Chapter 7: Transfer Hours

In this chapter of the Attendance Manager Cloud Tutorials, we will discuss Transfer Hours. The Transfer Hours page is found in each class screen.

The Transfer Hours feature is used primarily in 2 situations:
1. You have just started using Attendance Manager, and students have begun clocking in, but all of your students have clock hours from your prior time tracking methods, and you want that prior time to be included on reports. And the other situation is…
2. A student transfers into your class from another accredited program at midyear, and you want to record that student's prior hours from that prior program.

The process here is the same in both of these examples.

On this Transfer Hours screen, you will see two columns. They are titled <u>Prior to First Month</u> and <u>In Month</u>. We have this split into 2 columns for our users that are required to report hours monthly or quarterly. If some of the total hours to be entered for your students falls into this month, this allows you to break out the hours for this month so the report for this month will be accurate.

In the first example here, we see that Adam Alvarez started in your class on September 15th. Maybe he was a new student on that date or that is the date you started using Attendance Manager. Let's say Adam has 545 hours and 15 minutes of total time accrued up to September 15th. Let's also say that 10 of those hours were from earlier in the month of September. The way we would enter that is 535 hours and 15 minutes in the <u>Prior To</u> column and then 10 hours in the <u>This Month</u> column. This then represents the total time of 545 hours and 15 minutes, but when you do your monthly report for September, 10 hours will be included as This Month and 535:15 will show as Prior Hours.

Please note that if you do not need to report hours monthly or quarterly, you can ignore the second column and add all time in the <u>Prior To</u> column. Please also note that these transfer hours are assigned to this class only and going forward, you do not need to add Transfer Hours again for these students in any future class.

This concludes the process of recording Transfer Hours. Please refer to additional chapters of training on our website.