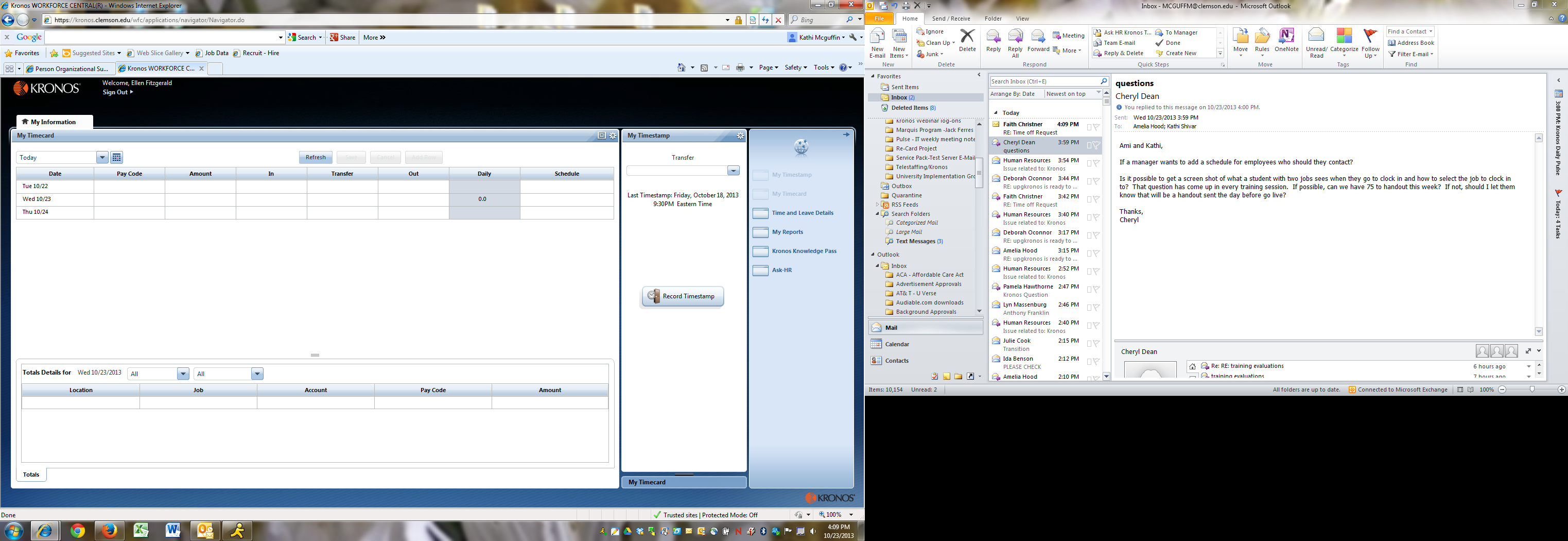
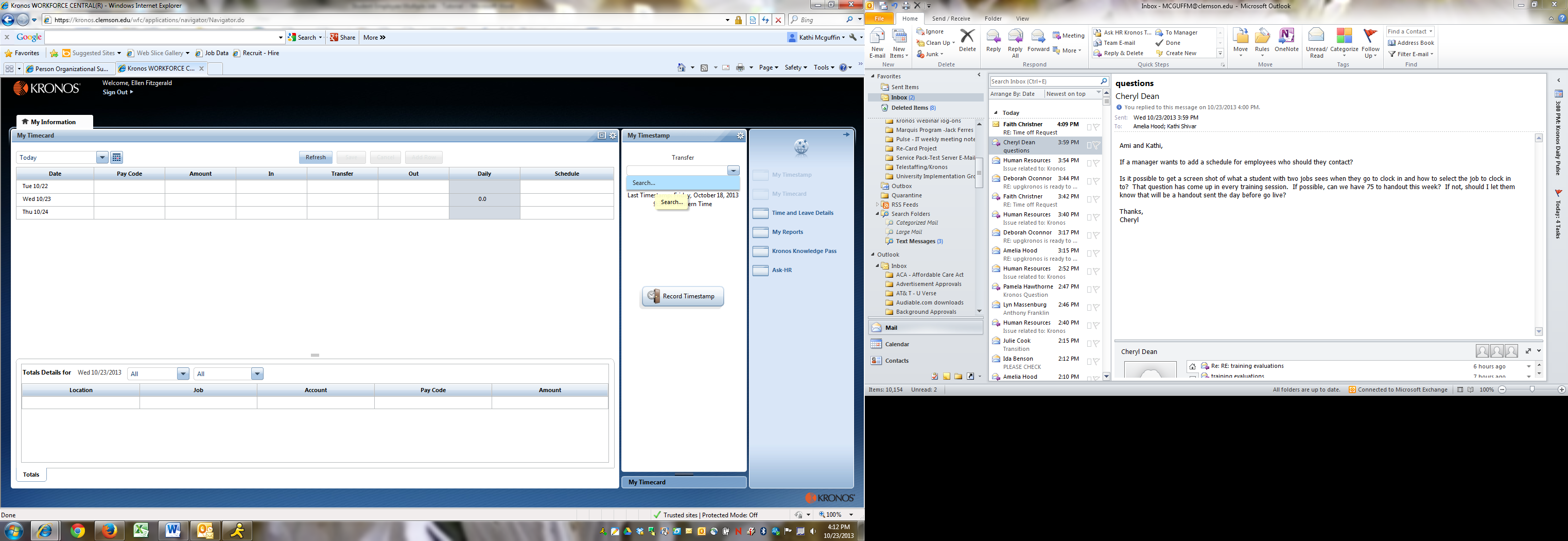
**Student Employee Multiple Jobs – How to Clock In**

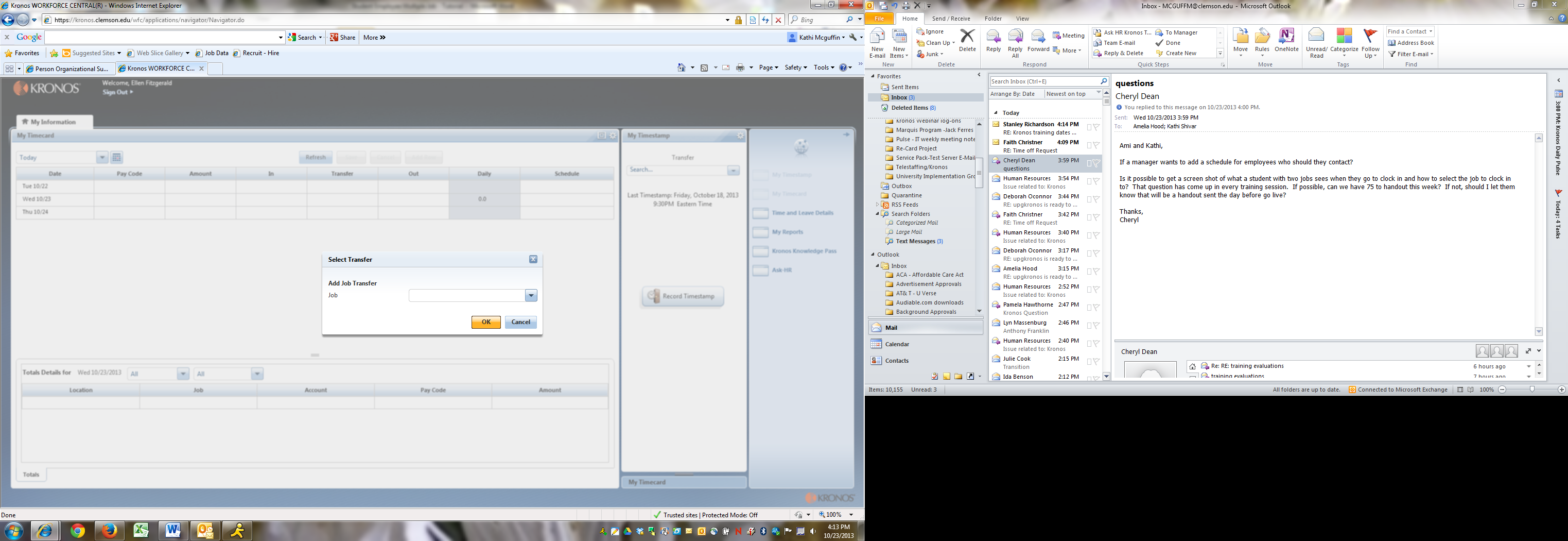
Step 1 – Logon…



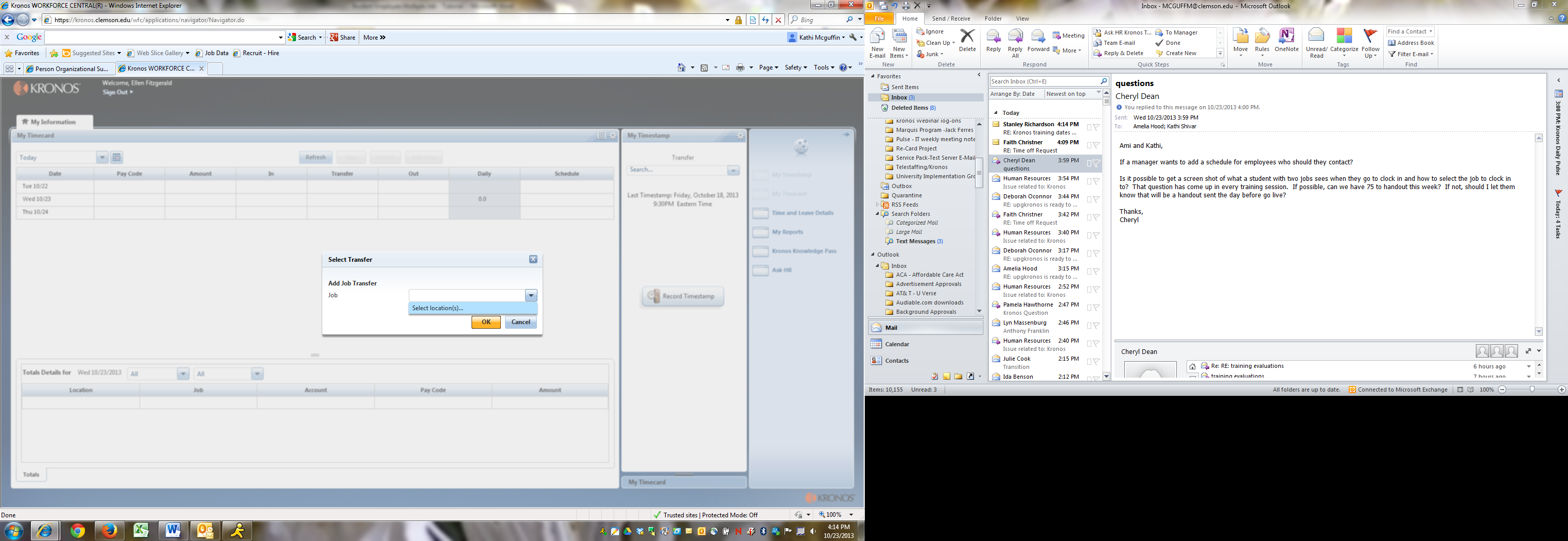
Step 2…BEFORE you hit the Record Timestamp button – click on the dropdown box under the word “transfer”



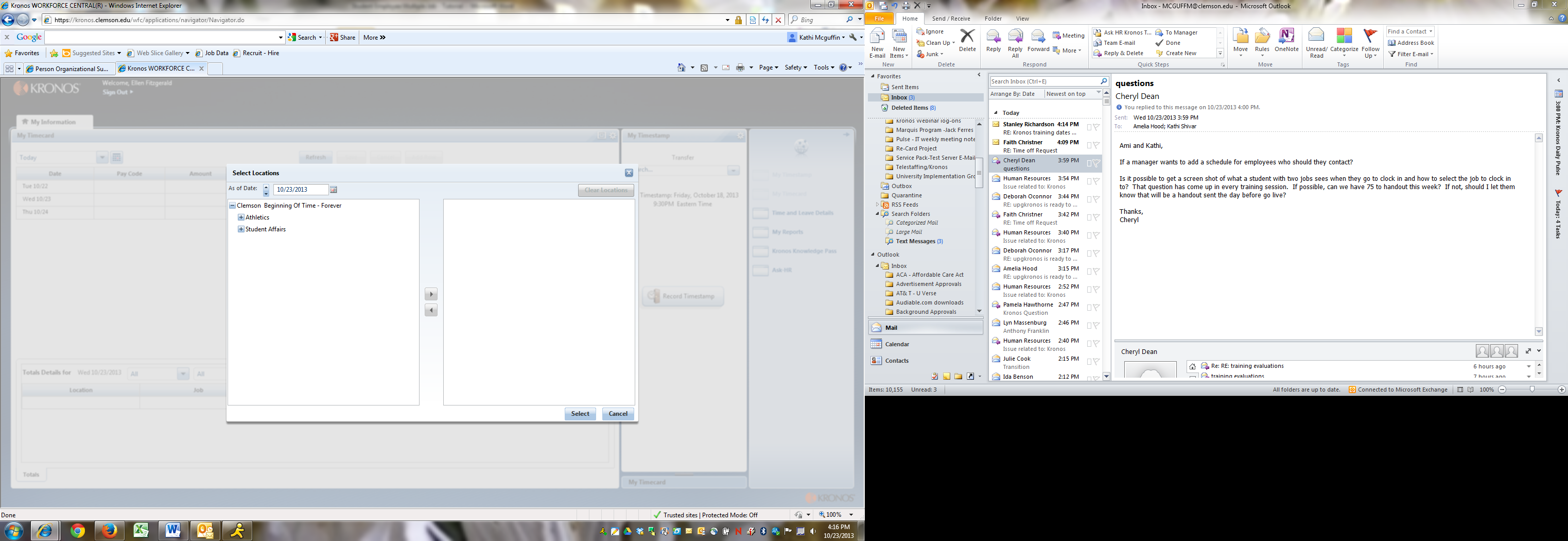
Step 3… click on the word “Search”



Click on the “Add Job transfer” drop down box



Click on the word “Search…”

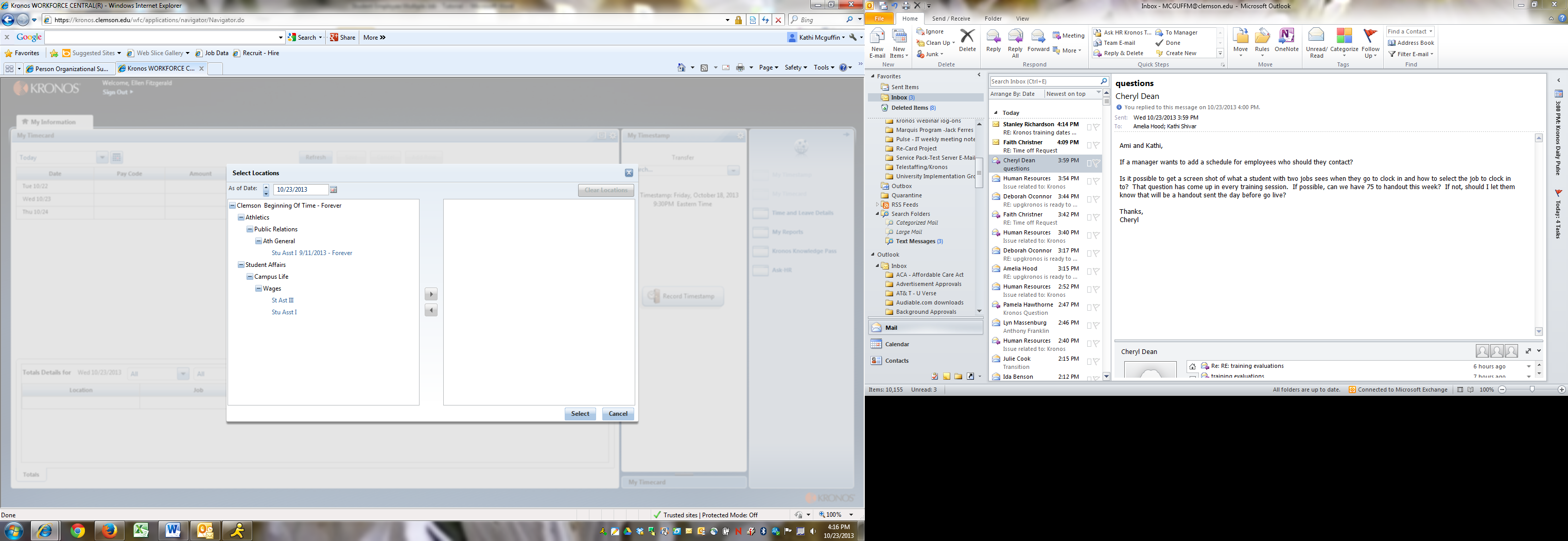


You will see a list of all the jobs you have on campus that are using the Kronos Timekeeping system.

The next screenshot will instruct you how to open the job maps so that you can choose the job in which hours you are working should be paid from.

Click on the + boxes and open each of the mappings. This will let you see each organization structure within the job mapping.

*You will need to know the jobs that you have on campus. You will need to know the Department Name and the name of your job so that you choose the correct job when selecting from the multiple job list*



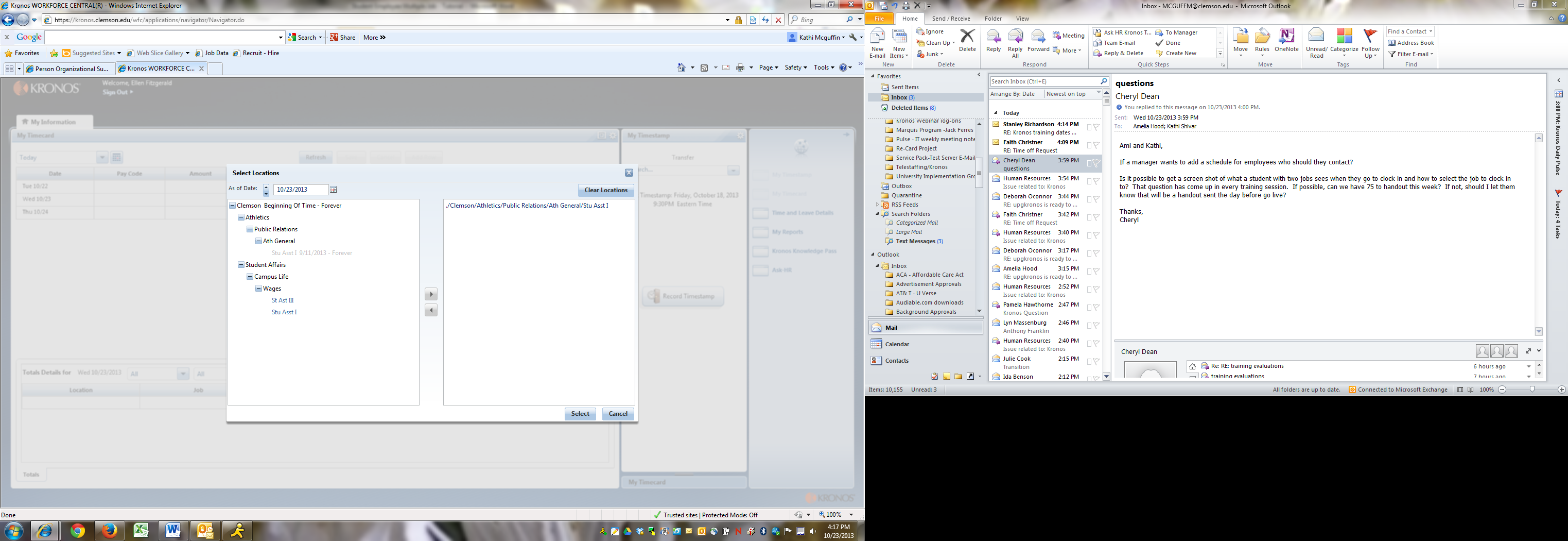
Choose the job that falls under the department that you are working. In this example the student is going to choose the job she/he has in Athletics. Highlight the job that is written in blue and click on the arrow that will place the job on the right hand side of your window inset.

Once you have done this, hit the “Select” button.

Then click on the “Ok” button

This takes you back to the “Record Timestamp” screen and NOW you will hit “Record Timestamp.” This action will charge the hours worked to the selected job: Athletics department at the correct rate of pay for that job.

When you are done working this shift for this job – you can simply hit “Record TimeStamp and clock out.



* DO NOT USE THE JOB TRANSFER SELECTION PROCESS WHEN YOU ARE CLOCKING OUT!

