Standard Transfers - Entering Time If You Work Multiple Jobs, or on a Contract or Grant

As a non-exempt employee who works multiple jobs you will need to know how to use the transfer function so that your hours are properly charged to the correct job. This task is accomplished by transferring to the different friendly names associated with your different jobs. If you are unsure what friendly name to use please work with your supervisor to determine the correct friendly name to use.

### Entering Time If You Work Multiple Jobs, or on Contracts or Grants

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Press the <strong>Standard Transfer</strong> soft key.</td>
</tr>
<tr>
<td>2.</td>
<td>CalTime will instruct you to <strong>Use your badge</strong>. Swipe your ID Card.</td>
</tr>
<tr>
<td>3.</td>
<td>If you have a long list of jobs, contracts or grants, you can scroll through the list.</td>
</tr>
<tr>
<td>4.</td>
<td>Tap your finger on the job, contract or grant for the shift that you are starting.</td>
</tr>
</tbody>
</table>
### Entering Time If You Work Multiple Jobs, or on Contracts or Grants

5. CalTime displays a message “Accepted: Job or Assignment Transfer.”

![Accepted: Job or Assignment Transfer]

### Special Transfer (For Specific Departments Only)

Special transfers are used by departments that utilize the location field in Caltime to further refine where their time is being charged. If you are unsure if you should be using this function then please ask your supervisor.

### Entering Time Using Special Transfer

1. Press the **Special Transfer** soft key.

![Special Transfer in CalTime]

2. CalTime will instruct you to **Use your badge**. Swipe your ID Card.

![Use your badge in CalTime]
### Entering Time Using Special Transfer

1. **If you have a long list of jobs, contracts or grants, you can scroll through the list.**
2. **Tap your finger on the job, contract or grant for the shift that you are starting.**
3. **Tap the **Review** button.**
4. **Tap the **Submit** button.**

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**Output:**

- If you have a long list of jobs, contracts or grants, you can scroll through the list.
- Tap your finger on the job, contract or grant for the shift that you are starting.
- Tap the **Review** button.
- Tap the **Submit** button.

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**Additional Information:**

- CalTime displays a message "Accepted: Labor Transfer."