

Procedures for Clocking in for Students/Employees with Multiple Jobs



Step	Display	Action
1	Idle screen	Press the Multi-job Punch key
2	Punch In	Swipe badge
3	Punch In Job	Select a job from the numeric index 1-9
4	Punch In Job	Press Enter key to Punch In

Punch In/Out

Adams, Sharon

Punch In Job:

1	FM STUDENT EMPLOYMENT at 8.00
2	PODIATRY INFO SYSTEMS at 8.00
3	LIBRARY HSC LIBRARIES at 8.15

Enter Job No:

1. Choose Job
2. Using key pad, enter the number that corresponds to the job for which you are clocking into.
3. Use the blue down arrow to scroll down to the "Punch In" button.
4. Press the enter key

Steps for Clocking Out



Step	Display	Action
1	Idle screen	Press the Multi-job Punch key
2	Punch Out	Swipe badge or enter badge number (TUID)
3	Punch Out Job	Press Enter

Punch In/Out

Adams, Sharon

Current Job: Podiatry Info Systems at 8.00

Transfer Job:

1	FM STUDENT EMPLOYMENT at 8.00
2	LIBRARY HSC LIBRARIES at 8.15

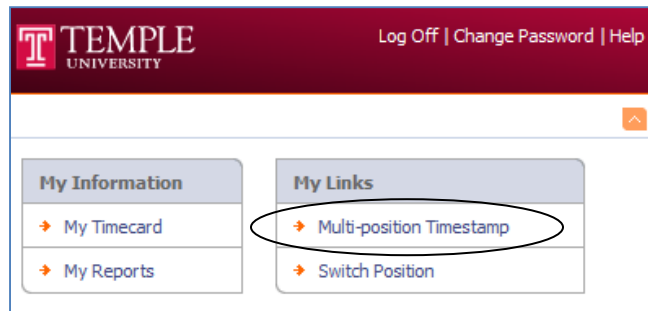
Enter Job No:

"Punch Out" will automatically be selected.

At this point you are ONLY REQUIRED to press the enter key to clock out.

Procedures for Clocking in using Web Access for Students/Employees with Multiple Jobs

To Clock/Sign-In



TEMPLE UNIVERSITY Log Off | Change Password | Help

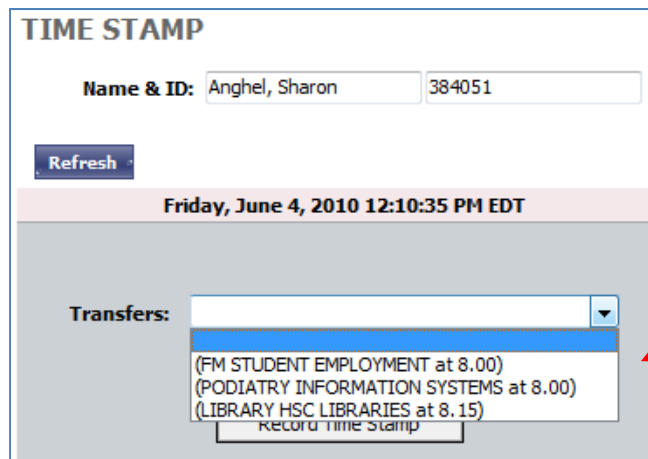
My Information

- My Timecard
- My Reports

My Links

- Multi-position Timestamp**
- Switch Position

Under My Links click on **"Multi-position Timestamp"**



TIME STAMP

Name & ID: Anghel, Sharon 384051

Refresh

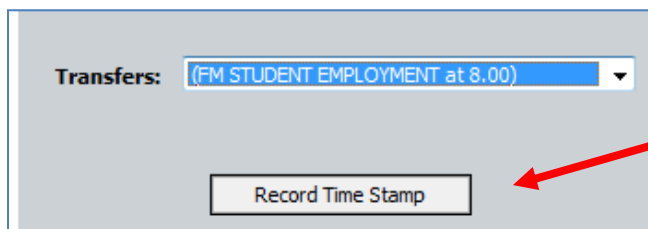
Friday, June 4, 2010 12:10:35 PM EDT

Transfers:

- (FM STUDENT EMPLOYMENT at 8.00)
- (PODIATRY INFORMATION SYSTEMS at 8.00)
- (LIBRARY HSC LIBRARIES at 8.15)

Record Time Stamp

On the Time Stamp page, select the department/rate you are currently clocking into



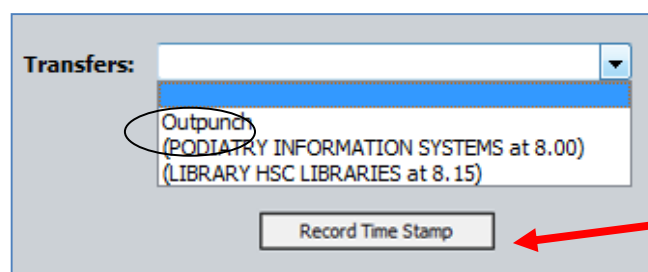
Transfers: (FM STUDENT EMPLOYMENT at 8.00)

Record Time Stamp

Once you select the position, click Record Time Stamp

You are now Clocked/Signed in for that position

To Clock/Sign-out at the end of your shift



Transfers:

- Outpunch**
- (PODIATRY INFORMATION SYSTEMS at 8.00)
- (LIBRARY HSC LIBRARIES at 8.15)

Record Time Stamp

Select **"Outpunch"** when you leave your shift for the day, then Click **"Record Time Stamp"**