

Job Transfers

The Job Transfer function allows you to allocate time worked to additional jobs outside of your primary position. This would include any time that you are paid on an hourly basis (i.e. tutoring, EdStream, etc.)

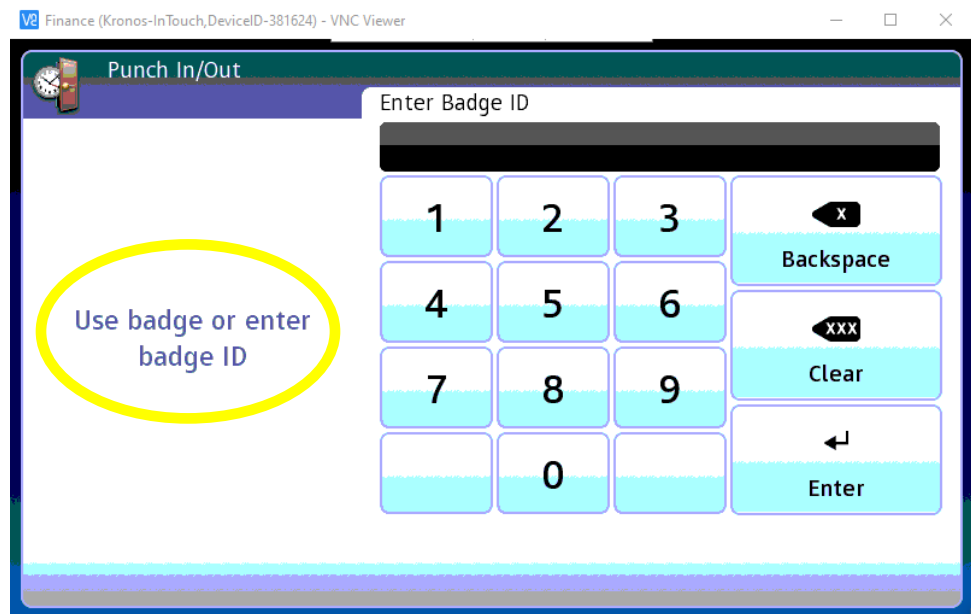
Clocking for Job Transfers

- 1 Click on the **Transfer** icon on the timeclock's home screen.
- 2 Once the keypad appears you will swipe your key fob along the bottom right front of the machine.
- 3 Enter the **Requested Fields** pertaining to the job transfer.
- 4 Review your transfer and click **Submit**.
- 5 To Clock out, Click Punch In/Out and swipe your key fob.

Step 1



Step 2



Step 3

Transfer - KIMBERLY SMITH

School/Department	ASHVILLE MIDDLE SCHOOL
Transfer	Tutor
Substituting For	
Review	

Transfer
Substitute School Nurse

Summer School
Summer School

Translator - No Retirement
Translator - No Retirement

Translator - w/Retirement
Translator - w/Retirement

Tutor
Tutor

Step 4

Review

School/Department	ASHVILLE MIDDLE SCHOOL ASHVILLE MIDDLE SCHOOL
Transfer	Tutor Tutor
Substituting For	<Leave Blank>

Back Submit