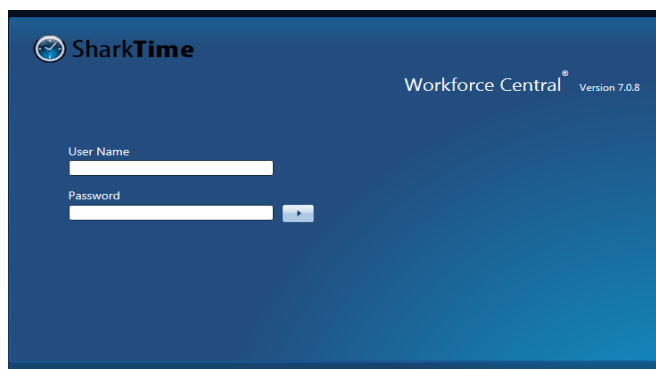# Employee – PC – Punching In/Out with Multiple Jobs

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).

1. Multiple Job Employees should always use the **SharkTime Navigator** shortcut to punch in/out *(the SharkTime QuickStamp shortcut does not allow users to select a job).*

2. Log in

3. From the **Timestamp widget,** select a job from the **Transfer** drop-down and click **Record Timestamp** or pop-out the screen to have a better view of the available jobs.

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4. Select the drop-down to see currently active jobs in the system.

5. Select the corresponding position