Using the Timeclock to record time as a multiple job employee
Multiple Job Employees

- Employees with more than one job at the university will need to select the job that they are recording time towards before clocking in.

- Selecting a job can be done both at the Kronos workstation and at a Kronos timeclock.

- Kronos will create a unique string of numbers and letters that identify each job.
  - Ask your supervisor or manager about how to recognize each of your jobs based on the numbers and letters in your job string.

**REMEMBER:** It is not necessary to select a job when clocking out. Simply swipe your card to clock out from any job.
8:25 AM Wed Oct-22-14
East Carolina University

View Timecard, Pay Code Edit Online
View Totals Online, Callback Clock In
Review Punches, View Accruals Online
Approve Timecard, View Schedules Online

East Carolina University
Employee Name
• Use the navigation arrows to scroll up and down to find the job you want to clock in for.

• Use the sequence of letters and numbers to determine which job is the one you’re looking for.
• Use the navigation arrows to pick/highlight the job that you want to clock in for.

• Never pick the shortest entry in your list. This is a duplicate of your primary job and should NOT be selected.
• After selecting/highlighting the correct job, press the Enter button.
• Your name and the job you have selected to clock into will appear on the screen.

• If you have made a mistake, press the Escape/Exit key to start over.
• Press the **Enter** button a second time to record the punch.
• The punch has been recorded.

**Please note:** All punches return the text “Currently OUT.” This means a punch has been recorded, but does **not** mean the punch was necessarily an “out” punch.
• To start over, press the **Escape/Exit** key.

• **REMEMBER:** It is not necessary to select a job when clocking out. Simply swipe your card to clock out from any job.