

Shared Hourly Associate Job Codes

<u>Job Code</u>	<u>Common Area Description</u>		<u>Position Description</u>	<u>Transfer Code</u>
890805	Desk Clerks / Cashiers	=	Desk Clerks	211
890817	Room Attendants	=	Room Attendants	212
890870	Marble Maintenance			
890871	Housekeeping	=	All other Housekeeping positions	200
890872	Swan Pond			
890873	General Maintenance			
890875	Bartenders	=	All F&B Dept Positions	213
890876	Engineers	=	All Maintenance Dept positions	214
890874	Exterior Cleaning	=	All other hotel positions	203

Steps For Transfer On An ADP 6101 (Maximus - 1:1) Clock

1. Press DEPT Button
2. (Swipe Badge) Or (Enter Badge Number)
3. Press Enter
4. Present Finger
5. Enter Transfer Code