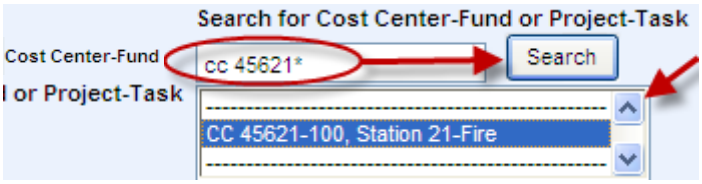
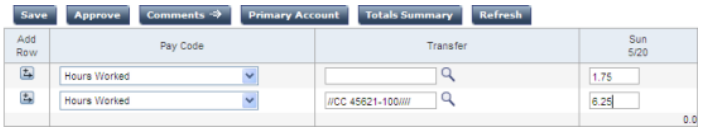
Manager Guide to Transfer Accounts (HTML)

Cost Center – Fund Transfer

1. Click the Add Row arrow icon to add a new row.
2. Click the magnifying glass next to the ***Transfer*** cell in the new row to open the ***Transfer Selection*** box. Open the ***Transfer Selection*** box fully.
3. Click in the box for the ***Cost Center –Fund or Project-Task***.
4. Most cost centers start with the department number. To search for a ***Cost Center-Fund***, you must enter "CC" followed by a space then the two digit department number immediately followed by an asterisk (*) wildcard.
5. Click Search. Use the scroll arrow to the right to locate the appropriate ***Cost Center-Fund***.



6. Click the desired ***Cost Center –Fund***.
7. Click ***OK.***
8. Click the cell for the desired date on the same row as the new ***Cost Center-Fund*** and enter the number of hours (use format HH.hh) worked.
9. Adjust the daily hours by modifying the original hours as necessary.
10. Click ***SAVE***.

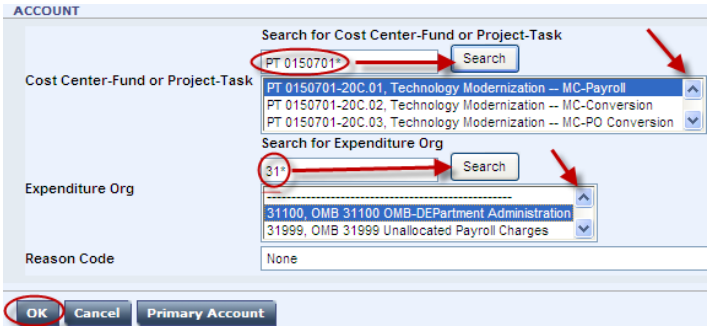


NOTES

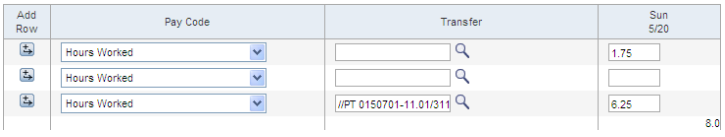
The hours that populate timecards each pay period are based upon the employee's assigned schedule in MCtime. Verify that the timecard displays the appropriate duration of hours on the appropriate days. If incorrect, supervisors should submit the appropriate Schedule Change Form to MCtime. Schedules are not assigned to temporary employees.

Project-Task with Expenditure Org Transfer

1. Click the Add Row arrow icon to add a new row.
2. Click the magnifying glass next to the ***Transfer*** cell in the new row to open the ***Transfer Selection*** box. Open the ***Transfer Selection*** box fully.
3. Click in the box for the ***Cost Center –Fund or Project-Task***.
4. To search for a ***Project-Task***, you must enter "PT 0" (PT space zero) followed immediately by the project code immediately followed by an asterisk (*) wildcard.
5. Click Search. Use the scroll arrow to the right to locate the appropriate ***Project-Task***. Click on the desired Project-Task, if it does not automatically populate.
6. An ***Expenditure Org*** must be entered whenever a ***Project-Task*** is recorded. Most ***Expenditure Orgs*** start with the department number. To search an ***Expenditure Org***, enter at least the two digit department number followed by an asterisk (*) wildcard.



7. Click OK to record the ***Project-Task*** and ***Expenditure Org*** and return to the timecard.
8. Click the cell for the desired date on the new row and enter the number of hours (use format HH.hh) worked on that ***Project-Task***.
9. Adjust the daily hours by modifying the original hours as necessary.
10. Click ***SAVE***.



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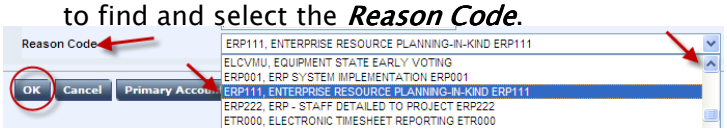
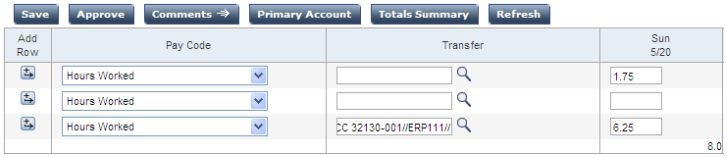
Transfer Accounts (continued)

Reason Code Transfer

1. Click the Add Row arrow icon to add a new row.
2. Click the magnifying glass next to the ***Transfer*** cell in the new row to open the ***Transfer Selection*** box. Open the ***Transfer Selection*** box fully.
3. Click in the ***Reason Code*** box and use the scroll bar to find and select the ***Reason Code***.

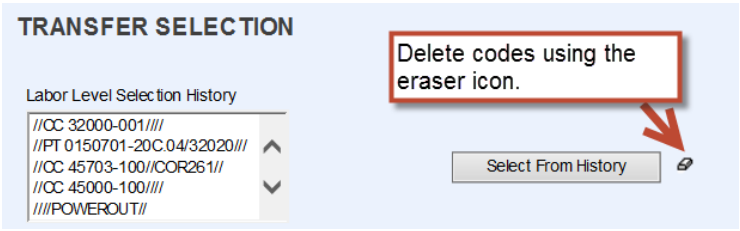


4. Click the desired ***Reason Code***.
5. Click ***OK.***
6. Click the cell for the desired date on the new row and enter the number of hours (use format HH.hh) worked in that ***Reason Code***.
7. Adjust the daily hours by modifying the original hours as necessary.



8. Click ***SAVE.***

NOTES

The most recent transfers performed are retained as history. You may select the codes you need directly from the Labor Level Selection History box if they are available. You may also delete codes from your history by using the eraser icon.

The County's network has periodic system clears that will remove items saved in the cache. When this occurs, simply re-select entries to re-populate your **Selection History.**