FL-CNA-Day-DCN)							
Time Card	Time Card 🗸	Current Period ~	Editing	Sheet 🗸	Adjustments Appro	Print		
	Last Name	Previous Period	мі іс		Badge Location			
	Stratton	Current Period	W 50	no	500 Evergree	Acres		
Pay Period		Next Period			Durahaa			
	Date	Schedule	es		Punches	Hours		
	Dato	Start	End	IN	OUT	riburo		
	· · · · · · · · · · · · · · · · · · ·				<u> </u>			
	SAT 👌 👍				\odot			
	Ø SUN 👌 5	7:00	15:00	6:57	\odot			

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.

Ti	me Card 🗸	Curren	t Period	 Editing 	Sheet 🗸	Adjustm	e						
	Data		Sched	ules		Punche	s						
	Date		Start	End	IN			Approv	ve Prin	t			
Ø	SUN = 29	1				\odot							
Ø	MON = 30				6:55a	\odot			Hours			Workgroups	
	Scheduling Transaction	s	>		6:54a	\odot	c						
Ø	Credit Pay to Start	/End	>		6:56a	\odot			Reg	7:45	Ð	Evergreen Acres Skilled Nursing 1st Floor C	NA
Ø	Notes/Comr	ments	>		6:58a	\odot			Reg	10:00	ß	Evergreen Acres Skilled Nursing 1st Floor C	NA
	Workgroup		> Tra	nsfer at Time of	Day 航					7:45		Transfer at Time of Day	NA
a	Daily		> Re	allocate Hours	0				Reg	7.45	60	Reallocate Hours	
-	Incidents		> Blo	ck Hrs. Trans. fo	or Mon Jul-30							Block Hrs. Trans. for Tue Jul-31 t Floor C	:NA
Ø	Employee P	reference	es Per	iod Block Hours	Transfer	\odot			Reg	7:30	Ð	Period Block Hours Transfer	NA NA
Ø	Administrati	on	> Car	ncel Transfer Ad	js 0.57a	\odot	2					Cancel Transfer Adjs	
								L					

Action Menu

Workgroup Menu

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.

	Workgroup Change @ Tir	ne of Day			\otimes	
Time of	Properties		Workgroup			Workgroup
transfer	Date:	07/31/2018	Location:	Evergreen Acres	~ ^	Levels
	Time:	11:00a	Unit:	Skilled Nursing	\sim	
	Reason Code:	[no reason given]	Floor:	1st Floor	~	
	Notes:		Position:	CNA	\sim	
			Shift:	Day	\sim	
			Care Type:	Direct Care Nursing	\sim	
				Ok	Cancel	

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

Workgroup Change @) Time of Day				\otimes
Properties			Workgroup		
Date:	07/31/2018		Location:	Evergreen Acres	\sim
Time:	11:00a		Unit:	Skilled Nursing	\sim
Reason Code:	[no reason given]	~	Floor:	All/Home	
Notos:			Position:	Assisted Living	Ռո
NOLES.			r usiduri.	Hospice	0
			Shift:	Skilled Nursing	
			Care Type:	Direct Care Nursing	\sim
				Ok	Cancel

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.

P	unches	Hours			Workgroupo									
IN	OUT	Hours		, '	vvorkgroups									
C														
6:55a 🕑	3:11p	Reg	7:45	Ð	Evergreen Acres	Skilled Nursing	1st Floor	CNA	Day	Direct Care Nursing	6:55a	3:11p	7:45	\Diamond
6:540	0.5:200	Bog	10:00	-	Evergreen Acres	Skilled Nursing	1st Floor	CNA	Day	Direct Care Nursing	6:54a	11:00a	4:00	(PA)
0.344	0 0.00p	Nog	10.00		Evergreen Acres	Assisted Living	1st Floor	CNA	Day	Direct Care Nursing	11:00a	5:30p	6:00	\checkmark
	Transfer Wor	kgroup												

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.

	Daily Block Hours Transfe	r			\otimes	Workgroup
Start time	Properties		Workgroup			transferring
	Date:	07/31/2018	Location:	Evergreen Acres	\sim	time to
Workgroup	Time:	9:00a	Unit:	Skilled Nursing	\sim	time to
moving	Current:	Evergreen Acres-Skilled Nursi 🗸	Floor:	All/Home		
time	Amount:	4:00	Position:	Assisted Living	վիդ	
time	Deesen Carter		Chi 0	Hospice	0	
	Reason Code.	[no reason given]	Shint.	Skilled Nursing		
Amount	Notes:		Care Type:	Direct Care Nursing	\sim	
of time						
				Ok	Cancel	

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.

			Workgroup		
Worked:	7:45 [Reg]	\sim	Location:	Evergreen Acres	\sim
Amount:	7:45		Unit:	Skilled Nursing	\sim
Effect:	[Default]	\sim	Floor:	1st Floor	\sim
Reason Code:	[Default]		Position:	CNA	\sim
Notes:	Pre Overtime Pre Premium		Shift:	Day	\sim
	No Change		Care Type:	Direct Care Nursing	\sim
	Pre Lunch				

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.



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.

Fropenies		Workgroup		
From:	Reg Evergreen Acres-Ase	V Location:	Evergreen Acres	\sim
Amount:	13:00	Unit:	Skilled Nursing	\sim
Pay Designation:	Reg	✓ Floor:	1st Floor	\sim
Effect:	[Default]	 Position: 	CNA	\sim
Reason Code:	[no reason given]	✓ Shift:	Day	\sim
Notes:		Care Type:	Direct Care Nursing	\sim

Cancelling Transfers

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

Hours			Workgroups	
Reg	7:45	ß	Evergreen Acres Skilled Nursing 1st Floor	CNA
Reg	10:00	ß	Evergreen Acres Skilled Nursing 1st Floor Transfer at Time of Day	CNA CNA
Reg	7:45	ß	Reallocate Hours st Floor Block Hrs. Trans. for Tue Jul-31	CNA
Reg	7:30	Ð	Period Block Hours Transfer st Floor Cancel Transfer Adjs st Floor	CNA CNA

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