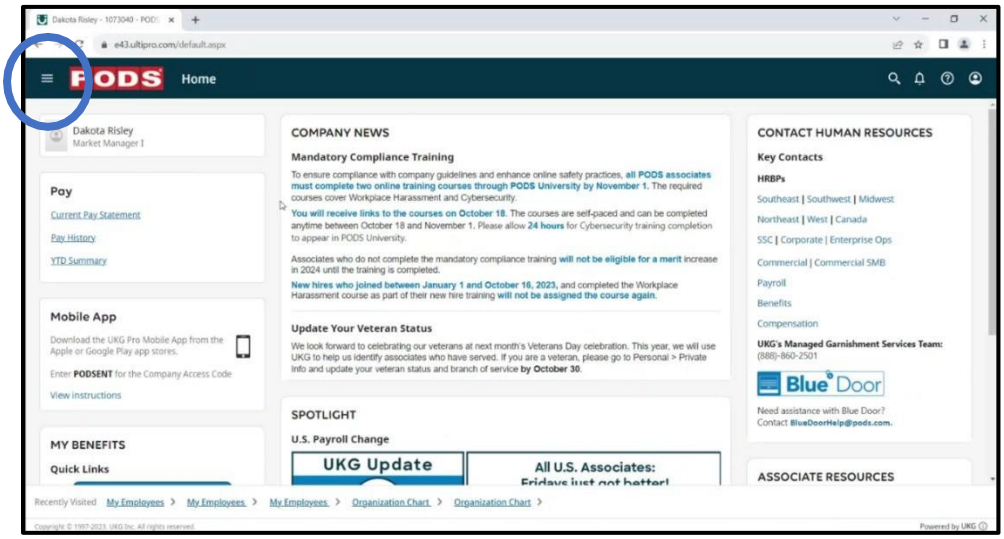
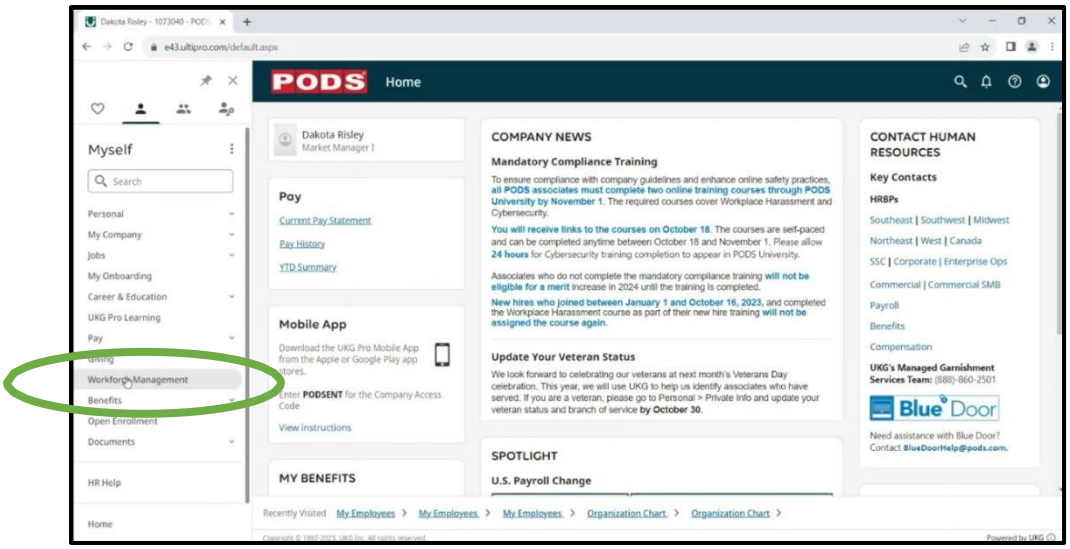
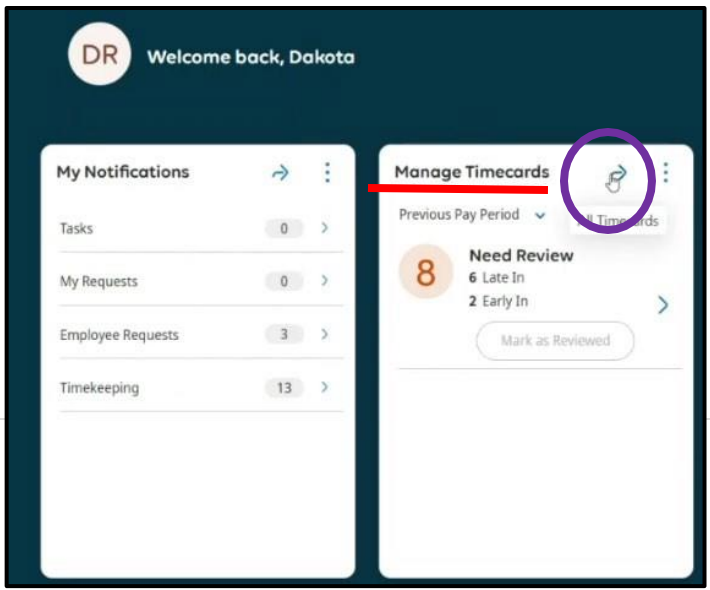
UKG Job Transfers
Managers

1. From the UKG Home Page click on the **"Navigation Button"** in the top right section of the screen.



2. Click **"Workforce Management"**. *A new screen will open on the desktop.*



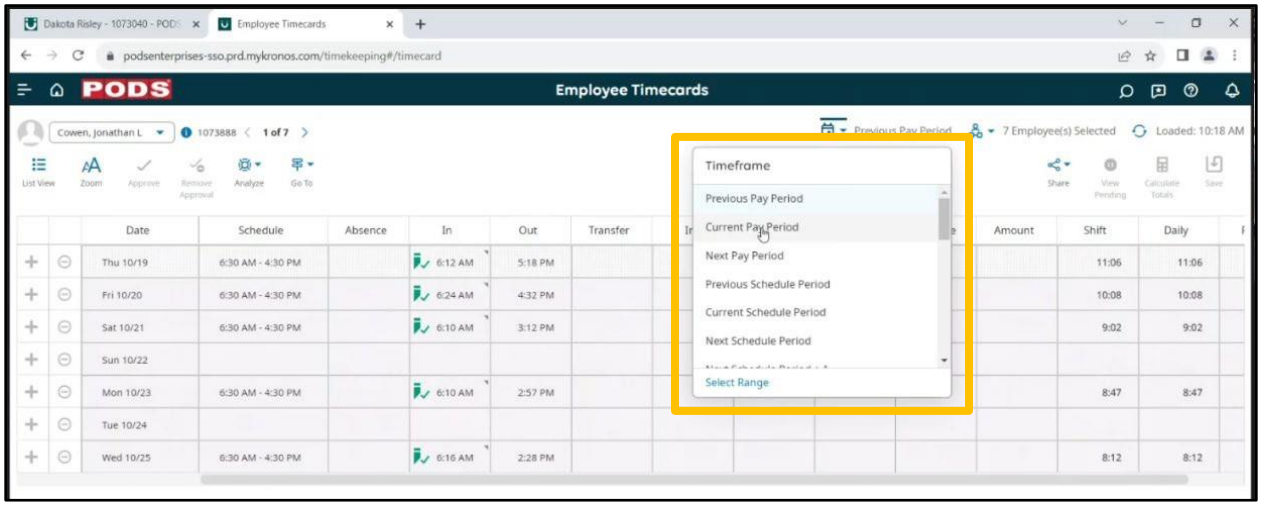


3. Find **"Manage Timecards"** Tab and click **"Arrow"** to open all timecards

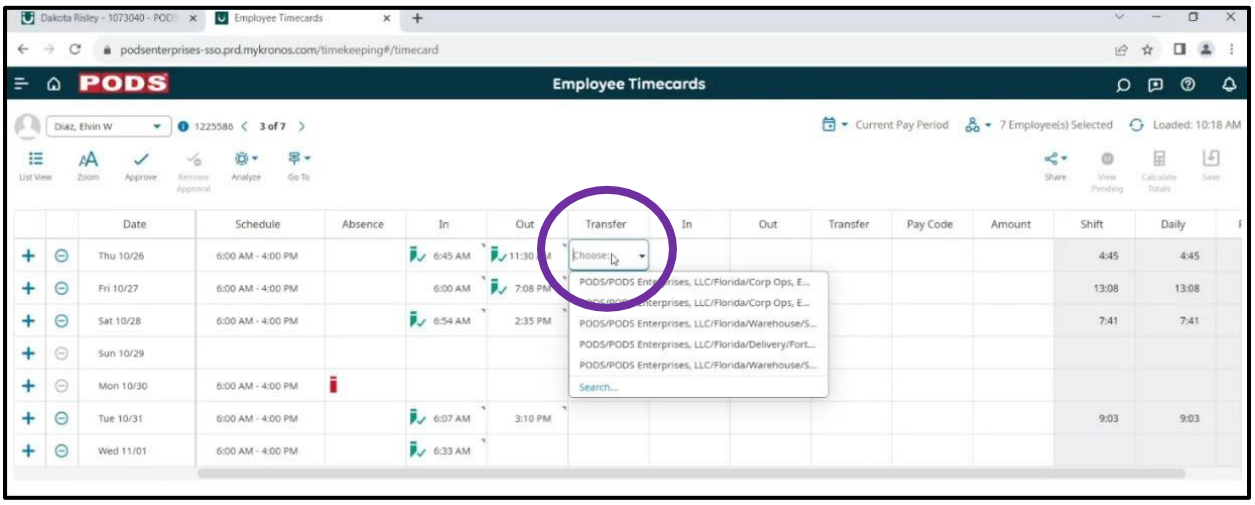
***Important:* Make sure to access the "Current Pay Period" timecards**

Follow these steps to input transfers on timecards:

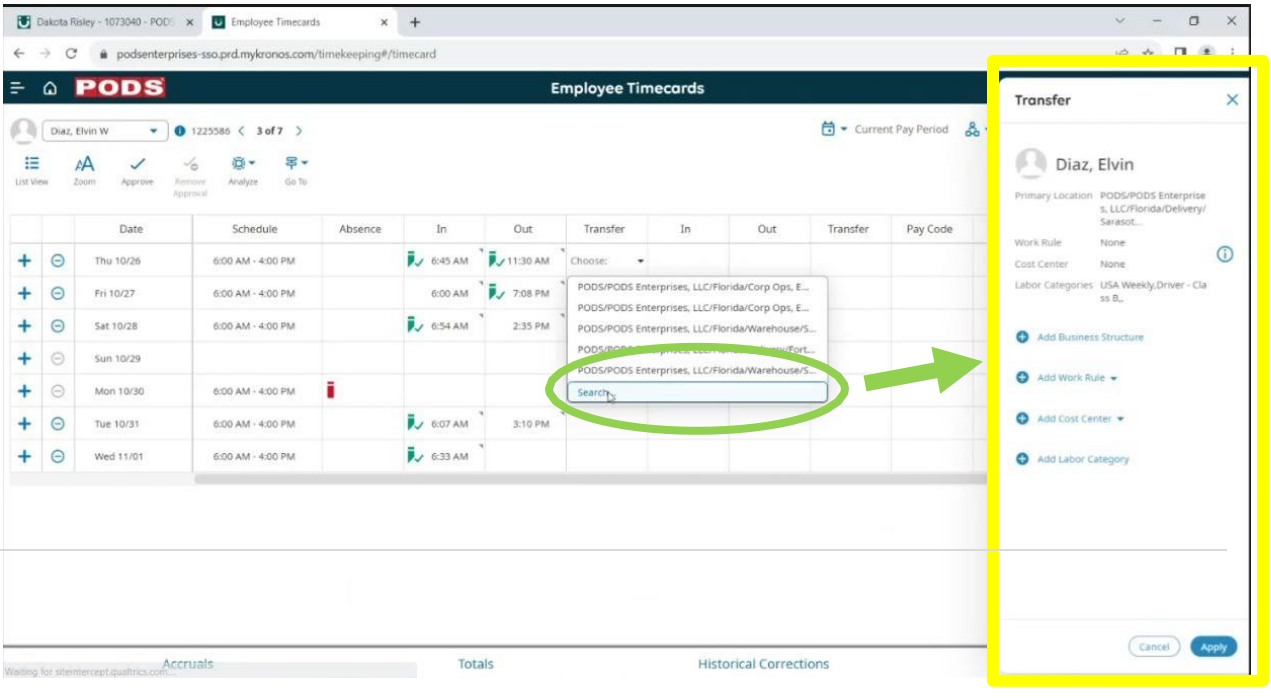
1. Access the **"Current Pay Period"** timecards



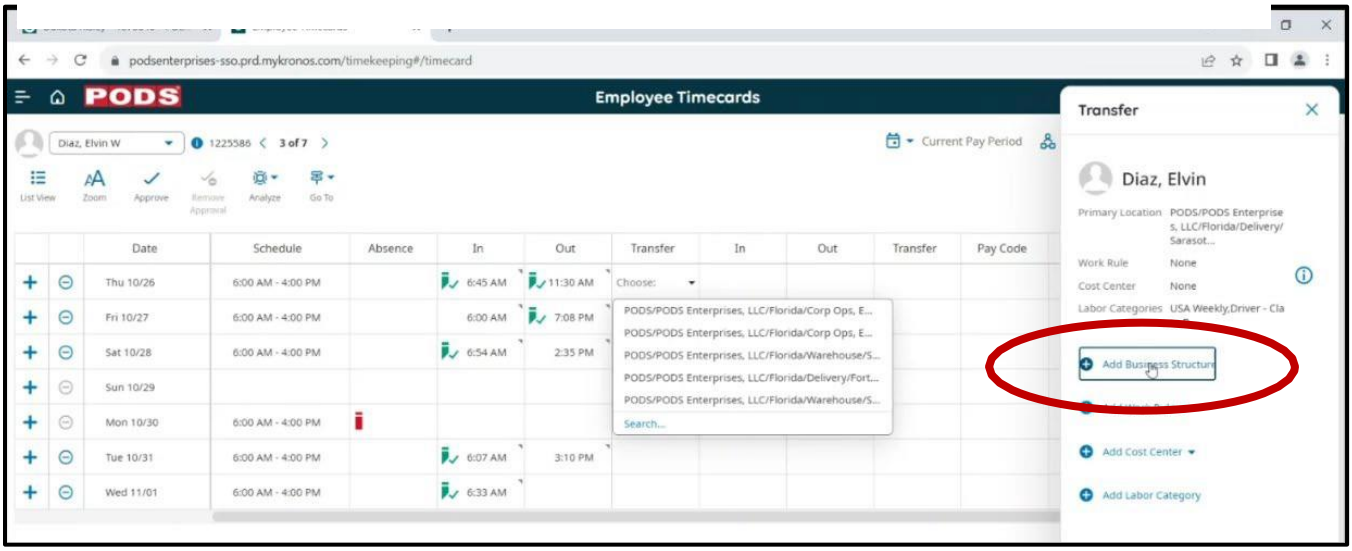
2. Select date of job transfer and "LEFT click on **"transfer box"**



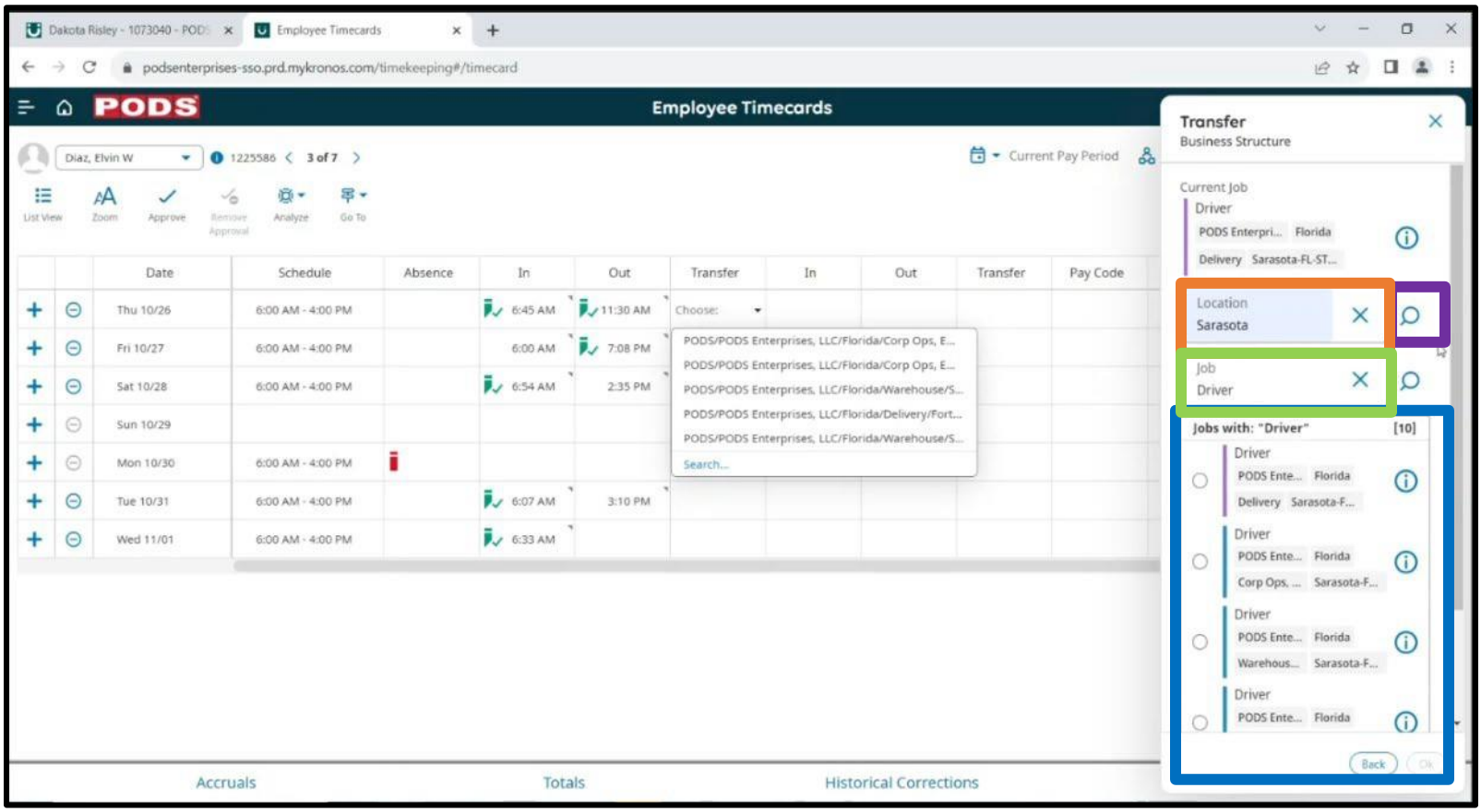
3. Click **"Search"** at the bottom of the options box to open employee timecard panel. *Panel will open on RIGHT side of screen.*



4. Click **"add business structure"**



a) Next input warehouse location in **"Location Box"**
b) Followed by inputting job type (Driver, SCW) into **"Job Box"**
c) Click **"Magnifying Glass"** to return job with "Driver" options

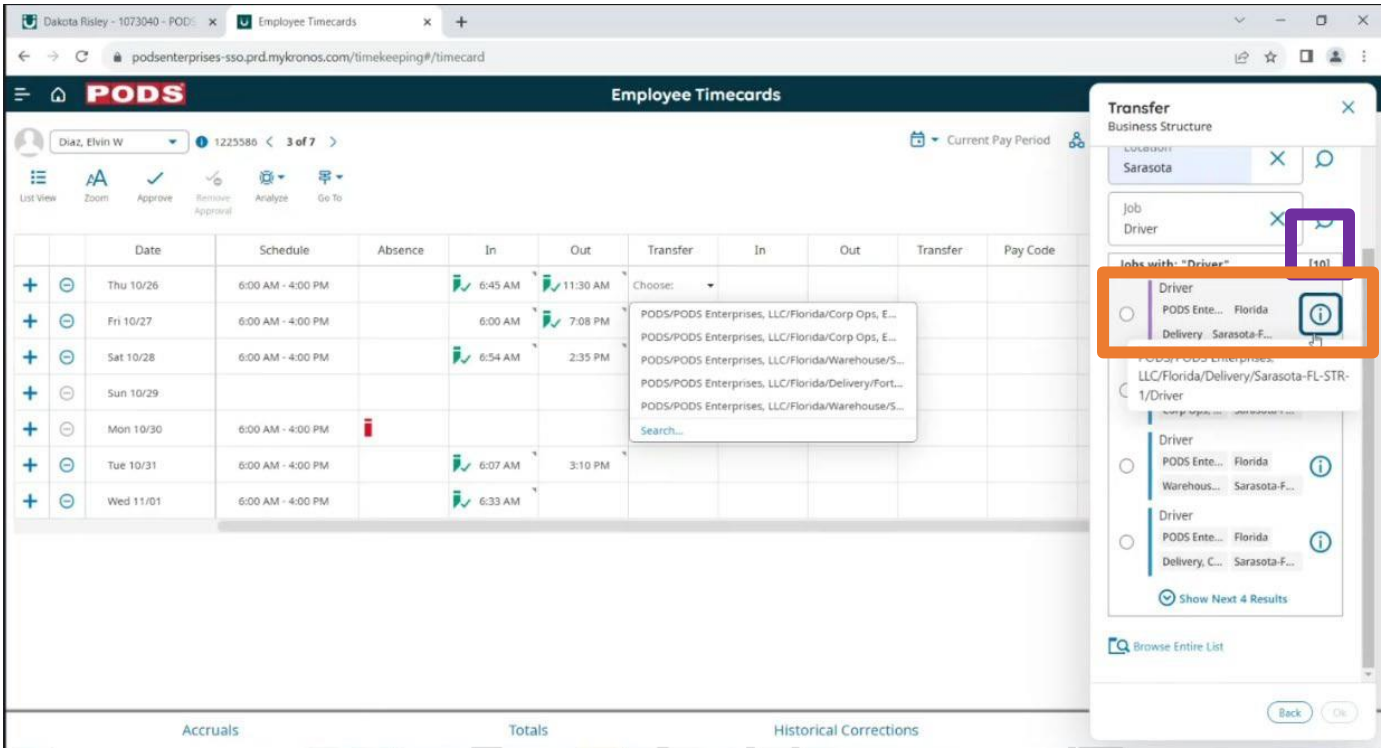


***Important:** Market Manager MUST select the correct transfer code!!*

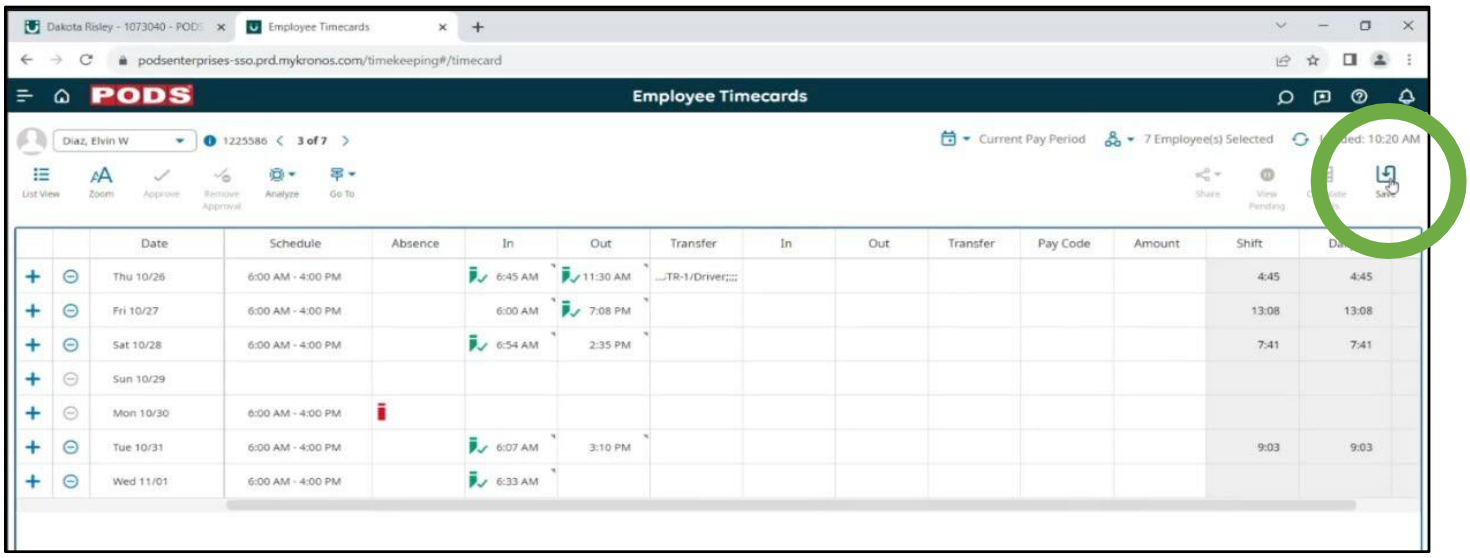
5. To select the proper transfer code, click the **"Information Icon".** The full **job code** is displayed. The information con will give a full description of the transfer. **When selecting, please confirm the correct REGION, BUILDING, DEPARTMENT, and JOB TITLE.**

In this portion of UKG it is important to remember that you are going down a "path" from the largest grouping, down to the smallest grouping:

- **Company –** PODS
- **Legal Entity –** PODS Enterprise / PODS Canada
- **Region –** Canada, Central, Northeast, Southeast, OR West
- **Work Department –** The selection here will directly affect your warehouse JPH, driver JPH, and any related expense account that will be impacted.
    - Container Recovery/Container Repositioning/Delivery/Warehouse, etc.
- **Storage Center –** The site (storage center) that the associate should be charged to. The job selected here should match the department selected previously.
- **Work Jobs –** To improve this process, options within Work Jobs section have been limited to coincide only with the Work Department selected previously.



6. After selecting the proper transfer code, choose **"SAVE"** on the timecard.



Dept	Dept Name	Jobs found within department
300	Corp Ops, Ops Management	VP
		Territory Manager
301	Corp Ops, Employee Dev	Driver
		SCW
		Warehouse Tech
302	Delivery	Driver
303	Delivery - City Service	Driver
304	Warehouse	SCW
305	Warehouse Management	Warehouse Support
		Market Manager
306	Repair & Main, Lift	Warehouse Tech
307	Repair & Main, Container Repair	Removed
308	Repair & Main, Local Container Repair	Warehouse Tech
309	Container Repositioning	Driver
310	Container Recovery	Driver