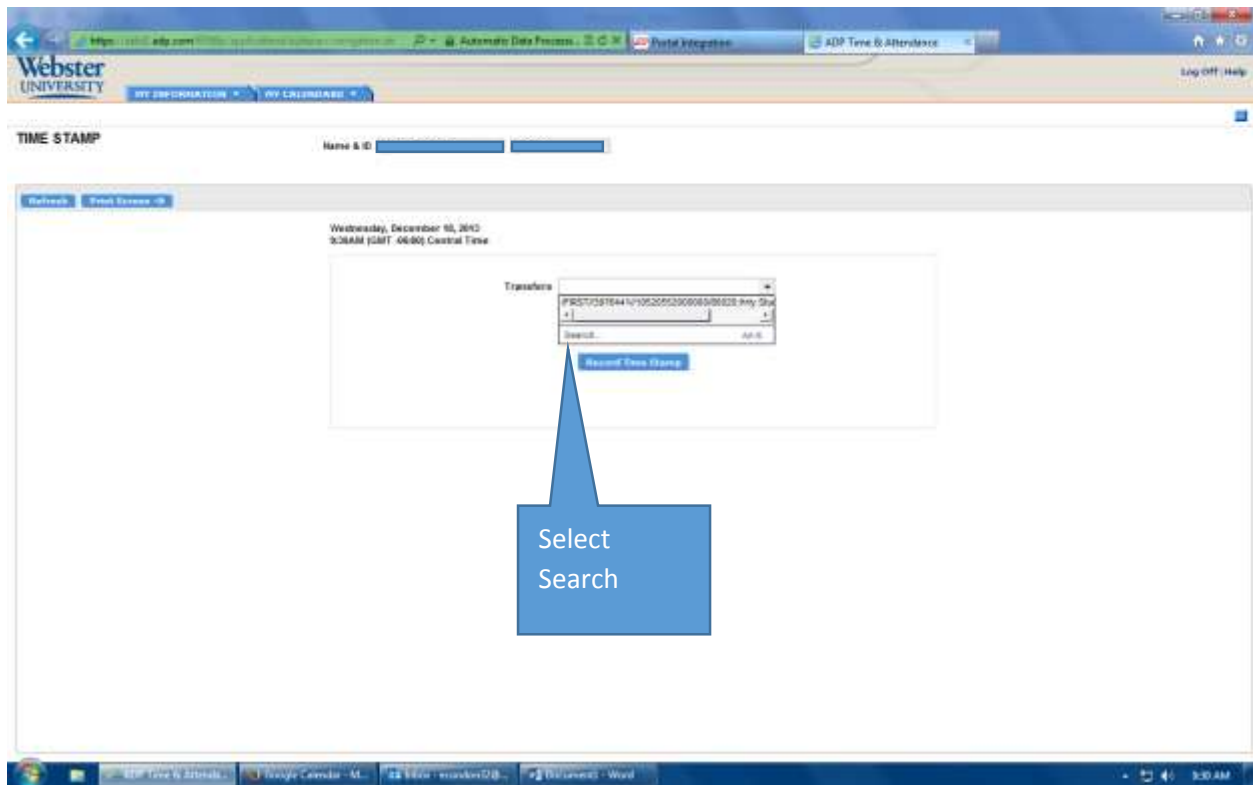
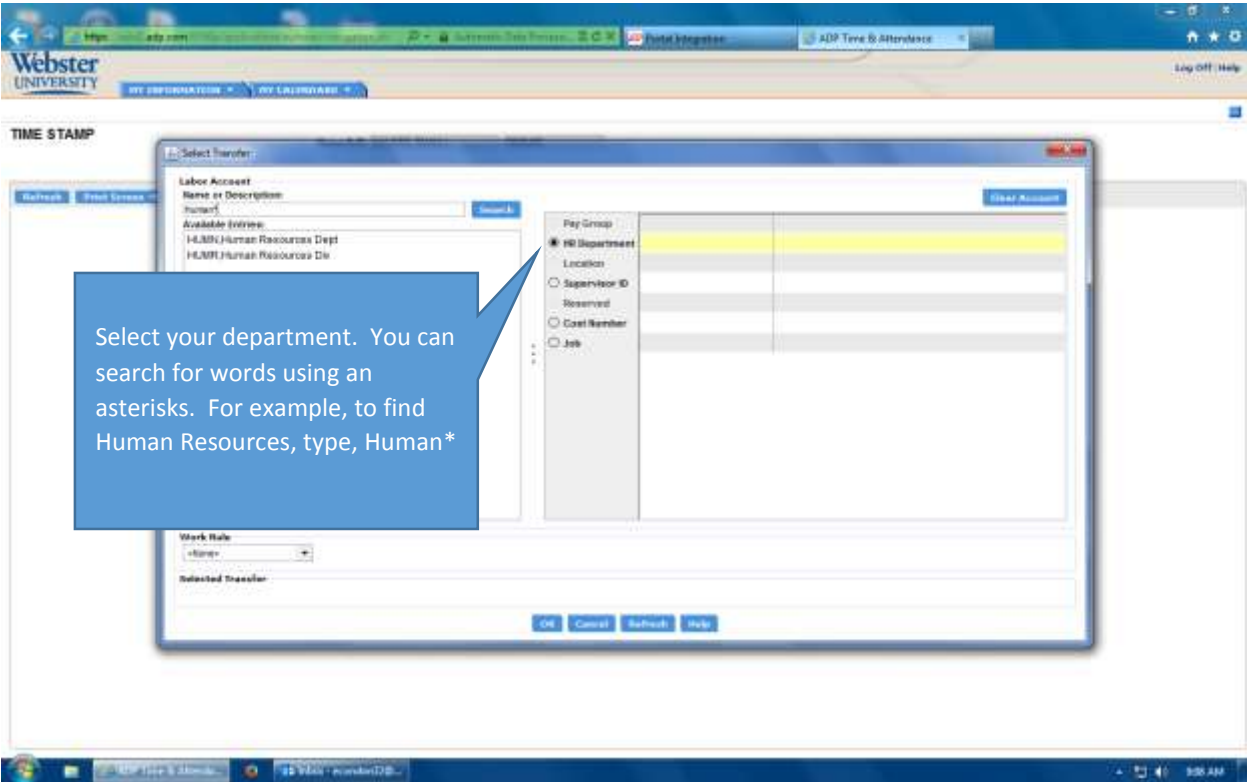


Student Employees,

If you have more than one job on campus, you will need to set up a transfer in e-time to your 2nd or 3rd position.



- 1.) From your E-time home page, select the drop down menu to start the transfer process. The system will remember your transfer settings, so you only need to do this once, or as needed.



- 2.) Select your HR department. You can search for departments using the asterisks function. For example, you could search for Human Resources Department by typing Human*.
- 3.) Next, search for your supervisor by name using the asterisks function. For example, type Casey* to search for Cecelia Casey. **If you do not select your supervisors name for your transfer, your supervisor will not be able to see your timecard and approve for payment.**

The screenshot shows the 'Select Transfer' window. The 'Labor Account' section has 'Name or Description' set to '10670052152068*' and a 'Search' button. The 'Available Entries' list contains '10670052152068, Human Resources FWS FY17'. The 'Cost Number' radio button is selected in the right-hand table. A blue callout box points to the 'Cost Number' row in the table with the text: 'Search for your department to find the cost number'.

<input type="radio"/> Pay Group		
<input type="radio"/> HR Department	HUMN	Human Resources Dept
<input type="radio"/> Location		
<input type="radio"/> Supervisor ID	2077542	CASEY, CECELIA L
<input type="radio"/> Reserved		
<input checked="" type="radio"/> Cost Number	10670052152068	Human Resources FWS FY17
<input type="radio"/> Job		

Work Rule: <None>

Selected Transfer: /HUMN//2077542//10670052152068/

Buttons: OK, Cancel, Refresh, Help

4.) Next, search for your department's cost number (basically an account number). For this option you would choose your department's name plus "FWS FY17."

The screenshot shows the 'Select Transfer' window. The 'Labor Account' section has 'Name or Description' set to '80019*' and a 'Search' button. The 'Available Entries' list contains '80019, Student Employee FWS'. The 'Job' radio button is selected in the right-hand table. A blue callout box points to the 'Job' row in the table with the text: 'Your job code is 80019.' Another blue callout box points to the 'Work Rule' dropdown menu with the text: 'Select your work rule transfer to your 2nd or 3rd position'.

<input type="radio"/> Pay Group		
<input type="radio"/> HR Department	HUMN	Human Resources Dept
<input type="radio"/> Location		
<input type="radio"/> Supervisor ID	2077542	CASEY, CECELIA L
<input type="radio"/> Reserved		
<input type="radio"/> Cost Number	10670052152068	Human Resources FWS FY17
<input checked="" type="radio"/> Job	80019	Student Employee FWS

Work Rule: Hrly Students 2nd Position

Selected Transfer: /HUMN//2077542//10670052152068/80019;Hrly Students 2nd Position

Buttons: OK, Cancel, Refresh, Help

- 5.) Your next option is to select the job code. You can search for "80019" to select Student Employee FWS. This tells the system that your additional job is a student employment Federal Work-Study (FWS) position.
- 6.) Your last step is to select your work rule transfer. Please select "Hrly Students 2nd position" or "Hrly Students 3rd position." This will tell the system that you have more than one position. There are pay rates associated with each work rule transfer.
- 7.) When you are done, please click OK. Remember, the system will remember your transfers that you have set up. You will need to choose your transfer every time you timestamp in for your second or third job.
- 8.) *****This is very important, when you timestamp in for your transfer position, the system will remember that you are in your transfer position. You do NOT need to select the transfer when you timestamp out. If you do select the transfer on your out punch, the system will create a double timestamp. This will need to be corrected by your supervisor or Student Employment.****