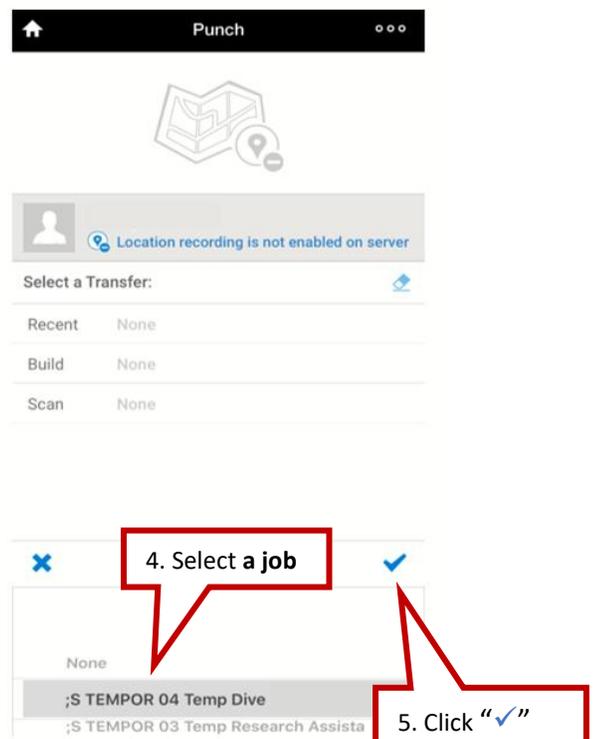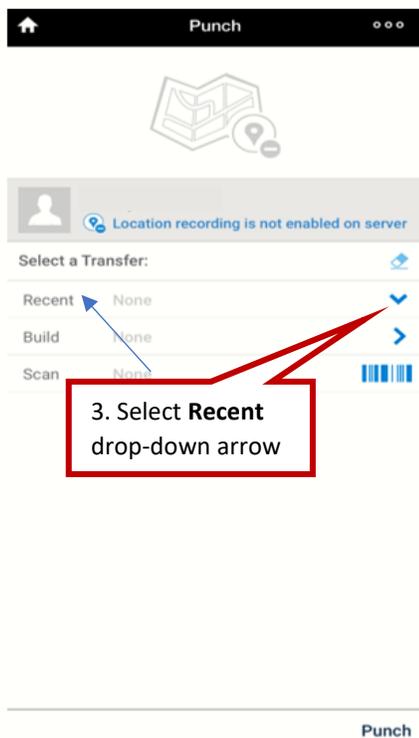# Employee – Mobile – Punching In/Out with Multiple Jobs

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. Log in**

**2. Select Punch widget**

**3. Select Recent drop-down arrow**

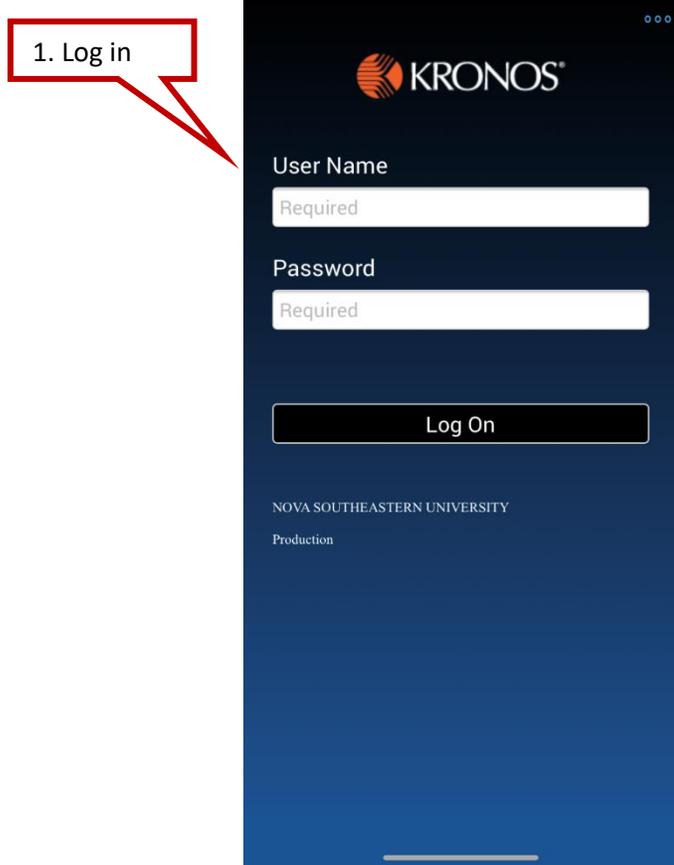**4. Select a job**

**5. Click "✓"**

# Employee – Mobile – 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).



6. Click **Punch**

7. **Punch Succeeded** message will pop up, hit **OK**