KRONOS®

Move Total Amounts

Job Aid

This job aid explains how you can move amounts in the timecard totals tab.
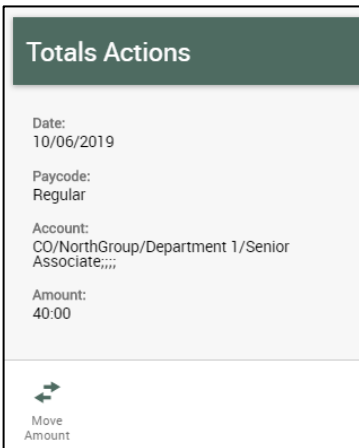
About Move Amounts

- Moving totals amounts enables you to easily override pay code totals to move from one total bucket to another for accurate payroll reporting. This includes the ability to transfer time from one paycode to another or transfer totals from one business structure location type to another.

- Amounts that are moved or deleted are tracked in the Timecard Audits tab.

To move total amounts:

1. In an employee timecard, select the necessary **time frame**.

2. Select the **Totals** tab and ensure the Totals grouping selection is set to **All** (no filters).

All ▼	All ▼

3. Right-click on the row that you would like to move totals from. The Totals Actions glance opens.
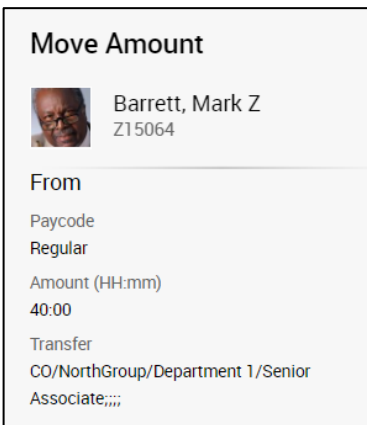
Totals Actions

Date:
10/06/2019

Paycode:
Regular

Account:
CO/NorthGroup/Department 1/Senior Associate;;;;

Amount:
40:00

⇄
Move
Amount

4. Select **Move Amount**. The Move Amount panel opens.

Move Amount

Barrett, Mark Z
Z15064

From

Paycode
Regular

Amount (HH:mm)
40:00

Transfer
CO/NorthGroup/Department 1/Senior Associate;;;;

5. In the **To** area of the panel, enter the **Effective Date**, select a **Paycode**, and enter an **Amount**.

6. If you need to change the location (or job), cost center, labor category, or work rule the time has been charged to, select a **Transfer** from the most recently used list, or select the arrow to open the **Transfer** panel.

7. Optionally, add **Comments and Notes**.

To

Effective Date *

10/08/2019

Paycode *

Training

Amount (HH:mm) *

8:00

Transfer

Comments [1]   Add Comment

🗑 Approved

🗑 Mandatory training by HR

Add Another Note   Add

8. Select **Apply**.

Cancel   Apply

9. A new row with the **To** information is added, unless there already is a paycode or transfer of the same value in the Totals tab. The **From** row is reduced by the amount moved.

All	All				
Location ↑₁	Job ↑₂	Pay Code ↑₅	Amount	Wages	
CO/NorthGroup/Departme...	Senior Associate	Daily-OT	2:30	USD37.50	
CO/NorthGroup/Departme...	Senior Associate	Regular	32:00	USD320.00	
CO/NorthGroup/Departme...	Senior Associate	Training	8:00	USD80.00	

Totals   Accruals   Historical Corrections

10. In the timecard, select **Save**.
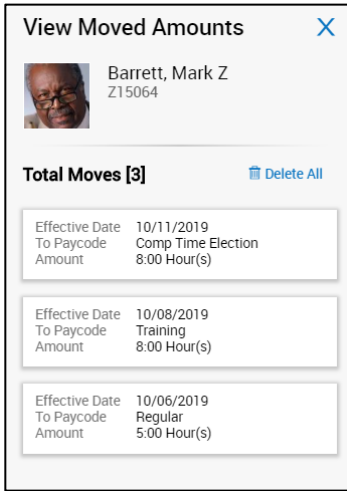
View Pending   Calculate Totals   Save
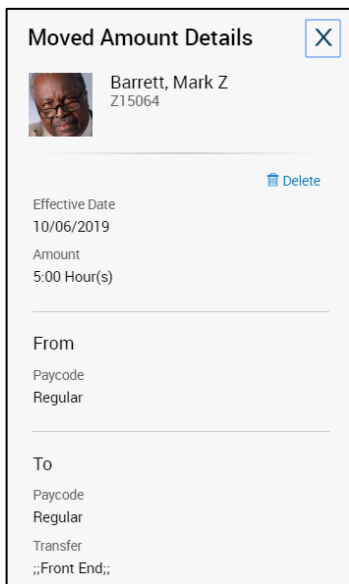
To delete moved amounts:

1. In an employee timecard header, select the necessary **time frame**.

2. Select **View Moved Amounts**.

3. The **Moved Amounts** panel opens. You will see all the moved totals saved in the timecard.
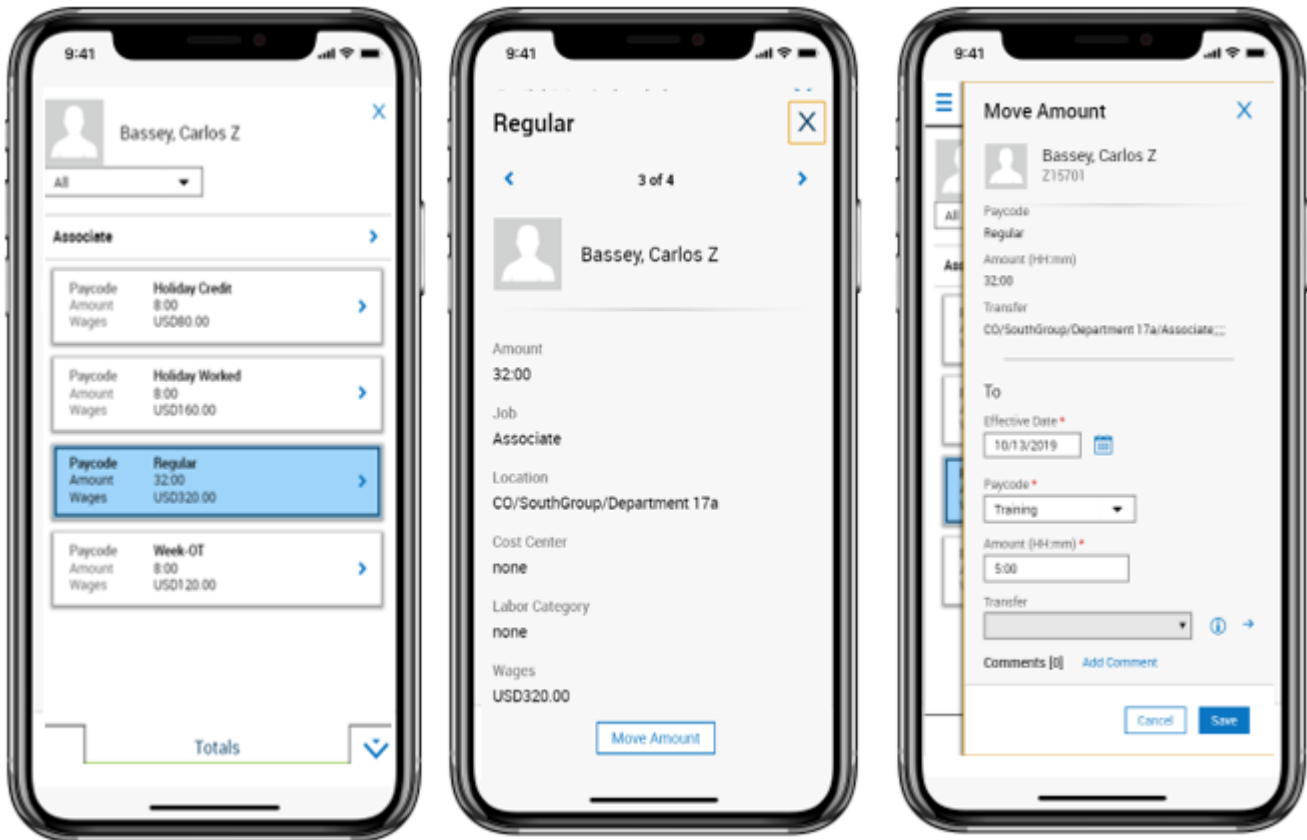

4. Select **Delete All** to delete all the moved amounts. Alternatively, select the Moved Total that you wish to delete and then select **Delete**.

5. Click **Apply** and then **Save** the timecard.

To move totals amounts using the List View (Mobile):

1. In an employee timecard, select the necessary **time frame**.
2. Tap the **Totals** tab.
3. Locate the Totals rectangle that you wish to move from and tap on the **right arrow**.
4. Tap **Move Amount** and enter the necessary information in the **To** section.
5. Tap **Save** and then close the totals tab.

6. If you made a mistake and wish to delete the moved amounts, tap **More Actions**.
7. Select the **View Moved Amounts** option.
8. Tap **Delete All** or select the totals amount you wish to delete, and tap **Delete**.