Employee – 4500 Clock – Punching In/Out with Multiple Jobs

Important: Employees only need to select a job when punching in OR when switching directly from one job to another (no need to select a job when punching out).



2. Press index finger and tap badge

Screen below will appear:

	Job or Assignment Transfer	24	
	Enter Badge ID Enter Job or Assignment		
3. Select List button to view	w active		
		List>	0

- 4. List of currently active jobs will appear. Press the button next to the corresponding job to select.
- 5. After job is selected a confirmation message will appear:

Accepted Punch		
10:07AM Fri May-22-3	2015	