

Approving Time in ADP for Students Working Multiple Jobs

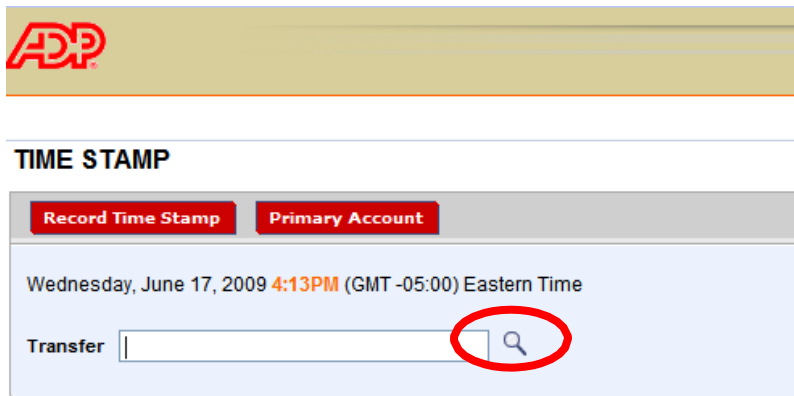
Supervisor Information

When a student works more than one job on campus, both jobs are automatically billed to the primary account unless the student transfers the second job to the correct account.

If the student works in more than one UWG job, the student should “Transfer Jobs” so the hours worked are charged to the appropriate department. A student should only “Transfer” when he/she is working his/her second job and should only do this when he/she punches in. There is no need to “Transfer” when punching out. Additionally, there is no need for the student to “Transfer” when working his/her primary job (simply time stamp in and out).

Student Employee Instructions

Before a student punches in for his/her “second job” he/she must “Transfer” to that job so ADP knows which account to pay from. To do this, click on the magnifying glass icon.




ADP

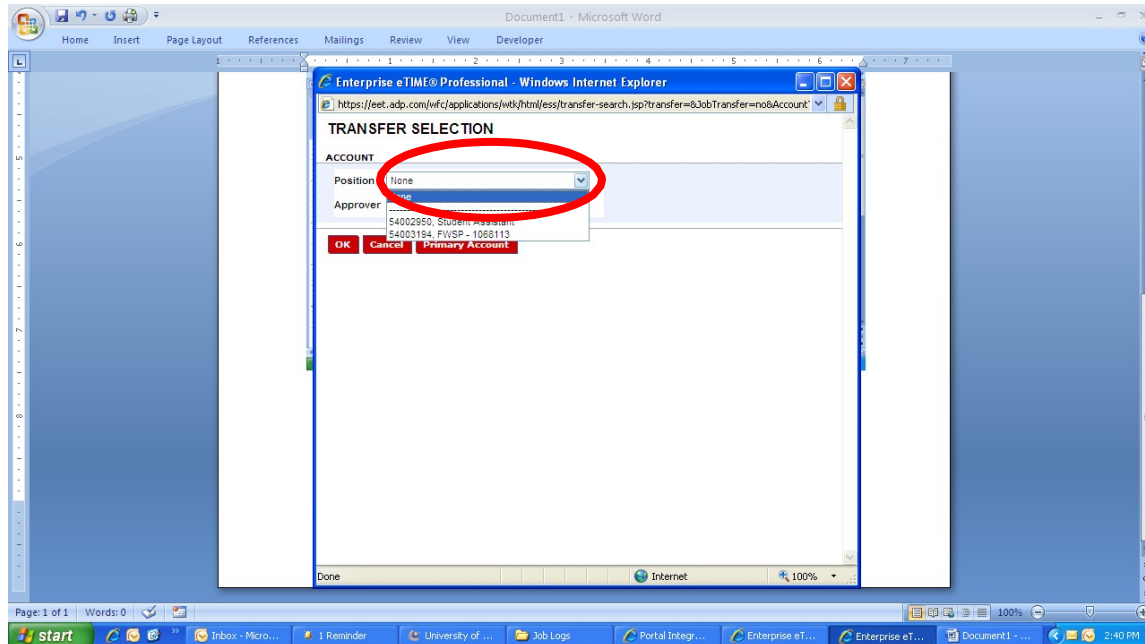
TIME STAMP

Record Time Stamp Primary Account

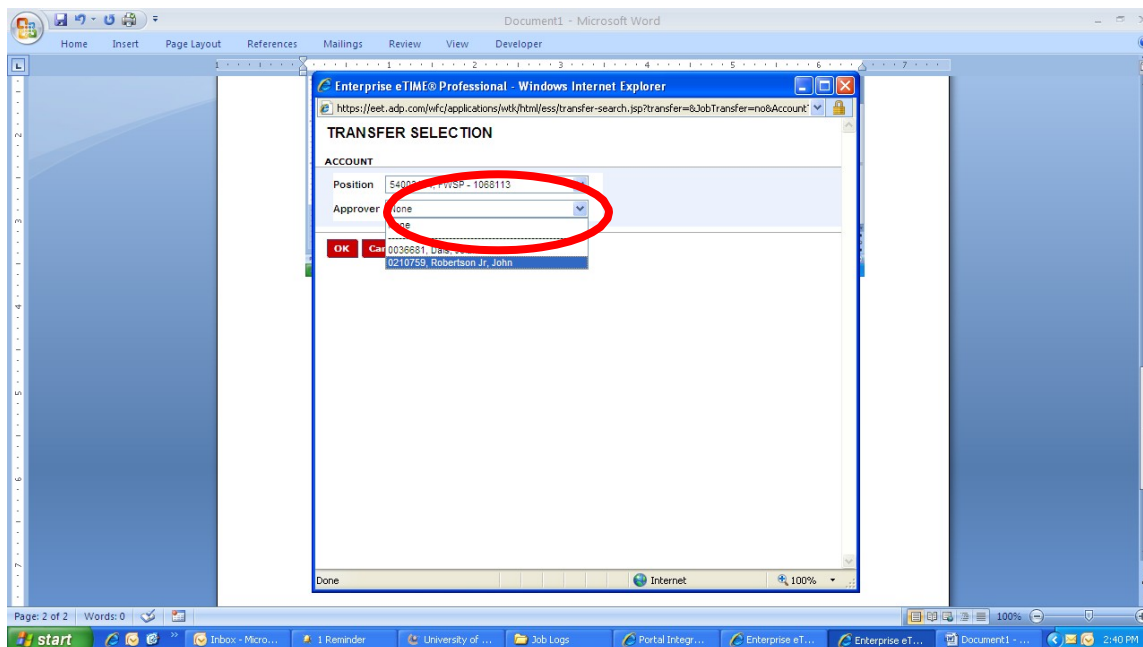
Wednesday, June 17, 2009 4:13PM (GMT -05:00) Eastern Time

Transfer 

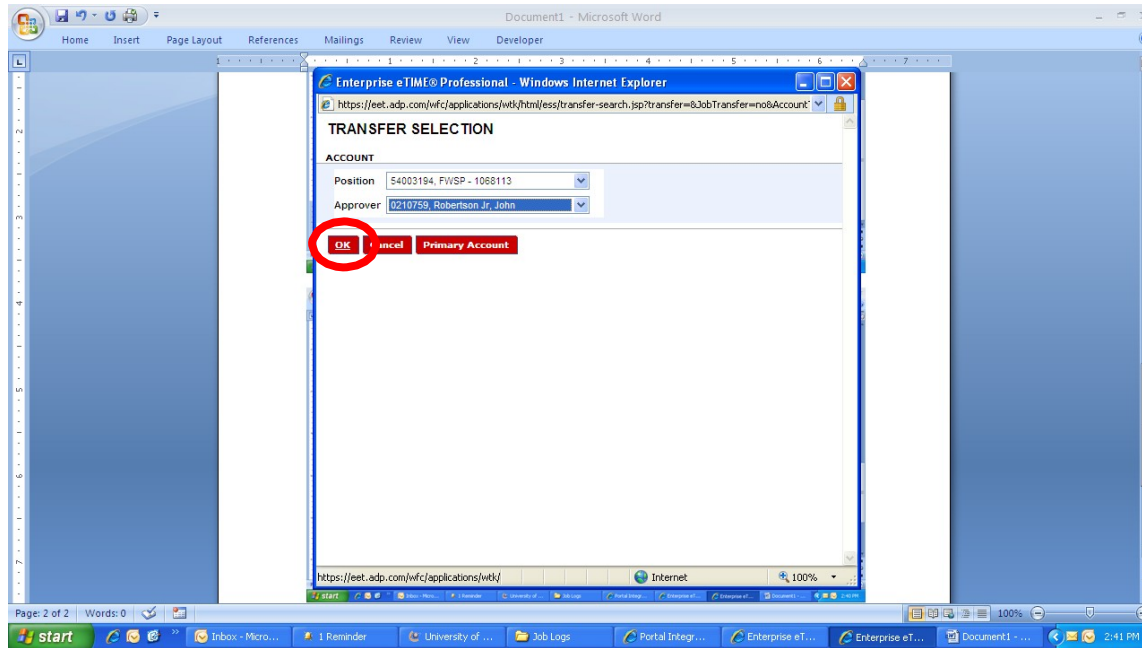
In the pop up box, click on the dropdown arrow for the position and select the secondary position number.



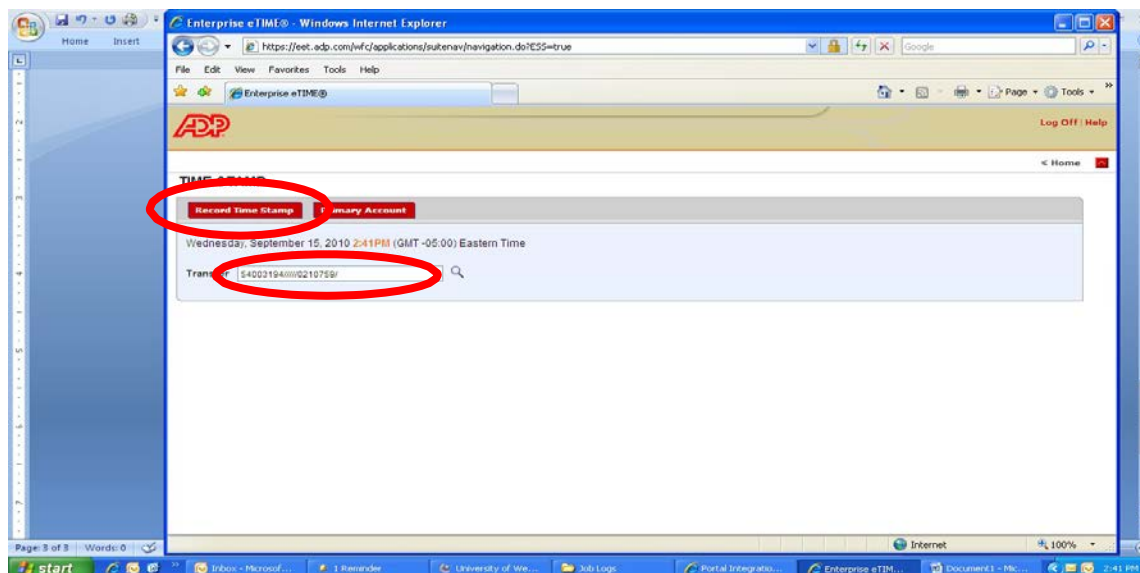
Use the drop down to choose the appropriate approver (the ADP supervisor for the second position).



Click OK



Once the student has an account number in the Transfer box the student has transferred into the Secondary Job and can record the time stamp. Click on “Record Time Stamp.”



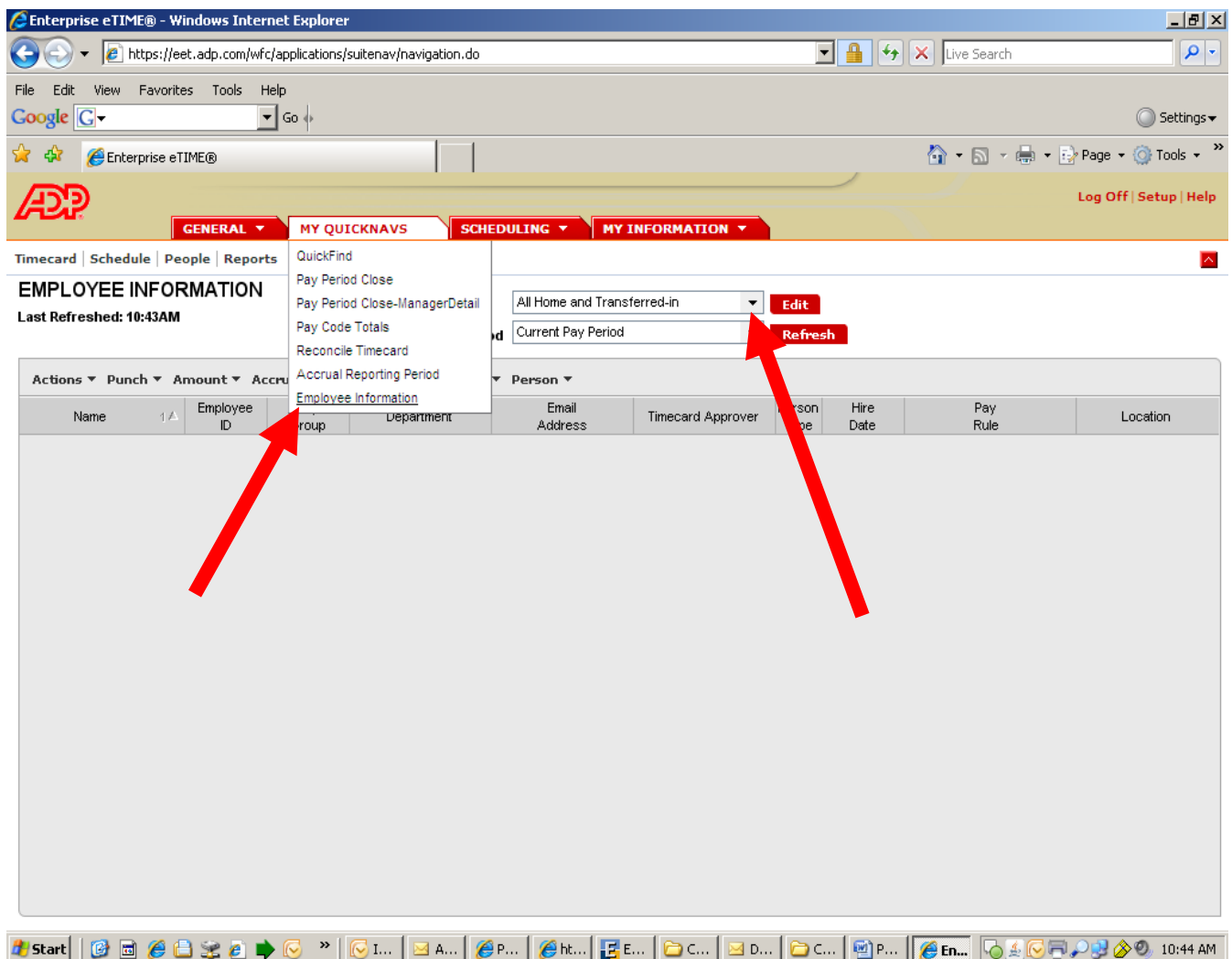
When the student punches out for the secondary job DO NOT do the transfer steps.

Supervisor Instructions to Approve Time

The primary supervisor will see the student in Quickfind. The secondary supervisor will see the student in the Employee Information Section (see screenshot below)

Choose **“My Quicknavs” – Employee Information**

SHOW - choose - **All Home and Transferred-in**



Human Resources requires the primary supervisor to approve the timecard but should do so in consultation with the secondary supervisor if the secondary supervisor has not already approved the time.