

MSS 3.0: Managing Employee Transfer Rate

Job Aid

When employees are transferred to different workgroups outside of their home workgroup, their pay rate may or may not be different from their home workgroup pay rate. In the following scenario, the employee's home workgroup pay rate as a groomer is \$10 per hour and his transferred workgroup pay rate as a trainer is \$30 per hour.

Time Card		Previous Period		Editing Sheet		Adjustments		Approve		Print		Anderson, Keith	
Last Name	First Name	MI	ID	Badge	Pay Class	Location	Department	Position					
Anderson	Keith		111	111	Salary Exempt	Dog Daycare & Groomin...	Grooming	Groomer					
Date	Schedules		Punches		Hours	Workgroups							
	Start	End	IN	OUT									
SAT APR 29	8:00	16:30	8:00	10:00	REG 2:00	Dog Daycare & Grooming Service	Grooming	Trainer	8:00	10:00	2:00		
SUN APR 30	8:00	16:30	8:00	16:30	REG 8:00	Dog Daycare & Grooming Service	Grooming	Groomer	8:00	16:30	8:00		
Details													
Period Summary		Daily Summary		Adjustments		Time Off Balances							
Pay Desig.	Location, Department, Position			Hours	Rate	Dollars ↑							
Regular	Dog Daycare & Grooming Service, Grooming, Trainer			2:00	30.0000	60.0000							
Regular	Dog Daycare & Grooming Service, Grooming, Groomer			8:00	10.0000	80.0000							
Totals				10:00		140.0000							

Employee's personal workgroup transfer rates for different workgroups are managed in the **Personal Workgroup Transfer List** on the employee **Transfers** page of **Personal Information**.

Personal Information		Transfers								
Last Name	First Name	ID	Badge	Location	Zone	Department	Position	Hired		
Allan	Joe	624	624	CS	DFT	NDR	CNA	06/15/12		
Add										
Personal Workgroup Transfer List										
Adj	Location	Zone	Department	Position	Rate	Rate Enhancement	Effective			
	CS	A	NDR	CNA	0.0000	No Change	06/02/2021			
	CS	DFT	NDR	CNA	5.0000	Addition To	06/02/2021			
	CS	A	NDR	RN	30.3400	Replacement	06/02/2021			

Access Personal Workgroup Transfer List

To access employee personal workgroup transfer information:

1. Locate an employee by entering the employee name or badge number in the **Find** field. Press Enter or wait for a few seconds. The matched employees are populated in the list on the **Search** page. Click a located employee. This employee's time card page is displayed.

AoD Technicians Account		Search			
Find: <input type="text" value="allan"/>		Excel	Print Preview	Filter	Clear
Daily Operations		Last Name	First Name	ID	Badge
Payroll Monitor		Allan	Isaac	207	207
Dashboard		Allan	Joe	624	624
Time Cards		Ball	Alan	103	103
		Rees	Alan	313	313

2. Click the **Time Card** drop-down menu and select **Personal Information**. The employee Personal Information page is displayed.

Allan, Joe (CS-DFT-NDR-CNA)				
Time Card	Current Period	Editing Sheet	Adjustments	
Personal Information	First Name	ID	Badge	Location
Time Card	Joe	624	624	CS
Schedules	Schedules		Punches	
History	Start	End	IN	OUT
Archives				
Accruals				
Incidents				
Map				

3. Click the **Basic** drop-down menu and select **Transfers**. The **Transfers** page is displayed.

Allan, Joe (CS-DFT-NDR-CNA)	
Personal Information	Basic
Last Name	First Name
Allan	Joe
Last Name:	Allan
First Name:	Joe
Middle Initial:	
ID Number:	624
Badge:	624
Pay Class:	Full
	Basic
	Personal
	Private
	Address
	Rate of Pay
	Workgroup
	Active Status
	Hourly Status
	Pay Class
	Transfers
	Availability

- You can add, edit, and remove the personal workgroup transfer entry for this employee.

Add a Personal Workgroup Transfer Entry

To add a personal workgroup transfer entry:

- Click **Add**. The **Add New Personal Transfer Entry** dialog is displayed.

Allan, Joe (CS-DFT-NDR-CNA)								
Personal Information			Transfers					
Last Name	First Name	ID	Badge	Location	Zone	Department	Position	Hired
Allan	Joe	624	624	CS	DFT	NDR	CNA	06/15/12
Add								
Personal Workgroup Transfer List								
Adj	Location	Zone	Department	Position	Rate	Rate Enhancement	Effective	

- The employee's home workgroup is populated for each workgroup level by default. See the following field description to specify transferred workgroups, enhanced pay rate, and effective date. Click **Ok**.

Add New Personal Transfer Entry	
Location:	CS
Zone:	DFT
Department:	NDR
Position:	RN
Rate:	30.34
Rate Enhancement:	Replacement
Assignment Date:	06/02/2021
<input type="button" value="Ok"/> <input type="button" value="Cancel"/>	

Field	Description
Workgroup Level	Select a workgroup from the workgroup level, for example, Location, Zone, Department, and/or Position for workgroup transfer. Note: The available workgroup levels may vary based on your system.
Rate	Specify the pay rate based on the selected option in the following Rate Enhancement field for either replacement or addition of the home pay rate. This field is ignored if the pay rate does not change for this workgroup transfer.
Rate Enhancement	The following options are available to enhance the pay rate for workgroup transfer. Replacement. Replace the home rate of pay with the payment specified in the Rate field.

Field	Description																		
	<ul style="list-style-type: none"> Replacement. The pay rate is replaced by the pay rate specified in the Rate field. Addition To. Add the extra pay rate specified in the Rate field to the home rate of pay. Multiplicative Factor. The pay rate is the employee's home rate multiplied by the number 1.25 or 1.5, indicating the employee receives 25 or 50 percent more than his or her home rate. This option is under development. No Change. There is no rate adjustment when the employee is transferred to another workgroup. The home pay rate is used. <p>Note: The employee's home rate is available on the Rate of Pay page of Personal Information.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> Personal Information ▾ Rate of Pay ▾ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>ID</th> <th>Badge</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Allan</td> <td>Joe</td> <td>624</td> <td>624</td> <td>CS</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Change Rate and/or Pay Type"/> </div> <div style="background-color: #f2f2f2; padding: 2px; margin-top: 5px;">Current</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Adj</th> <th>Rate of Pay</th> <th>Pay Type</th> <th>Effective</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">12.3400</td> <td>Hourly</td> <td>06/15/2012</td> </tr> </tbody> </table> </div>	Last Name	First Name	ID	Badge	Location	Allan	Joe	624	624	CS	Adj	Rate of Pay	Pay Type	Effective		12.3400	Hourly	06/15/2012
Last Name	First Name	ID	Badge	Location															
Allan	Joe	624	624	CS															
Adj	Rate of Pay	Pay Type	Effective																
	12.3400	Hourly	06/15/2012																
Assignment Date	Specify the effective date for the workgroup transfer pay rate.																		

3. The personal workgroup transfer entry is added in the **Personal Workgroup Transfer List**.

Allan, Joe (CS-DFT-NDR-CNA)

Personal Information ▾
Transfers ▾

Last Name	First Name	ID	Badge	Location	Zone	Department	Position	Hired
Allan	Joe	624	624	CS	DFT	NDR	CNA	06/15/12

Personal Workgroup Transfer List

Adj	Location	Zone	Department	Position	Rate	Rate Enhancement	Effective
	CS	DFT	NDR	RN	30.3400	Replacement	06/02/2021

Edit an Existing Personal Workgroup Transfer Entry

To edit properties of an existing personal workgroup transfer entry:

1. Click the pencil icon () for an existing personal workgroup transfer entry. The **Adjust Personal Transfer Entry** dialog is displayed.

Personal Information		Transfers				
Last Name	First Name	ID	Badge	Location	Zone	
Allan	Joe	624	624	CS	DFT	

Add

Personal Workgroup Transfer List							
Adj	Location	Zone	Department	Position	Rate	Rate Enhancement	Effective
	CS	DFT	NDR	RN	30.3400	Replacement	06/02/2021

2. Update properties of this personal workgroup transfer entry accordingly. Click **Ok**.

Adjust Personal Transfer Entry ✕

Location: ▼

Zone: ▼

Department: ▼

Position: ▼

Rate: ⬆️ ⬆️

Rate Enhancement: ▼

Assignment Date: 📅

Remove This Entry:

3. The properties of this personal workgroup transfer entry is updated in the list. The notification messages highlighted in yellow is displayed to indicate detailed changes.

Personal Workgroup Transfer List							
Adj	Location	Zone	Department	Position	Rate	Rate Enhancement	Effective
	CS	A	NDR	RN	30.3400	Replacement	06/02/2021

Edit Pers Tran CS-DFT-NDR-RN @ 30.34 To CS-A-NDR-RN @ 30.34

Remove an Existing Personal Workgroup Transfer Entry

To remove an existing personal workgroup transfer entry:

1. Click the pencil icon () for an existing personal workgroup transfer entry. The **Adjust Personal Transfer Entry** dialog is displayed.

Personal Information		Transfers					
Last Name	First Name	ID	Badge	Location	Zone		
Allan	Joe	624	624	CS	DFT		
Add							
Personal Workgroup Transfer List							
Adj	Location	Zone	Department	Position	Rate	Rate Enhancement	Effective
	CS	DFT	NDR	RN	30.3400	Replacement	06/02/2021

2. Enable **Remove This Entry** and click Ok.

Adjust Personal Transfer Entry ✕

Location: CS

Zone: DFT

Department: NDR

Position: RN

Rate: 30.34

Rate Enhancement: Replacement

Assignment Date: 06/02/2021

Remove This Entry:

Ok Cancel

3. This personal workgroup transfer entry is removed from the list.

Personal Workgroup Transfer List							
Adj	Location	Zone	Department	Position	Rate	Rate Enhancement	Effective