

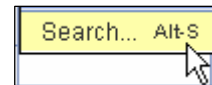


How to Record Time with Two Jobs

(Employee)

- 1 Record your time worked.
- 2 Click in the **Transfer** column for that portion of your shift. Click on the  to see the drop down menu.
- 3 The first time you run through this process, you will need to select **Search**.
- 4 The **Select Transfer** window will appear.
- 5 All jobs that the employee is assigned to will appear. Select the correct job.
- 6 Click  at the bottom of the window.
- 7 When you return to the timecard window, click **Save**.



On the timecard, you will see a code appear in the **Transfer** column. This code is specific to the job you selected.

The next time you login time, you may not need to go through steps 3-10. Instead of selecting **Search**, you can select the same code for this job as it will probably be displayed in the drop down menu displayed when following step 2.