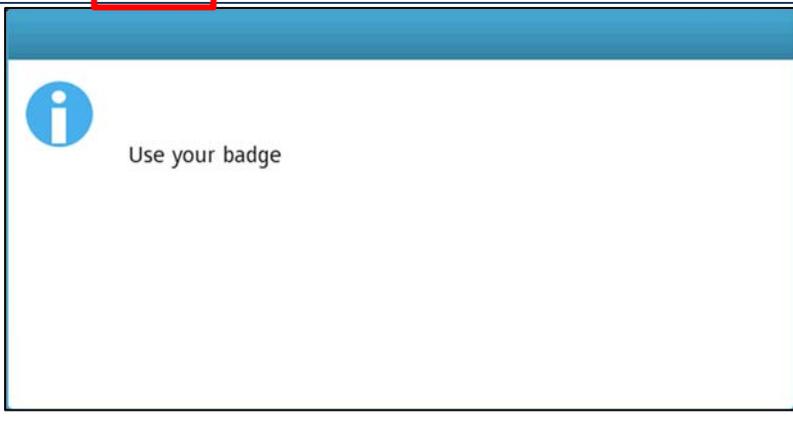
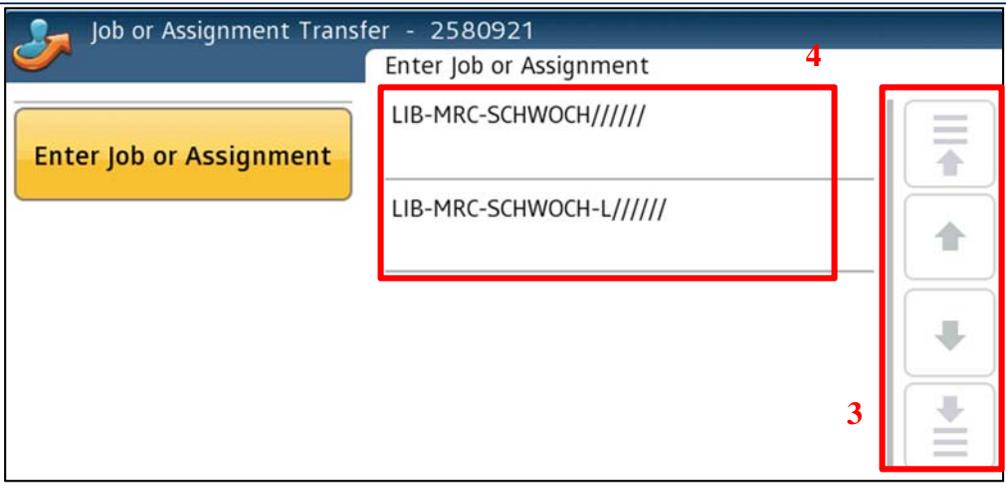


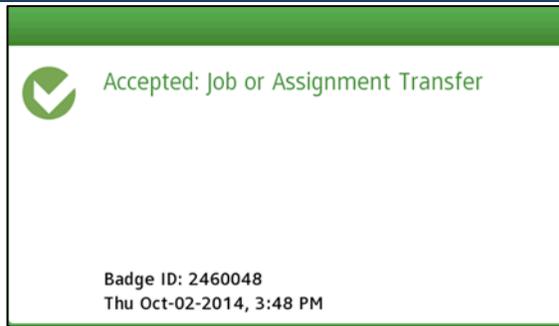
Standard Transfers - Entering Time If You Work Multiple Jobs, or on a Contract or Grant

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	
<p>1. Press the Standard Transfer soft key.</p>	
<p>2. CalTime will instruct you to Use your badge. Swipe you ID Card.</p>	
<p>3. If you have a long list of jobs, contracts or grants, you can scroll through the list.</p> <p>4. Tap your finger on the job, contract or grant for the shift that you are starting.</p>	

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

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



Special Transfer (For Specific Departments Only)

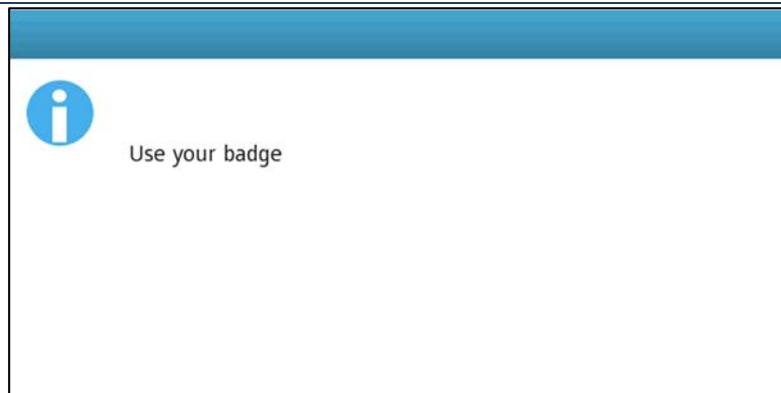
Special transfers are used by departments that utilize the location field in Caltime to further refine where their time is being charged. If you are unsure if you should be using this function then please ask your supervisor.

Entering Time Using Special Transfer

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



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



Entering Time Using Special Transfer

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

Labor Transfer - 2460048

Job

DINE1-5522C-COOKSR

DINE1-5523C-COOK 4

DINE1-5523C-COOK LTD

DINE1-5650C-FOOD S W

DINE1-5651C-FOODSWR

Project

Review

3

6. CalTime displays the Review screen. Verify that the job listed is correct. The project listed should say **Leave Blank**.
7. Tap the **Submit** button.

Review

Job DINE1-5522C-COOKSR

Project <Leave Blank>

Back Submit 7

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

Accepted: Labor Transfer

Badge ID: 2460048
Sun Oct-12-2014, 10:20 AM