

Supervisor – PC – Managing Multi-Job Employee Punches

Important: Secondary supervisors are not able to see the employee using QuickFind. They will see the employee under Exceptions under “All Home and Transferred in”.

3. Enter or correct the hours worked → then Click on the drop down next to In punch under Transfer → Select Search

4. Select Labor Account

5. Click on the dropdown for MultipleJobs

6. Enter the employee's N#
(You no longer need to add an * after th N# to get results)

7. Select the job from the list of results

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8. Provide the supervisor’s position number and select “-” in all other blank fields.

Note: The supervisor’s position number will allow the secondary supervisor to view the employee on

9. The corresponding supervisor will see the information that corresponds to their job in bold.

9. Click Apply.

10. Click to show the **Totals** and **Accruals** Tabs

11. Hours for each job will be reflected below.

Account	Pay Code	Amount
STDFW503/-	H-Regular	2.5
STDFW504/-	H-Regular	7.75
STDFW503/-	Total Benefits Eligible	2.5
STDFW504/-	Total Benefits Eligible	7.75