

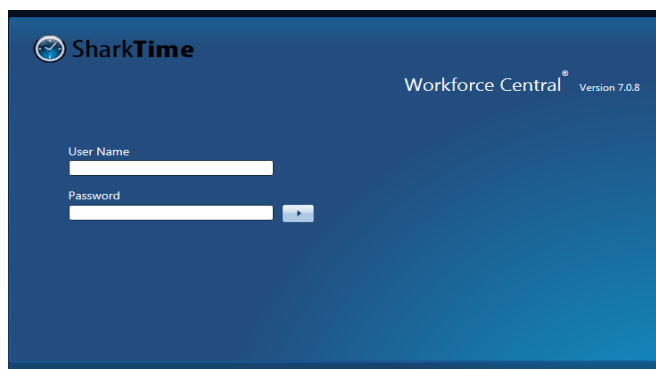
# Employee – PC – Punching In/Out with Multiple Jobs

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

A screenshot of the SharkTime dashboard. The main area shows a calendar for August 23-29, 2015. On the right, there is a "Timestamp" widget with a "Transfer" dropdown menu and a "Record Timestamp" button. A red callout box points to the "Transfer" dropdown with the following text:

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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The screenshot shows the SharkTime web application interface. The main content area is titled 'Timestamp' and displays the last timestamp: 'Tuesday, August 25, 2015 12:08PM Eastern Time'. Below this, there is a 'Transfer' dropdown menu with two options: 'S STUDNT 00 Student Job 779 N01497345' and 'P STUDNT 02 Student Job 785 N01497345'. A search bar is visible below the dropdown. To the right, there are several panels: 'My Timecard' showing 'Link Name: My Timecard' and 'Application: Workforce Timekeeper'; 'Inbox' showing 'Link Name: Inbox'; and 'My Calendar' showing a calendar grid for August 2015 with the 25th highlighted. A sidebar on the right contains navigation links for 'Timestamp', 'Inbox', 'My Timecard', 'My Calendar', 'My Reports', 'Payroll Forms', 'Payroll Website', 'SharkLearn', and 'SharkLink'. Two red callout boxes are present: one pointing to the dropdown menu with the text '4. Select the drop-down to see currently active jobs in the system.', and another pointing to the first job option with the text '5. Select the corresponding position'.