



Move Total Amounts

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

About Move Amounts

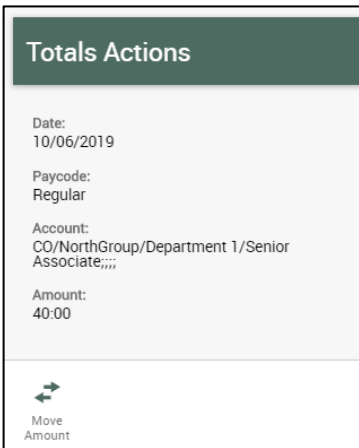
- Moving totals amounts enables you to easily override pay code totals to move from one total bucket to another for accurate payroll reporting. This includes the ability to transfer time from one paycode to another or transfer totals from one business structure location type to another.
- Amounts that are moved or deleted are tracked in the Timecard Audits tab.

To move total amounts:

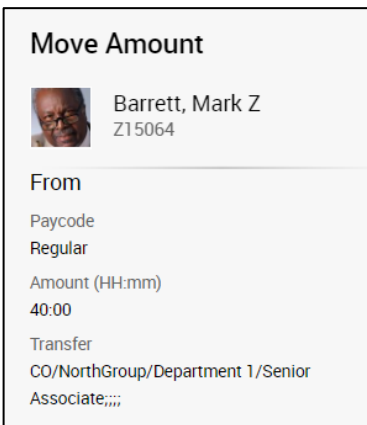
1. In an employee timecard, select the necessary **time frame**.
2. Select the **Totals** tab and ensure the Totals grouping selection is set to **All** (no filters).



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




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





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 *
 


Paycode *

Amount (HH:mm) *

Transfer
  

Comments [1] [Add Comment](#)






[Add Another Note](#)


8. Select **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.

Location	Job	Pay Code	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
<div style="display: flex; justify-content: space-between; padding: 5px;"> Totals Accruals Historical Corrections </div>				

10. In the timecard, select **Save**.


 View Pending


 Calculate Totals

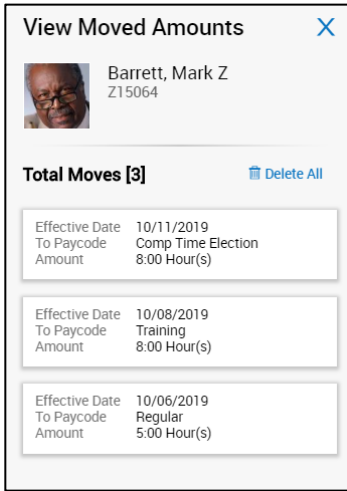

 Save

To delete moved amounts:

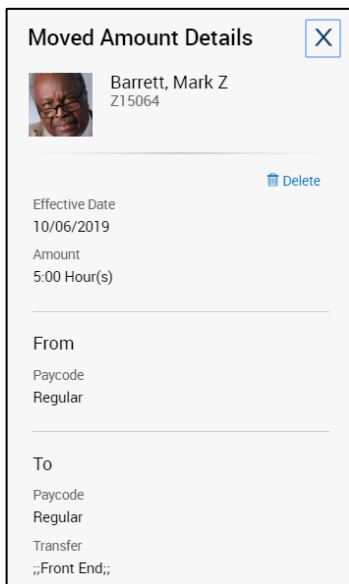
1. In an employee timecard header, select the necessary **time frame**.
2. Select **View Moved Amounts**.



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



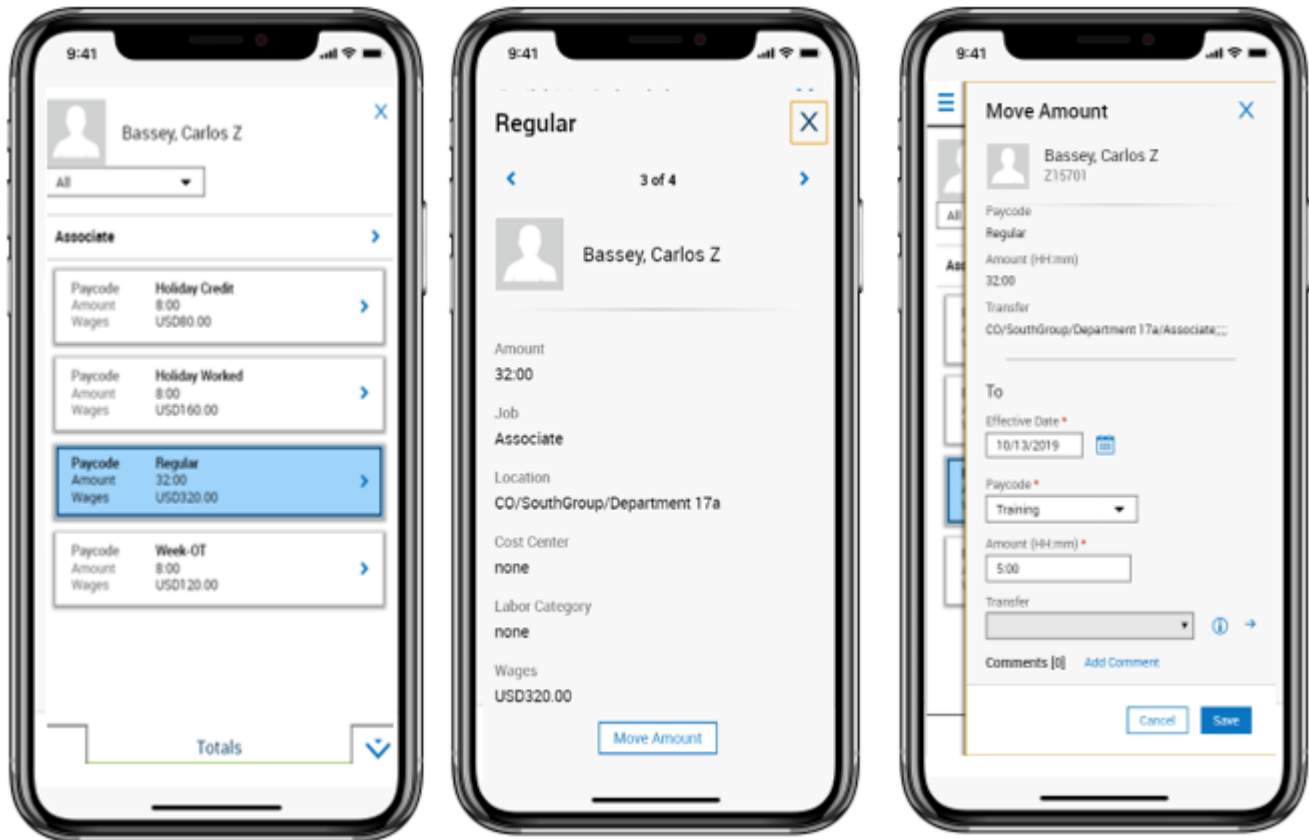
4. Select **Delete All** to delete all the moved amounts. Alternatively, select the Moved Total that you wish to delete and then select **Delete**.



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**.