

Your department may choose to track worked hours to specific jobs. By default, your worked hours are tracked to your assigned primary job. However, you may be asked to work other jobs, or you may alternate between jobs on a regular basis. When your worked hours need to be applied to a job outside of your primary job, you will need to perform a job transfer to ensure that your worked hours are tracked properly.

In this document, you will learn how to transfer worked hours to a job outside of your primary job.

Performing job transfers – full day

- 1 Access the uTIME log on page at <http://uoft.me/myutime>.
- 2 Log in using your UTORid and password.
- 3 Access the **My Timecard** window.
- 4 In the timecard grid, click the cell for the applicable day.
- 5 From the drop-down list, select **Delete**.
- 6 Access **More > Add Row**.
- 7 In the newly added row, click the **Pay Code** cell.
- 8 From the **Pay Code** drop-down list, select the applicable pay code.
- 9 In the newly added row, click the **Transfer** cell.
- 10 From the drop-down list, select **Search**.
- 11 If applicable, make any necessary selections within the **Select Transfer** window.
- 12 Click **Advanced**.
- 13 From the **Add Job Transfer** drop-down list, select **select location(s)**.
- 14 Select the relevant job and then click the **right-facing arrow** to move the selection to the column on the right.
- 15 Click **Select**.
- 16 In the **Select Transfer** window, click **OK**.
- 17 In the timecard grid, click the cell associated with the transfer date.
- 18 Enter or select the duration of hours worked and then click **Save**.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21
Hours Worked		8:00	8:00	8:00	8:00	
<Enter Pay ...						
Schedule		8:00A...	9:00A...	9:00A...		
			8:00	8:00	8:00	

More

- Approve
- Remove Approval
- Add Row

Pay Code

- Personal
- Sick
- Vacation
- Hours Worked
- Hours Worked w

Transfer

.../503

Search

Note
If you have recently performed a job transfer, those options will be available within the drop-down list.

Select Transfer

Add Labor Level

Division

Facility

Department

Cost Center

Job

Clear All

Advanced

OK Cancel

Note

- The As of Date defaults to today's date and shows the selections available as of that date.
- Contact your manager if the required selection is not available to you.

Select Locations

As of Date: 2/24/2014

Clear Locations

QA 11/10/2008 - Forever

- QAE
- QAM
- QAS

Select

Cancel

Performing job transfers – partial day

1 Access the **My Timecard** window.

2 Click the cell for the applicable day.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21
Hours Worked		8:00	8:00	8:00	8:00	
<Enter Pay ...						
Schedule		9:00A...	9:00A...	9:00A...		
Daily Totals		8:00	8:00	8:00	8:00	

3 From the drop-down list, select **Delete**.

4 In the same cell, enter the duration of hours worked and then press Tab.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21
Hours Worked		8:00	8:00	8:00	3:00	8:00

5 Access **More > Add Row**.

More > Add Row

6 In the newly added row, click the **Pay Code** cell.

Pay Code

- Personal
- Sick
- Vacation
- Hours Worked
- Hours Worked w

7 From the **Pay Code** drop-down list, select the applicable pay code.

8 In the newly added row, click the **Transfer** cell.

Transfer

- ...QAE
- ...402/
- ...402/
- .../503
- Search

9 From the **Transfer** drop-down list, select the option associated with the transfer type.

10 Click the cell for the relevant day.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21
Hours Worked		8:00	8:00	8:00	4:00	8:00
Hours Worked	.../QAE				4	

11 Enter or select the duration of hours worked and then press Tab.

12 Click **Save**.

Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total
Hours Worked		8:00	8:00	8:00	3:00	8:00			35:00
Hours Worked	QAE				5:00				5:00
<Enter Pay ...									
Schedule		9:00A...	9:00A...	9:00A...	9:00A...	9:00A...			
Daily Totals		8:00	8:00	8:00	8:00	8:00			40:00