


# HOW TO TRANSFER POSITION HOURS

This training document is intended to provide instruction on how to transfer position hours.

- Go to the “**View timesheet**” on the clock icon on your dashboard.

[View my timesheet](#)


- Go to the date you need to transfer position hours and select the magnifying glass under **Position**.

Date		From	To	Raw Total	Calc. Total	In Date	Position
SUN Nov 30 <small>No Schedule</small>	*** +	e 08:00 am	e 05:00 pm	9.00	8.00	SUN Nov 30	1481206 - ST 
				9.00 hrs	8.00 hrs		

- Browse and Select Cost Centers** will appear where other assigned positions will show. Select the corresponding position.

**Browse and Select Cost Centers** ✕

List view

View: [ System ] 

	Cost Full Name	Cost Description	
<input checked="" type="radio"/>	1470930 - ST WKR FWS-COMPUTER SCIENCE	ST WKR FWS-COMPUTER SCIENCE	...
<input type="radio"/>	1470939 - ST WKR FWS-COMPUTER SCIENCE	ST WKR FWS-COMPUTER SCIENCE	...
<input type="radio"/>	1480137 - ST WKR-COMPUTER SCIENCE	ST WKR-COMPUTER SCIENCE	...
<input type="radio"/>	1480185 - ST WRK-SCHOOL OF SW	ST WRK-SCHOOL OF SW	...
<input type="radio"/>	1480363 - ST WKR-COMP SCIENCE	ST WKR-COMP SCIENCE	...
<input type="radio"/>	1480891 - ST WKR-COMPUTER SCIENCE	ST WKR-COMPUTER SCIENCE	...
<input type="radio"/>	1481056 - ST WKR-COMPUTER SCIENCE	ST WKR-COMPUTER SCIENCE	...
<input type="radio"/>	1481206 - ST WRK-SCHOOL OF SW	ST WRK-SCHOOL OF SW	...

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- Once the position is selected, your timesheet will appear with the updated position.

Date		From	To	Raw Total	Calc. Total	In Date	Position
SUN Nov 30 <a href="#">No Schedule</a>	...	e 08:00 am	e 05:00 pm	9.00	8.00	SUN Nov 30	1470930 - ST
	+			9.00 hrs	8.00 hrs		

- To ensure these changes, make sure you press the **save** button on the top right-hand corner of your timesheet.

Save