

Employees with Multiple Jobs

Detail Instructions

Clock IN at Terminals:

1. Press corresponding blue button for **"Active Multiple Jobs"**



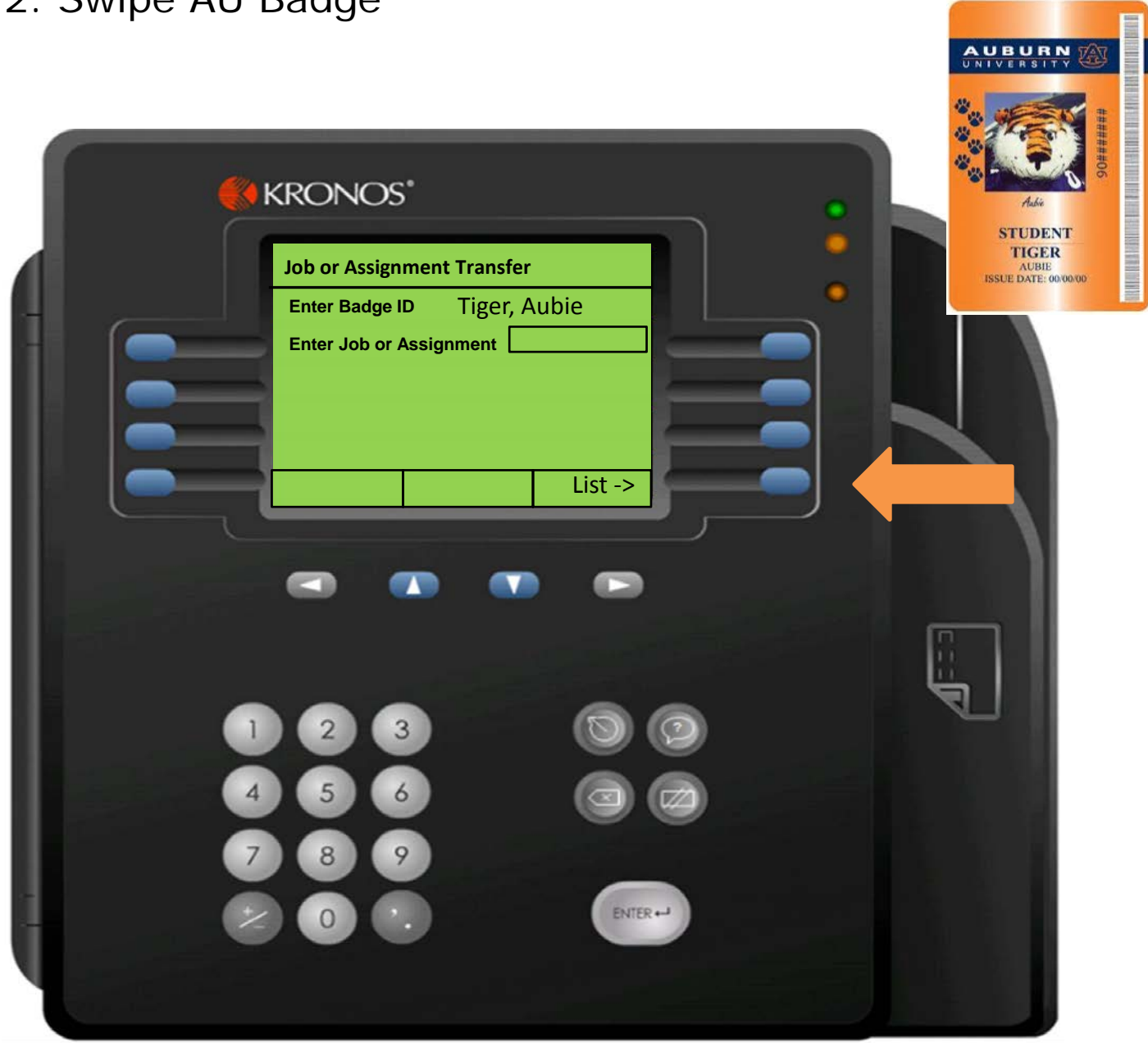
Employees with Multiple Jobs

Detail Instructions



Employees with Multiple Jobs *Detail Instructions*

2. Swipe AU Badge



3. Select **LIST**

Employees with Multiple Jobs

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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

Employees with Multiple Jobs

Detail Instructions

6. Enter to Confirm



Employees with Multiple Jobs *Detail Instructions*



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

