# Job Transfer

## (For Students With 2 UWG Jobs)

# Student Employee User Guide

**If you work in more than one UWG job, you will need to "Transfer Jobs" so the hours worked are charged to the appropriate department.**

☐ **You only need to "Transfer" when you work your Second Job.**

☐ **DO NOT "Transfer" for your Primary Job - simply time stamp in & out.**

☐ **You only need to "Transfer" when you Punch In.**

☐ **DO NOT "Transfer" when you Punch Out.**

1) Go to the ADP portal at **www.portal.adp.com**
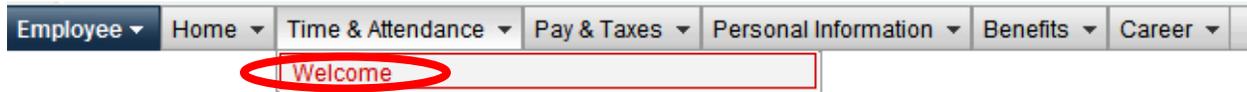
2) Click on User Login.
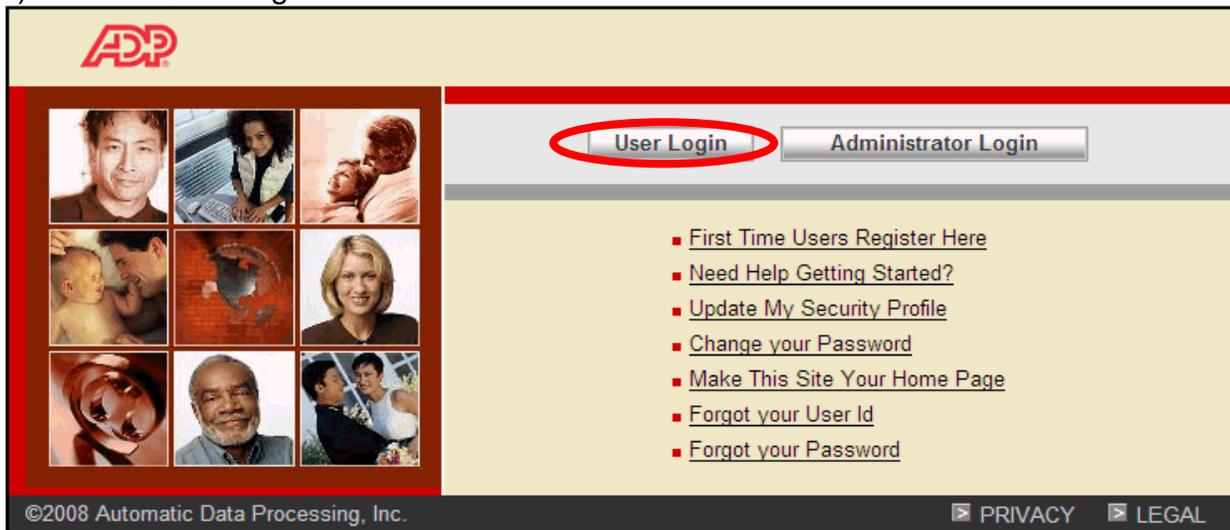


3) Enter your User Name and Password that you created when registering for the ADP Employee Self Service.
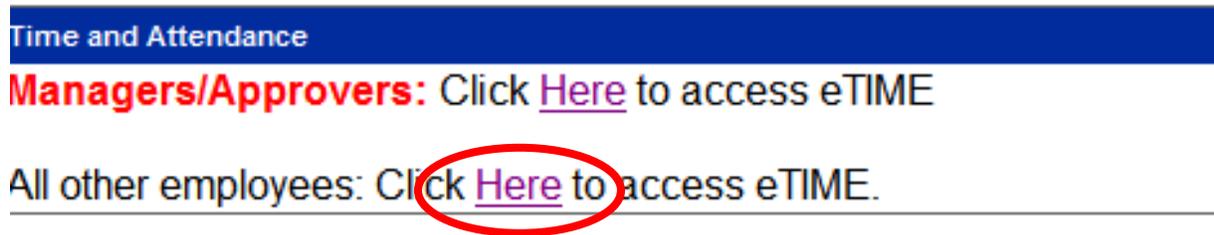
4) Click "OK" when complete.

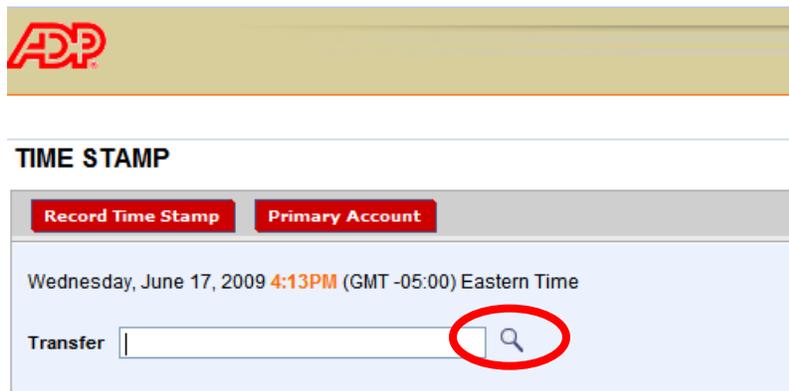5) Click on the "Time & Attendance" tab, then the *Welcome* tab.



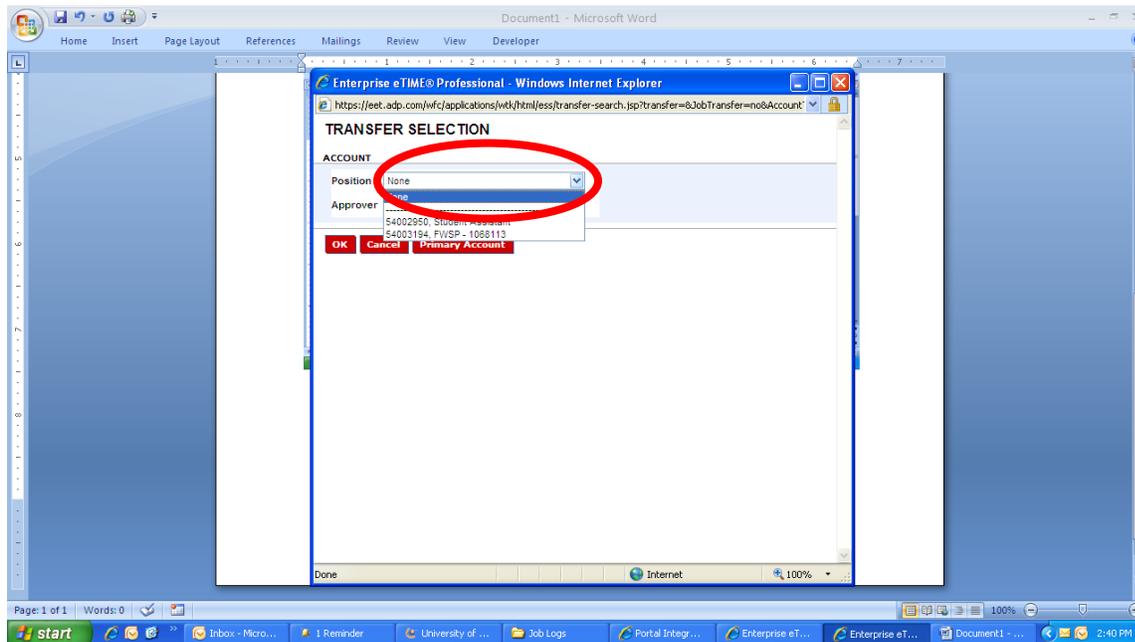6) Then click on "All other employees: Click Here"



7) **BEFORE** you punch in for your "Secondary Job" you **must** "Transfer" to that job so ADP knows which account to pay you form.
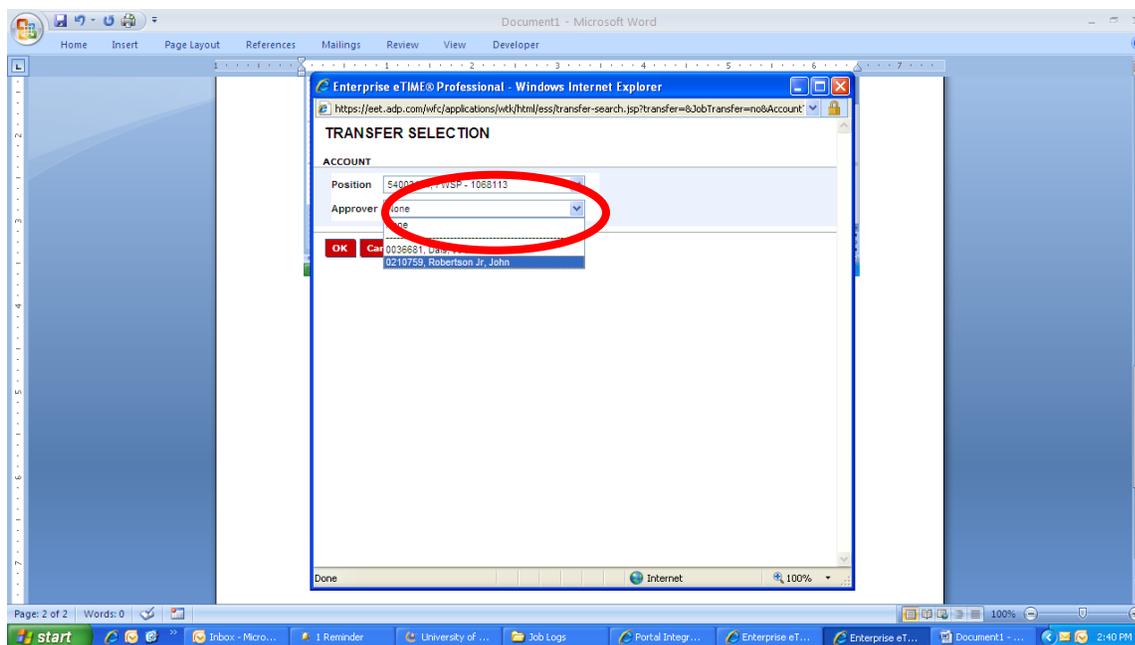
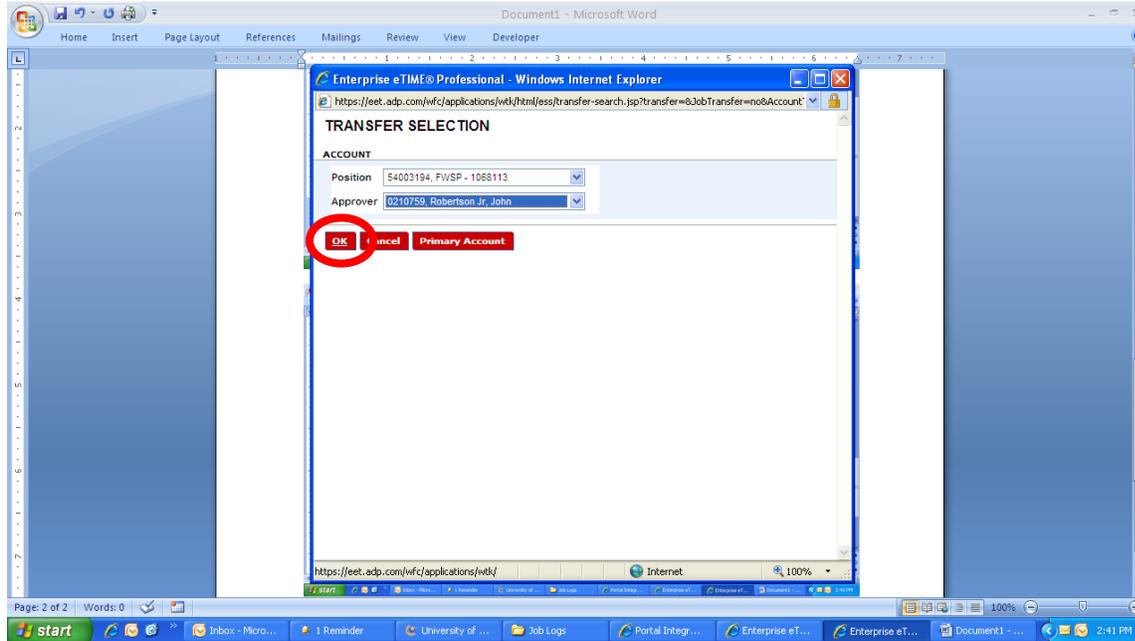To do this click on the magnifying glass icon

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



9) Use the drop down to choose the appropriate approver (the ADP supervisor for the second position)
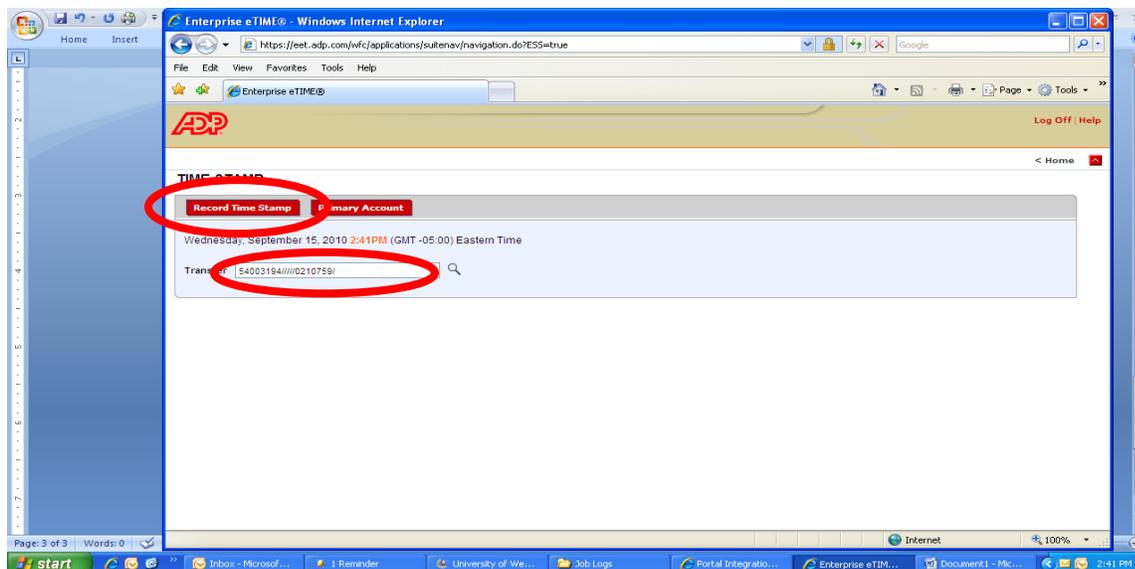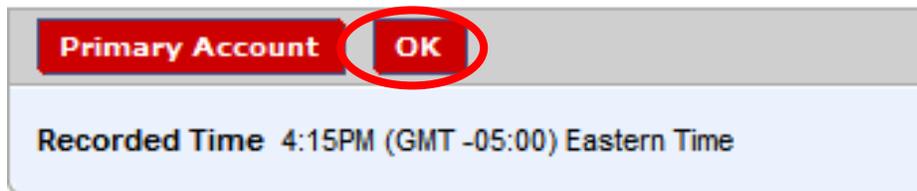
10) Click "OK"



11) Once you have an account number in the Transfer box you have transferred into the Secondary Job and can record your time stamp

Click on "Record Time Stamp"

12) Click "OK"

## TIME STAMP RESULTS

**Primary Account**    **OK**

Recorded Time  4:15PM (GMT –05:00) Eastern Time

**IMPORTANT –** When you punch out/time stamp out for this secondary job DO NOT do the transfer steps as you are already transferred to this job.  Instead, simply click "Record Time Stamp" as you normally do.  This will punch you out.

Additional Information:

If you forget to punch in or out, notify your supervisor immediately. Your supervisor will be able to reconcile your time. If your missed punch is not reconciled, you will not be paid for the entire pay period.

Repetitive failure to punch in and out may result in disciplinary action.

Use the computer station that has been designated to you by your supervisor. Using an authorized computer station to punch in and out will result in disciplinary action.

You do not need to indicate if your punch is an in-punch or out-punch.

If you worked off campus or attended a training session, communicate this information to your supervisor. Your supervisor will be able to add the hours that you worked into your time card.