

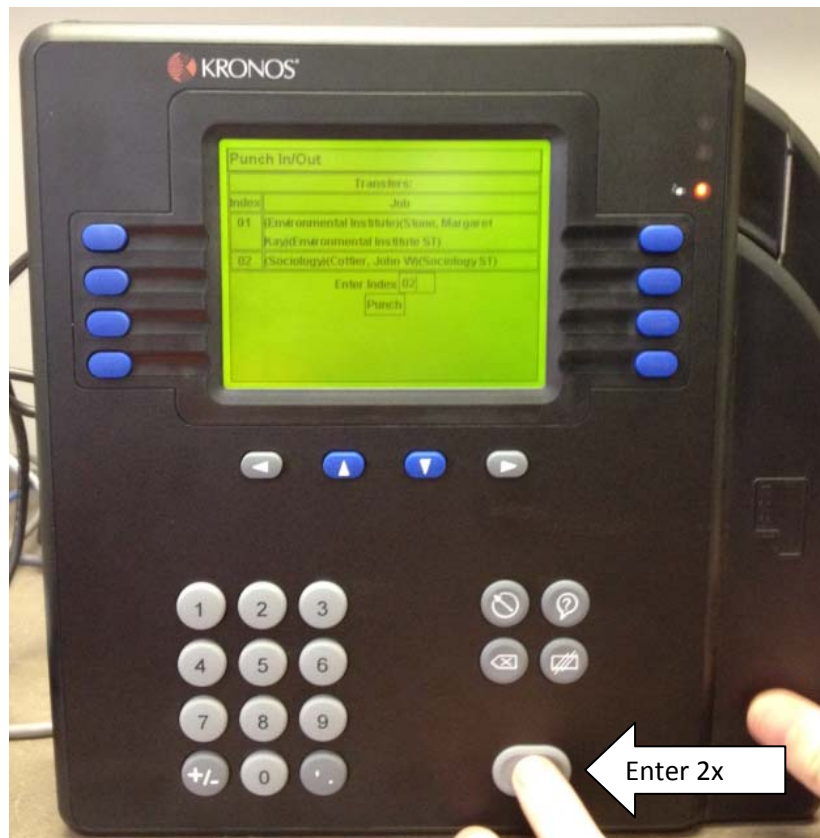
How to Clock with Multiple Jobs

Upon Swiping an AU or AUM Badge, an employee with **multiple jobs** will be prompted to select a job. A description will be shown listing the Department Name, Manager Name, and the Position Name. To the left is an Index Number, **the employee must type the TWO DIGIT Index number and hit the enter button twice.**

Punch In/Out	
Transfers:	
Index	Job
01	(Environmental Institute)(Stone, Margaret Kay)(Environmental Institute ST)
02	(Sociology)(Cottier, John W)(Sociology ST)

Enter Index 01

Punch



Punch Created

Test, Employee

Punch Time: 5/29/2012 2:34PM

Punch In/Out

Punch For Test, Employee **at 5/29/2012 2:35PM**

Current Job:01 (Environmental Institute)(Stone, Margaret Kay)(Environmental Institute ST)

Punch Out

Transfers:

Index	Job
02	(Sociology)(Cottier, John W)(Sociology ST)

Punch

When the employee clocks out, the system will default to end the shift of the current job.

Click Enter Button twice to clock out for the current job

OR

Click the Down Arrow button and Enter to clock out of the current job and in for another job.



Punch Created

Test, Employee

Punch Time: 5/29/2012 2:36PM

If an employee receives this error message, a wrong index number was entered.

Server OFF-LINE
Remote Service Unavailable

Please make sure they have entered a 2-digit index number when selecting a job.

Punch In/Out	
Transfers:	
Index	Job
01	(Environmental Institute)(Stone, Margaret Kay)(Environmental Institute ST)
02	(Sociology)(Cottier, John W)(Sociology ST)
<div>Enter Index <input type="text" value="01"/></div> <div><input type="button" value="Punch"/></div>	