

4.6.c. Org Manager Job Aid: How to Transfer a Labor Index for Exempt Employees only

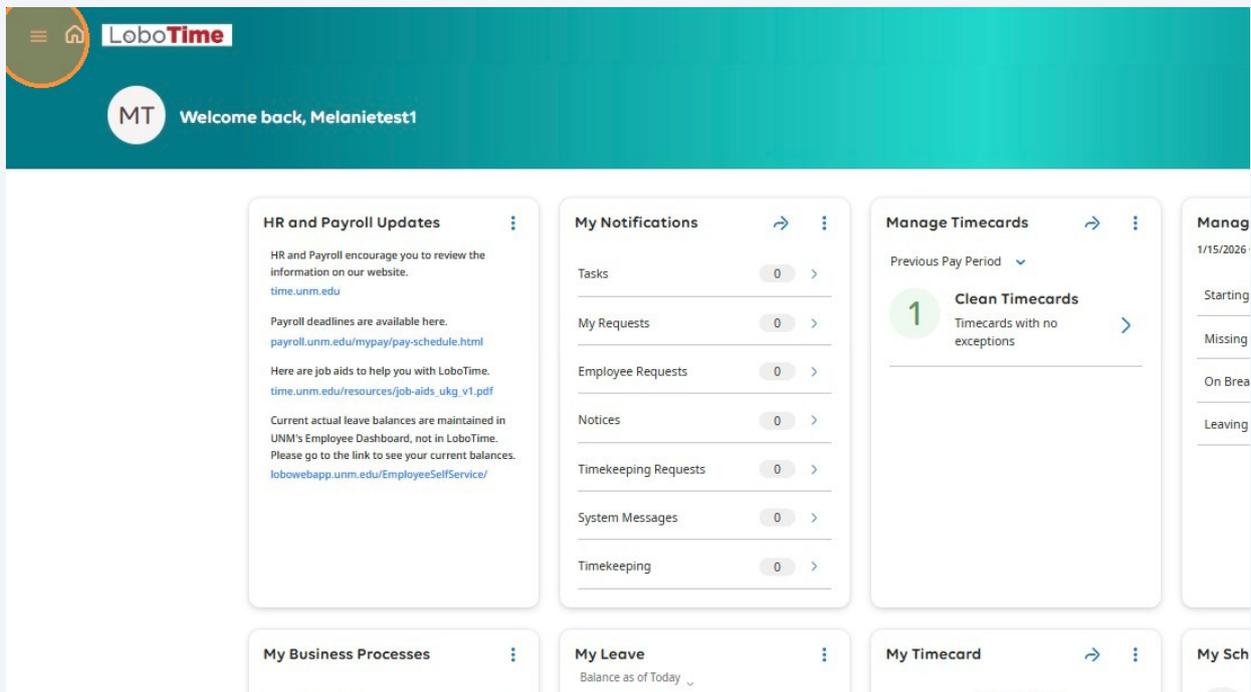
There is only one way to enter a labor index transfer for an exempt employee. This can only be done on the timecard because exempt employees do not have schedules entered in the system.



Labor index transfers should occur only if the labor distribution for an employee in Banner needs to be temporarily modified. If the labor distribution for an employee in Banner is not accurate, it should be corrected via Labor Distribution EPAF. LoboTime will automatically apply the labor distribution for each employee as entered in Banner.

1 Login to LoboTime. Click on the three stacked bars in the upper left corner.

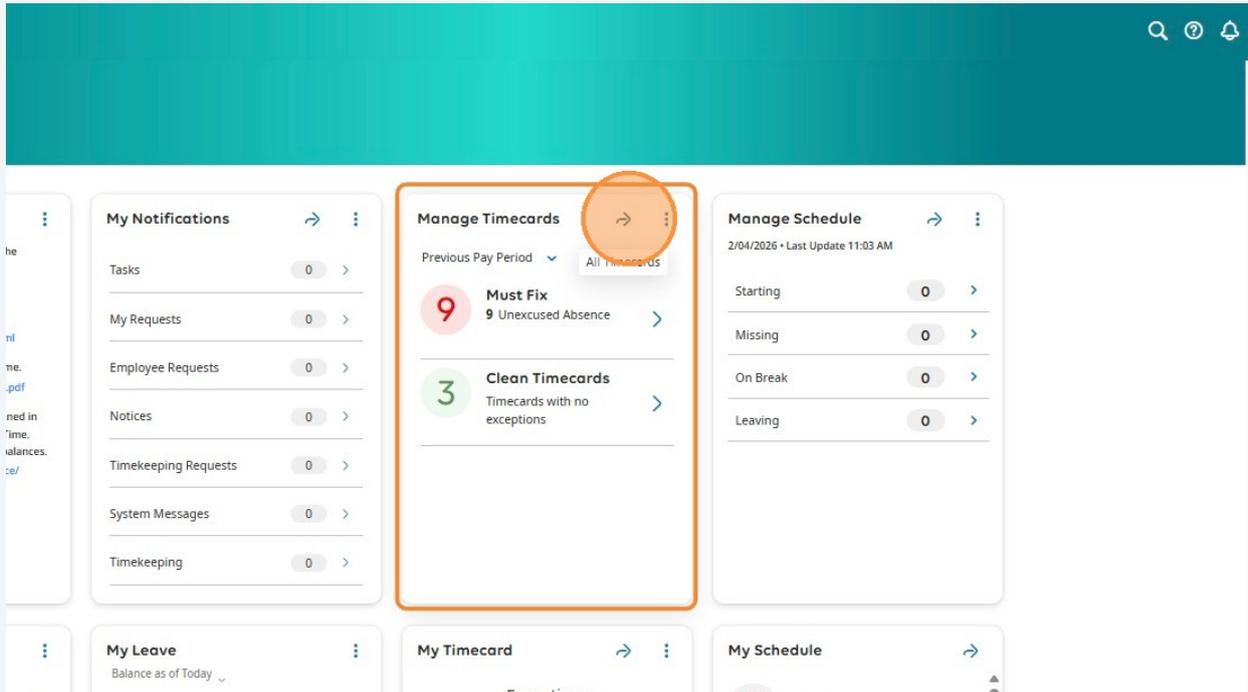
For instructions on logging into LoboTime, refer to *Supervisor Job Aid: General Access & Dashboard*.



The following steps show how to create a labor index transfer via timecard. **Index transfers for exempt employees can only be done via the timecard.**

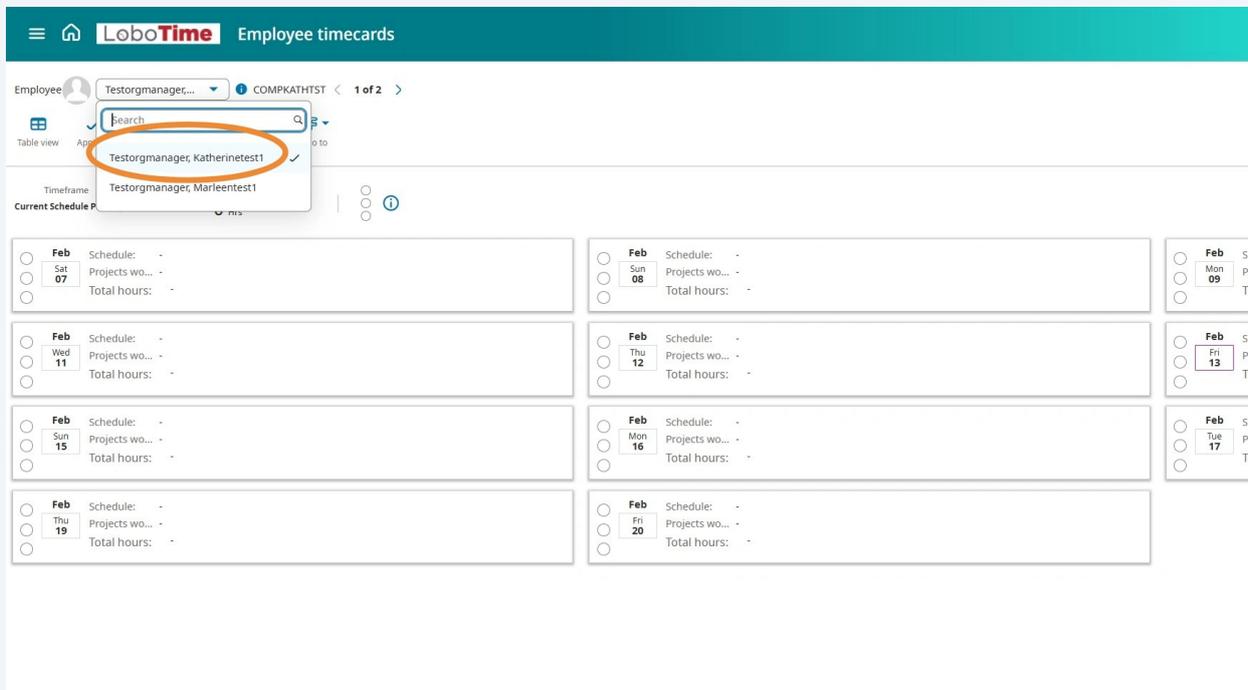
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To create a labor index transfer for exempt employees, navigate to all employee timecards by clicking on the arrow in the 'Manage Timecards' tile.



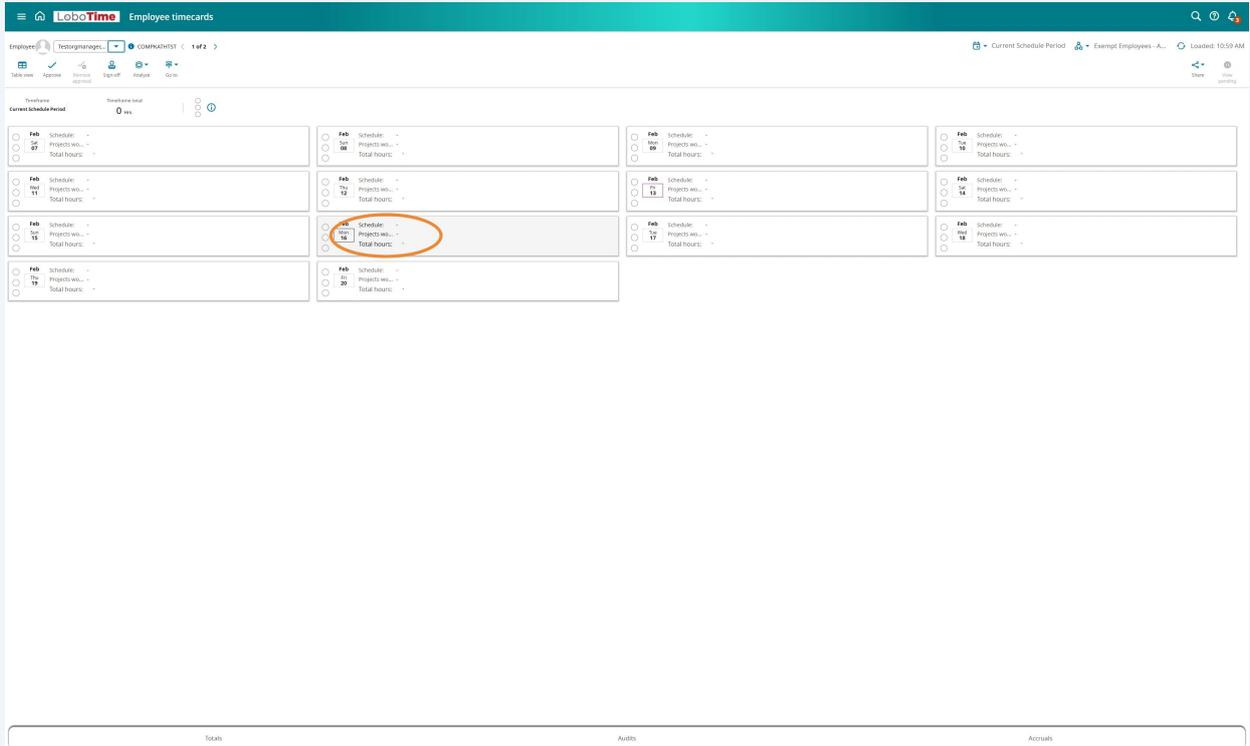
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Click the down arrow of the dropdown menu to select the appropriate employee.



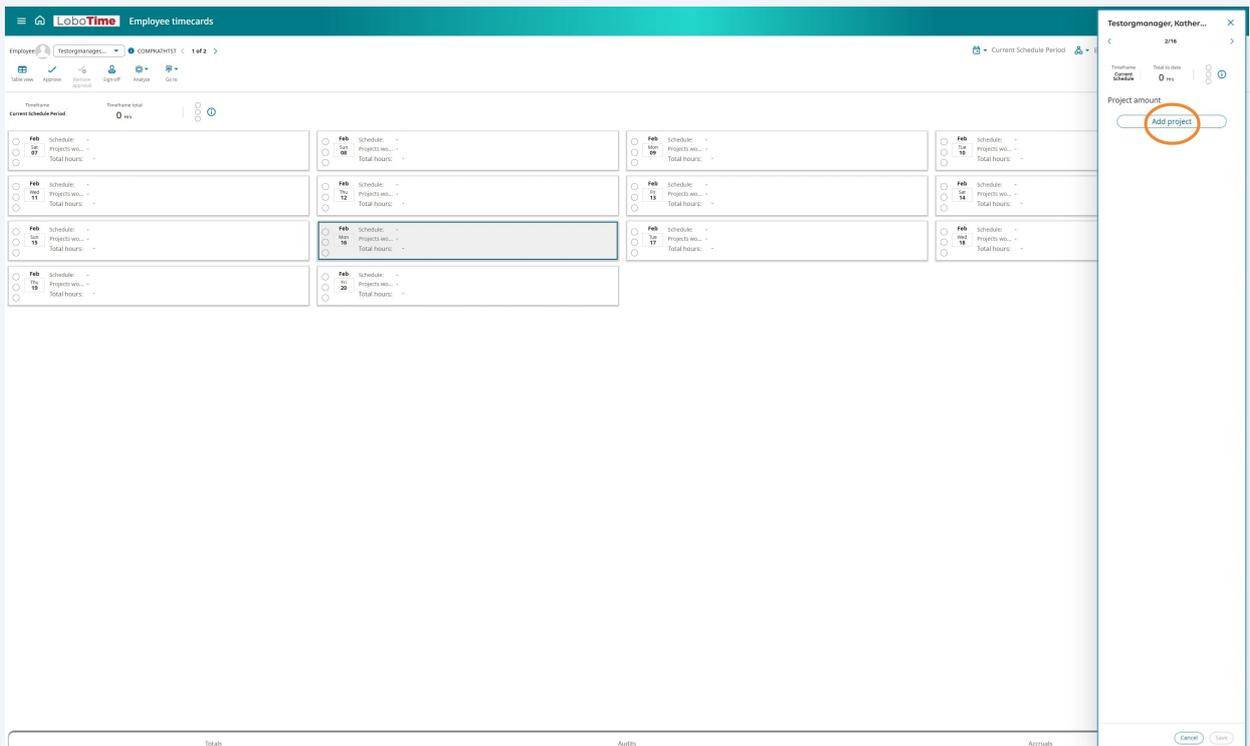
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Once selected, find the appropriate date and click in the cell that needs to have a different index. In this example, the index for Monday, February 16 needs to be changed.



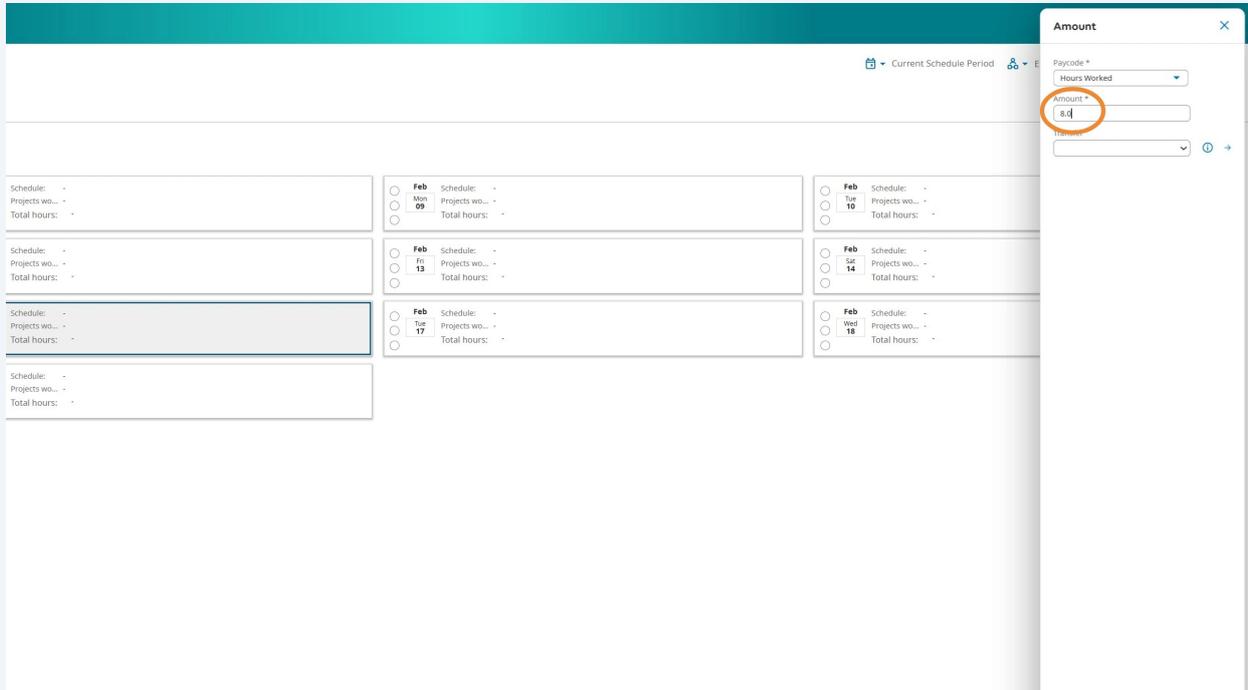
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A pop-up will appear, click 'Add Project.'



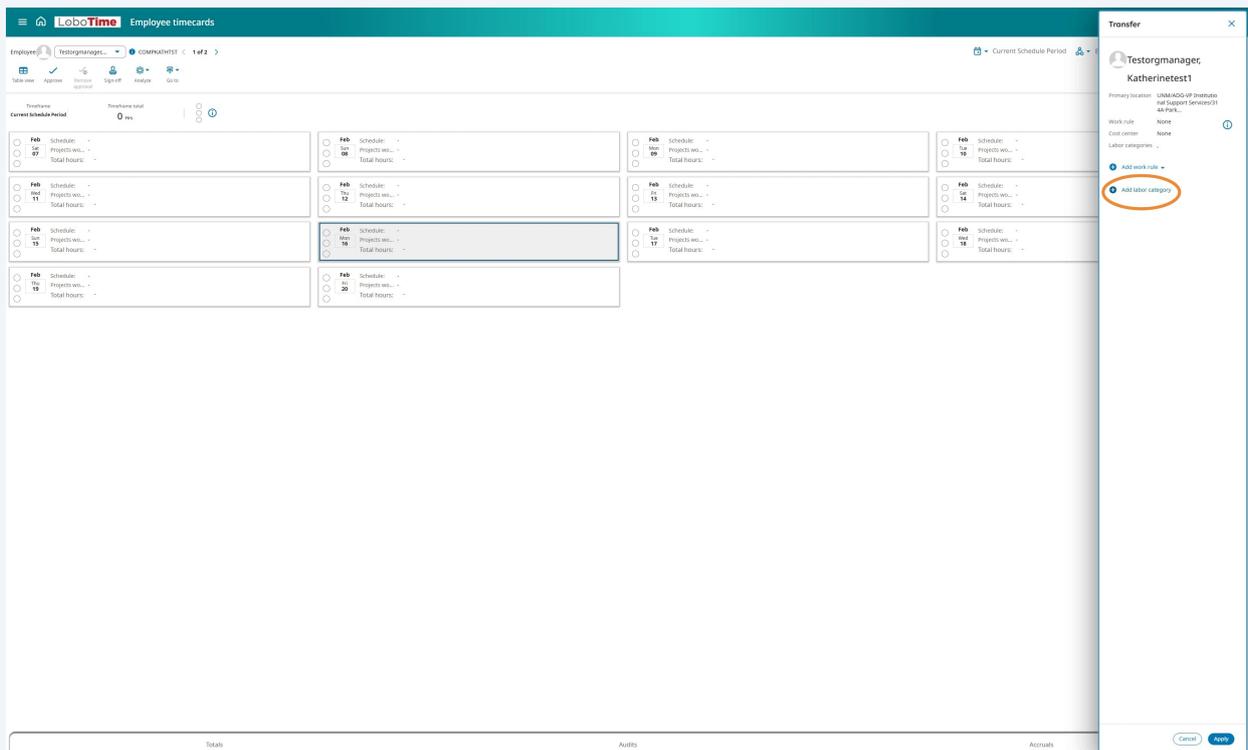
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The Paycode auto defaults to 'Hours Worked.' Enter the 'Amount' of hours that need to be transferred.



7

Click on 'Add labor category'.



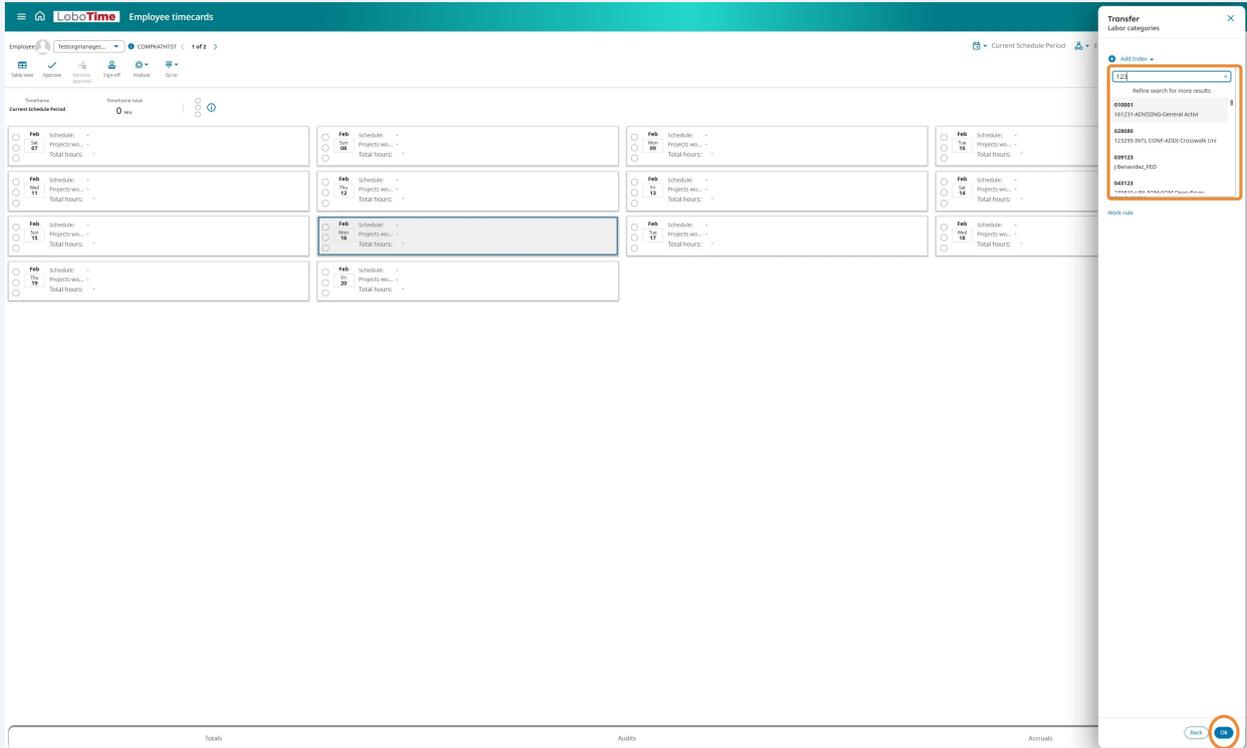
8

Click on 'Add Index'.

The screenshot displays a software interface with a teal header bar. Below the header, there is a navigation area with a calendar icon and the text 'Current Schedule Period'. The main area contains a grid of calendar cards for the month of February, with dates from the 9th to the 18th. Each card includes a radio button, the date, and fields for 'Schedule', 'Projects wo...', and 'Total hours'. On the right side, a sidebar titled 'Transfer Labor categories' is open. It features a close button (X) in the top right corner. Below the title, there are two buttons: 'Add Index' and 'Add Category', both with a plus icon and a dropdown arrow. The 'Add Index' button is circled in orange. Below these buttons, there are sections for 'Quick links' and 'Work rule'.

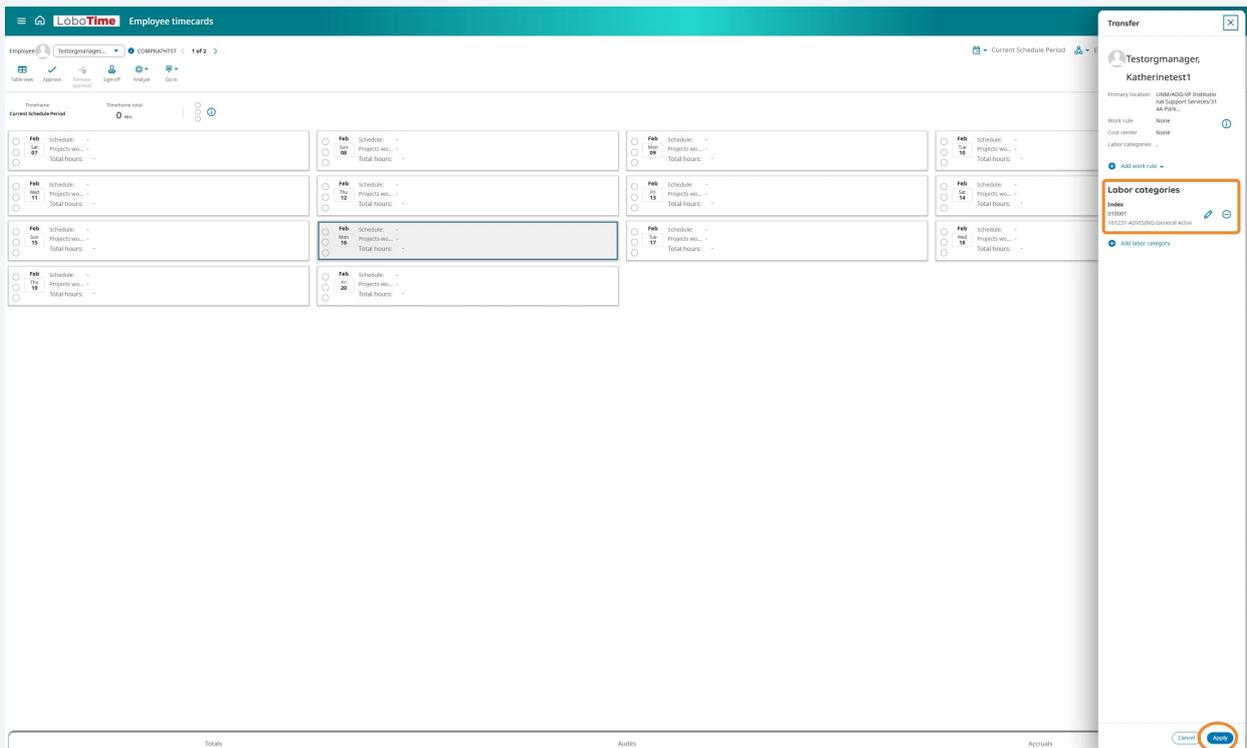
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The search function works with numbers or keywords. Type in the necessary information to find the correct index and select it. Once the correct index has been selected, click 'Ok'.



10

Once an index has been selected, it will display in grey under the Index header. Once the correct index is showing under the Index header, click 'Apply'.



11 Click 'Submit'

The screenshot displays the LoboTime Employee timecards interface. The main area shows a grid of daily timecard entries for February, with columns for dates from Feb 27 to Feb 29. Each entry includes fields for 'Schedule', 'Project wo...', and 'Total hours'. The entry for Feb 28 is highlighted. On the right side, an 'Amount' modal window is open, showing fields for 'Paycode', 'Hours Worked', 'Amount', and 'Transfer'. The 'Amount' field contains the value '6.00'. At the bottom right of the modal, there are 'Cancel' and 'Apply' buttons.

Date	Schedule	Project wo...	Total hours
Feb 27	-	-	-
Feb 28	-	-	-
Feb 29	-	-	-

12 Click 'Save'

Be sure to click 'Save' to save the index change. If 'Save' is not clicked, the index changes will not be saved.

The screenshot displays the LoboTime Employee timecards interface. The main area shows a grid of timecard entries for February 2018, with columns for dates from Feb 27 to Feb 22. Each entry includes fields for 'Schedule', 'Project w...', and 'Total hours'. The entry for Feb 16 is highlighted. On the right, a sidebar shows project details for 'Testorgmanager, Kather...' with a project amount of 8.00 and an 'Add project' button. The bottom of the interface has tabs for 'Totals', 'Audits', and 'Accruals', and a 'Save' button is visible in the bottom right corner.

13

The hours will display in the cell for the date hours were transferred through the index change.

--End--

The screenshot displays the LoboTime Employee Timecards interface. At the top, the header shows 'LoboTime Employee timecards' and 'Employee: Testmgrmgr...'. Below the header, there are navigation icons and a 'Current Schedule Period' dropdown. The main area is a grid of timecard entries for the month of February. Each entry includes a date, a schedule type, and a total hours value. The entry for February 16th is highlighted with an orange border, showing a total of 8.00 hours. At the bottom of the grid, there are labels for 'Totals', 'Averages', and 'Accruals'.

Date	Schedule	Projects	Total hours
Feb 07	Schedule	-	-
Feb 08	Schedule	-	-
Feb 09	Schedule	-	-
Feb 10	Schedule	-	-
Feb 11	Schedule	-	-
Feb 12	Schedule	-	-
Feb 13	Schedule	-	-
Feb 14	Schedule	-	-
Feb 15	Schedule	-	-
Feb 16	Schedule	1	8.00
Feb 17	Schedule	-	-
Feb 18	Schedule	-	-
Feb 19	Schedule	-	-
Feb 20	Schedule	-	-