

How to Add Multiple Indexes to an Employee's Timecard

This SOP explains how supervisors/managers assign one or multiple indexes to an employee's timecard when hours need to be split across different indexes.



Tip!

Applying Multiple Transfers (Important)

- **Only one transfer/index can be applied to each In/Out punch segment.**
- If time needs to be charged to **multiple indexes**, the **hours must be split into separate time segments.**
- Each segment should reflect the portion of time that applies to a specific index.
- Time can be split **as many times as needed** to ensure expenses are allocated correctly.

Example

If an employee worked **8:00 a.m. – 4:00 p.m.** (8 hours total) and:

- **25%** of the time needs to be charged to **Index A**
- **75%** of the time needs to be charged to **Index B**

The time entry should be split as follows:

- **8:00 a.m. – 10:00 a.m.** → Apply **Index A**
- **10:01 a.m. – 4:00 p.m.** → Apply **Index B**

1 Open the **Employee's Timecard**.

To split hours in a shift across different indexes, select the Transfer cell next to that segment of punches, then select Search. You can use the **plus** button to the left of the date to add additional rows if more than two indexes need to be used. Example: 8:00 a.m.–12:00 p.m. will be paid on Index 1, 1:00 p.m.–2:00 p.m. on Index 2, and 2:01 p.m.–5:00 p.m. on Index 3.

		Date	Schedule	Absence	In	Out	Transfer	In	Out	Tran:
+	⊖	Sat 3/07								
+	⊖	Sun 3/08								
+	⊖	Mon 3/09			8:00 AM	12:00 PM		1:00 PM	5:00 PM	
+	⊖	Tue 3/10								
+	⊖	Wed 3/11								
+	⊖	Thu 3/12								
+	⊖	Fri 3/13								
+	⊖	Sat 3/14								
+	⊖	Sun 3/15								
+	⊖	Mon 3/16			8:00 AM					
+	⊖	Tue 3/17								
+	⊖	Wed 3/18								

2 In the **Transfer** column, select **Search**.

Employee SNEOD, testSN ⓘ 100000005 < 2 of 2 > Previous Pay Period 2 Employee(s) selected Loaded: 1:49 PM

List view Zoom Approve Remove approval Sign-off Analyze Go to Share View pending Calculate totals Save

		Date	Schedule	Absence	In	Out	Transfer	In	Out	Tran:
+	⊖	Sat 3/07								
+	⊖	Sun 3/08								
+	⊖	Mon 3/09			8:00 AM	12:00 PM	Choose:	1:00 PM	5:00 PM	
+	⊖	Tue 3/10					Jury Duty; Search...			
+	⊖	Wed 3/11								
+	⊖	Thu 3/12								
+	⊖	Fri 3/13								
+	⊖	Sat 3/14								
+	⊖	Sun 3/15								
+	⊖	Mon 3/16			8:00 AM					
+	⊖	Tue 3/17								
+	⊖	Wed 3/18								

3 Click **Add Labor Category**.

Employee SNEOD, testSN ⓘ 100000005 < 2 of 2 > Previous Pay Period 2 Employee(s) selected Loaded: 1:49 PM

List view Zoom Approve Remove approval Sign-off Analyze Go to Share View pending Calculate totals Save

		Date	Schedule	Absence	In	Out	Transfer
+	⊖	Sat 3/07					
+	⊖	Sun 3/08					
+	⊖	Mon 3/09			8:00 AM	12:00 PM	Choose:
+	⊖	Tue 3/10					Jury Duty; Search...
+	⊖	Wed 3/11					
+	⊖	Thu 3/12					
+	⊖	Fri 3/13					
+	⊖	Sat 3/14					
+	⊖	Sun 3/15					
+	⊖	Mon 3/16			8:00 AM		
+	⊖	Tue 3/17					

SNEOD, testSN
Primary location UNM/ADF-Human Resources HR/730A-Human Resources/730...
Work rule None ⓘ
Cost center None
Labor categories ,
 Add work rule Add labor category

4 Click **Add Index**.

The screenshot shows the LoboTime Employee timecards interface. The top bar includes the LoboTime logo and the text 'Employee timecards'. Below the top bar, there is a header section with 'Employee' (SNEOD, testSN), a user ID '100000005', and a page indicator '2 of 2'. A toolbar contains icons for List view, Zoom, Approve, Remove approval, Sign-off, Analyze, and Go to. The main area is a table with columns: Date, Schedule, Absence, In, Out, and Transfer. The table shows dates from Sat 3/07 to Mon 3/16. The 'Transfer' column has a dropdown menu open, showing 'Add Index' (highlighted with an orange circle) and 'Add Category'. Below the table, there is a 'Quick links' section with a 'Work rule' link.

		Date	Schedule	Absence	In	Out	Transfer
+	⊖	Sat 3/07					
+	⊖	Sun 3/08					
+	⊖	Mon 3/09			8:00 AM	12:00 PM	Choose:
+	⊖	Tue 3/10					Jury Duty;
+	⊖	Wed 3/11					Search...
+	⊖	Thu 3/12					
+	⊖	Fri 3/13					
+	⊖	Sat 3/14					
+	⊖	Sun 3/15					
+	⊖	Mon 3/16			8:00 AM		

5 Select **Index**.

The screenshot shows the LoboTime Employee timecards interface. The top bar includes the LoboTime logo and the text 'Employee timecards'. Below the top bar, there is a header section with 'Employee' (SNEOD, testSN), a user ID '100000005', and a page indicator '2 of 2'. A toolbar contains icons for List view, Zoom, Approve, Remove approval, Sign-off, Analyze, and Go to. The main area is a table with columns: Date, Schedule, Absence, In, Out, and Transfer. The table shows dates from Sat 3/07 to Mon 3/16. The 'Transfer' column has a dropdown menu open, showing 'Add Index' (highlighted with an orange circle) and 'Add Category'. Below the table, there is a 'Quick links' section with a 'Work rule' link.

		Date	Schedule	Absence	In	Out	Transfer
+	⊖	Sat 3/07					
+	⊖	Sun 3/08					
+	⊖	Mon 3/09			8:00 AM	12:00 PM	Choose:
+	⊖	Tue 3/10					Jury Duty;
+	⊖	Wed 3/11					Search...
+	⊖	Thu 3/12					
+	⊖	Fri 3/13					
+	⊖	Sat 3/14					
+	⊖	Sun 3/15					
+	⊖	Mon 3/16			8:00 AM		

6 Click **ok**.

		Date	Schedule	Absence	In	Out	Transfer
+	⊖	Sat 3/07					
+	⊖	Sun 3/08					
+	⊖	Mon 3/09			8:00 AM	12:00 PM	Choose:
+	⊖	Tue 3/10					⋮ Jury Duty; Search...
+	⊖	Wed 3/11					
+	⊖	Thu 3/12					
+	⊖	Fri 3/13					
+	⊖	Sat 3/14					
+	⊖	Sun 3/15					
+	⊖	Mon 3/16			8:00 AM		
+	⊖	Tue 3/17					
+	⊖	Wed 3/18					
+	⊖	Thu 3/19					
		Totals		Accruals			

Back

Ok

7 Click **Apply**.

		Date	Schedule	Absence	In	Out	Transfer
+	⊖	Sat 3/07					
+	⊖	Sun 3/08					
+	⊖	Mon 3/09			8:00 AM	12:00 PM	Choose:
+	⊖	Tue 3/10					⋮ Jury Duty; Search...
+	⊖	Wed 3/11					
+	⊖	Thu 3/12					
+	⊖	Fri 3/13					
+	⊖	Sat 3/14					
+	⊖	Sun 3/15					
+	⊖	Mon 3/16			8:00 AM		
+	⊖	Tue 3/17					
+	⊖	Wed 3/18					
+	⊖	Thu 3/19					
		Totals		Accruals			

Work rule: None

Cost center: None

Labor categories: ,

⋮ Add work rule

Labor categories

Index

010001

161231-ADVISING-General Activi

⋮ Add labor category

Cancel

Apply

8 Click **Save**.

LoboTime Employee timecards

Employee: SNEOD, testSN 100000005 < 2 of 2 > Previous Pay Period 2 Employee(s) selected Loaded: 1:49 PM

List view Zoom Approve Remove approval Sign-off Analyze Go to Share View pending Calculate totals **Save**

		Date	In	Out	Transfer	In	Out	Transfer	Pay code	Amount
+	⊖	Sat 3/07								
+	⊖	Sun 3/08								
+	⊖	Mon 3/09	8:00 AM	12:00 PM	:::010001,;	1:00 PM	5:00 PM			
+	⊖	Tue 3/10								
+	⊖	Wed 3/11								
+	⊖	Thu 3/12								
+	⊖	Fri 3/13								
+	⊖	Sat 3/14								
+	⊖	Sun 3/15								
+	⊖	Mon 3/16	8:00 AM						Sick Leave	8.00

9 If it has to be split by a certain amount of hours select the Transfer cell next to that segment of punches, then select search.

Note: When splitting time between multiple indexes on the same day, the In-Out times shown to the left of the last transfer column determine the time range that index will apply to.

List view Zoom Approve Remove approval Sign-off Analyze Go to Share View pending Calculate totals **Save**

		Date	In	Out	Transfer	In	Out	Transfer	Pay code	Amount
+	⊖	Sat 3/07								
+	⊖	Sun 3/08								
+	⊖	Mon 3/09	8:00 AM	12:00 PM	:::010001,;	1:00 PM	5:00 PM	Choose:		
+	⊖	Tue 3/10						:::010001,;		
+	⊖	Wed 3/11						Jury Duty		
+	⊖	Thu 3/12						Search...		
+	⊖	Fri 3/13								
+	⊖	Sat 3/14								
+	⊖	Sun 3/15								
+	⊖	Mon 3/16	8:00 AM						Sick Leave	
+	⊖	Tue 3/17								
+	⊖	Wed 3/18								
+	⊖	Thu 3/19								

10 Click **Add Labor Category**.

The screenshot shows the LoboTime Employee timecards interface. The top bar includes the LoboTime logo, 'Employee timecards', and a user profile dropdown for 'SNEOD, testSN'. Below the top bar is a navigation menu with icons for List view, Zoom, Approve, Remove approval, Sign-off, Analyze, and Go to. The main area displays a table with columns for Date, In, Out, Transfer, In, and Out. The table contains data for dates from Sat 3/07 to Tue 3/17. The 'Transfer' column for Mon 3/09 shows ';;010001;'. The 'In' column for Mon 3/16 shows '8:00 AM'. On the right side, there is a sidebar for 'SNEOD, testSN' with fields for Primary location, Work rule, Cost center, and Labor categories. The 'Add labor category' button is highlighted with an orange circle.

		Date	In	Out	Transfer	In	Out
+	-	Sat 3/07					
+	-	Sun 3/08					
+	-	Mon 3/09	8:00 AM	12:00 PM	;;010001;	1:00 PM	5:00 PM
+	-	Tue 3/10					
+	-	Wed 3/11					
+	-	Thu 3/12					
+	-	Fri 3/13					
+	-	Sat 3/14					
+	-	Sun 3/15					
+	-	Mon 3/16	8:00 AM				
+	-	Tue 3/17					

11 Click **Add Index**.

The screenshot shows the LoboTime Employee timecards interface. The top bar includes the LoboTime logo, 'Employee timecards', and a user profile dropdown for 'SNEOD, testSN'. Below the top bar is a navigation menu with icons for List view, Zoom, Approve, Remove approval, Sign-off, Analyze, and Go to. The main area displays a table with columns for Date, In, Out, Transfer, In, and Out. The table contains data for dates from Sat 3/07 to Mon 3/16. The 'Transfer' column for Mon 3/09 shows ';;010001;'. The 'In' column for Mon 3/16 shows '8:00 AM'. On the right side, there is a sidebar for 'SNEOD, testSN' with fields for Primary location, Work rule, Cost center, and Labor categories. The 'Add labor category' button is highlighted with an orange circle.

		Date	In	Out	Transfer	In	Out
+	-	Sat 3/07					
+	-	Sun 3/08					
+	-	Mon 3/09	8:00 AM	12:00 PM	;;010001;	1:00 PM	5:00 PM
+	-	Tue 3/10					
+	-	Wed 3/11					
+	-	Thu 3/12					
+	-	Fri 3/13					
+	-	Sat 3/14					
+	-	Sun 3/15					
+	-	Mon 3/16	8:00 AM				

12 Choose Index.

LoboTime

Employee timecards

Employee

SNEOD, testSN

100000005

2 of 2

Previous Pay Period

List view

Zoom

Approve

Remove approval

Sign-off

Analyze

Go to

		Date	In	Out	Transfer	In	Out
+	⊖	Sat 3/07					
+	⊖	Sun 3/08					
+	⊖	Mon 3/09	8:00 AM	12:00 PM	:::010001,;	1:00 PM	5:00 PM
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+	⊖	Wed 3/11					
+	⊖	Thu 3/12					
+	⊖	Fri 3/13					
+	⊖	Sat 3/14					
+	⊖	Sun 3/15					
+	⊖	Mon 3/16	8:00 AM				

Transfer

Labor categories

+

Add Index

11

Refine search for more results

161111-INSTRUCTION AD-General Activ

008111

71390-FY17 Instructional Materials

008211

72350-FY25 TANF ABE

009011

CASA Student Tutoring Center

Work rule

13 Click ok.

LoboTime

Employee timecards

Employee

SNEOD, testSN

100000005

2 of 2

Previous Pay Period

List view

Zoom

Approve

Remove approval

Sign-off

Analyze

Go to

		Date	In	Out	Transfer	In	Out
+	⊖	Sat 3/07					
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+	⊖	Mon 3/09	8:00 AM	12:00 PM	:::010001,;	1:00 PM	5:00 PM
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+	⊖	Wed 3/11					
+	⊖	Thu 3/12					
+	⊖	Fri 3/13					
+	⊖	Sat 3/14					
+	⊖	Sun 3/15					
+	⊖	Mon 3/16	8:00 AM				
+	⊖	Tue 3/17					
+	⊖	Wed 3/18					
+	⊖	Thu 3/19					

Totals

Accruals

+

Add Category

Quick links

Work rule

Back

Ok

14 Click **Apply**.

		Date	In	Out	Transfer	In	Out
+	⊖	Sat 3/07					
+	⊖	Sun 3/08					
+	⊖	Mon 3/09	8:00 AM	12:00 PM	:::010001,;	1:00 PM	5:00 PM
+	⊖	Tue 3/10					
+	⊖	Wed 3/11					
+	⊖	Thu 3/12					
+	⊖	Fri 3/13					
+	⊖	Sat 3/14					
+	⊖	Sun 3/15					
+	⊖	Mon 3/16	8:00 AM				
+	⊖	Tue 3/17					
+	⊖	Wed 3/18					
+	⊖	Thu 3/19					

Work rule None ⓘ

Cost center None

Labor categories ,

+ Add work rule ▾

Labor categories

Index

008116 ⓘ ⊖

71390-FY17 Instructional Materials

+ Add labor category

Cancel Apply

15 Click **Save**.

☰ 🏠 **LoboTime** Employee timecards
🔍 ⓘ 🔔

Employee 👤 SNEOD, testSN ⓘ 100000005 < 2 of 2 >
📅 Previous Pay Period
👥 2 Employee(s) selected
🔄 Loaded: 1:49 PM

List view Zoom Approve Remove approval Sign-off Analyze Go to
Share View pending Calculate totals Save

		Date	In	Out	Transfer	In	Out	Transfer	Pay code	Amour
+	⊖	Sat 3/07								
+	⊖	Sun 3/08								
+	⊖	Mon 3/09	8:00 AM	12:00 PM	:::010001,;	1:00 PM	5:00 PM	:::008116,;	▾	
+	⊖	Tue 3/10								
+	⊖	Wed 3/11								
+	⊖	Thu 3/12								
+	⊖	Fri 3/13								
+	⊖	Sat 3/14								
+	⊖	Sun 3/15								
+	⊖	Mon 3/16	8:00 AM						Sick Leave	

16 NOTE: Student Employment / Work Study Index Allocation (Important)

Student Employment manages the **75% federal/state work study index and 25% department index** allocation on the job records of eligible student employees. LoboTime cannot automatically apply this allocation when a department needs to **override the department index** on a timecard. In these situations, the department is responsible for **manually calculating and assigning time** to each index.

17 To verify that the index applied correctly, select any cell within that day's row. Once a cell is selected, open the **Totals** tab at the bottom of the timecard and switch the first dropdown to **Daily** view. This will display the corresponding shift, amount of hours, and the index.