Employees with Multiple Jobs

Detail Instructions

Clock IN at Terminals:

1. Press corresponding blue button for “Active Multiple Jobs”

*IF YOU DO NOT SELECT A JOB, YOUR PAY COULD BE INCORRECT*
Employees with Multiple Jobs

Detail Instructions

Job or Assignment Transfer

Enter Badge ID

Enter Job or Assignment

*IF YOU DO NOT SELECT A JOB, YOUR PAY COULD BE INCORRECT*
Employees with Multiple Jobs
Detail Instructions

2. Swipe AU Badge

3. Select LIST

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Employees with Multiple Jobs

Detail Instructions

4. Select a **JOB** via the up/down arrows

*IF YOU DO NOT SELECT A JOB, YOUR PAY COULD BE INCORRECT*

5. **Enter** to Select

*IF YOU DO NOT SELECT A JOB, YOUR PAY COULD BE INCORRECT*
6. **Enter** to Confirm

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Employees with Multiple Jobs

Detail Instructions

*IF YOU DO NOT SELECT A JOB, YOUR PAY COULD BE INCORRECT*
Employees with Multiple Jobs

**Detail Instructions**

**Clock OUT at Terminals:**

1. Swipe AU Badge

*ONLY SELECT A JOB (Active Multiple Job) IF YOU ARE TRANSFERRING DIRECTLY TO ANOTHER JOB, OTHERWISE SWIPE AND GO*