

# IV. TIMETRAK

## 4. Verifying and Editing Transfer Data

An employee doing a transfer on ClocTrak should be given a card with the correct information filled out for the unit/department they are transferring to:

<b><u>CLOCTRAK DEPARTMENT TRANSFERS</u></b>	
<i>**Be sure you PUNCH IN before you do Transfers**</i>	
1. Department:	_____
2. Library Code:	_____
3. Account Code:	_____
4. Rate Code:	_____
5. Employee ID	
6. Pin Number	

The payroll supervisor will need to verify the above information, (Dept, Lib, Acct and Rate) for each punch on the Timecard and make all necessary corrections.

If an employee fails to do a transfer at all, you will then need to add a transfer code the same way you would add a missing punch (See Section IV.C.2.) but making the punch type transfer as appropriate.

When entering a transfer punch, you will need to be sure the **Rate Code, Account#, Library Code and Department Code** reflect the transfer location, not the employee's primary location.

**\*\*Please remember whenever you add a new punch or edit an existing punch to update the reason code field (See Section IV.C.6.)**

## 5. Other Edits

To edit a specific field, just click on it and edit as needed. If you need to undo the changes you have made, choose "Undo..." from the **Edit** menu. Be advised when using "undo" it will change all previous corrections to the time card unless it was saved.

## 6. Reason Codes

A reason code must be used to document when a **payroll supervisor has altered a Timecard**. An asterisk in the **Ch** field indicates that a punch has been edited. Each punch that contains an \* in the **Ch** field **MUST** have a reason code. Use the following reason codes when editing a **Timecard**: