# Procedures for Clocking in for Students/Employees with Multiple Jobs

## Steps for Clocking In

<table>
<thead>
<tr>
<th>Step</th>
<th>Display</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Idle screen</td>
<td>Press the Multi-job Punch key</td>
</tr>
<tr>
<td>2</td>
<td>Punch In</td>
<td>Swipe badge</td>
</tr>
<tr>
<td>3</td>
<td>Punch In Job</td>
<td>Select a job from the numeric index 1-9</td>
</tr>
<tr>
<td>4</td>
<td>Punch In Job</td>
<td>Press Enter key to Punch In</td>
</tr>
</tbody>
</table>

### Punch In/Out

**Adams, Sharon**

- **Punch In Job:**
  - 1: FM STUDENT EMPLOYMENT at 6:00
  - 2: PODIATRY INFO SYSTEMS at 8:00
  - 3: LIBRARY HSC LIBRARIES at 8:15

- **Enter Job No:**
  - 2
  - Punch In

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Idle screen</td>
<td>Press the Multi-job Punch key</td>
</tr>
<tr>
<td>2</td>
<td>Punch Out</td>
<td>Swipe badge or enter badge number (TUID)</td>
</tr>
<tr>
<td>3</td>
<td>Punch Out Job</td>
<td>Press Enter</td>
</tr>
</tbody>
</table>

### Punch In/Out

**Adams, Sharon**

- **Current Job:** PODIATRY INFO SYSTEMS at 8:00

- **Transfer Job:**
  - 1: FM STUDENT EMPLOYMENT at 6:00
  - 2: LIBRARY HSC LIBRARIES at 8:15

- **Enter Job No:**
  - Transfer

“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

Under My Links click on “Multi-position Timestamp”

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

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

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