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".



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A Manage My Exceptions	Department 🔁		2. Go timeca	to the emp ard that ne	oloyee's eds corre	ction 💂	My Genies				
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Mon 3/27		8	.39am 1 .08pm 5	:06pm :00pm	7.25	7.25	Approvals Summary	QuickFind			
Tue 3/28		8	:42am 5	:07pm	8.25	15.5	IS Summary	HyperFind Editor			
Wed 3/29		8	:39am 1 :24pm	:24pm	4.75	20.25	Payroll Reconciliation Reconcile Timecard	Reports			
Fri 3/31						27.75	Schedule Group Multi-Line	Schedule Editor			
Mon 4/03						27.75		Work and Absence Summary			
Tue 4/04						27.75	Manage Requests 🔅	Timecards			
							Last Refreshed 8:56AM	People Editor			

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		Date	Schedule	Pay Code	Amount		-In	Transfer	Out	in	Transfer	Out	Shift	Daily	Period	
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	Print Refresh	Calculate Totals
thedule Pay Co Transfer	Shift	Daily
4. Select Labor Name		
Account Job	1.5	1.5
Work Rule 5. Click on the dropdown for	4.0	4.0
Job Transfer Labor Account W	4.0	4.0
Add Labor Account	Clear All	
Activity: Position-Job Number	•	
Org Code:		
Account Code:		
Supervisor-	arch.	
6. Enter the employee's N# (You no longer need to add an * after th N# to get results)	Ар	
7. Select the job fro	om the list of results	J

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Transfer		 Provide the supervisor's position number and select "-" in all other blank fields.
Name Job Labor Account Work Rule	Bitna, Shanygne K -/-/-//-/N01501616-STUDNT01/-	Note: The supervisor's position number will allow the secondary supervisor to view the employee on
Job Transfer Labor Account Work f Add Labor Account Activity: Org Code: Account Code: Supervisor- Position:	Rule X Posin K Posin K Posin K Rultiple Jobs: K Reserved 2:	
		Cancel Apply

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		Date	Schedule	Pay Code	Amoun		Transfer	Out	In	Transfer	Out	Shift	Daily	Period
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			STOFWS0	y.		Total Benefit	s Eligible				2.5			
STDFWS04/-						Total Benefit	s Eligible				7.75			