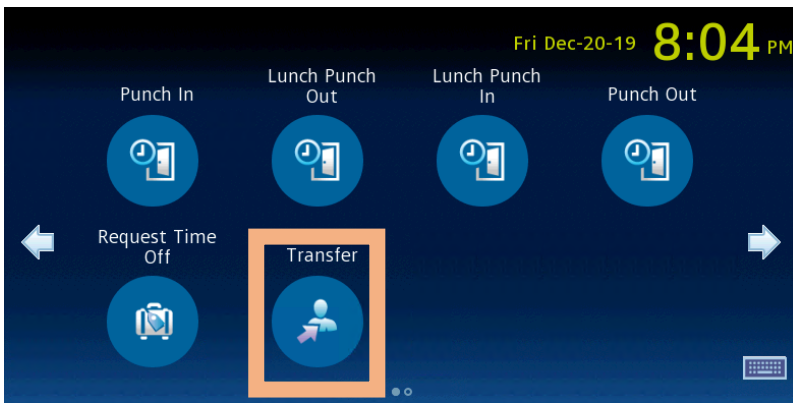
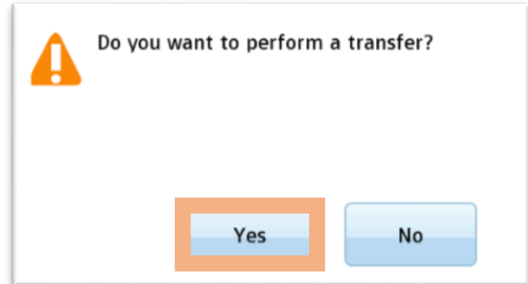


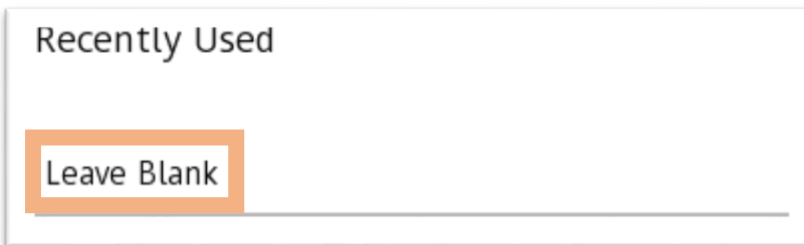
How to Transfer to an Alternate Job Code at a Time Clock



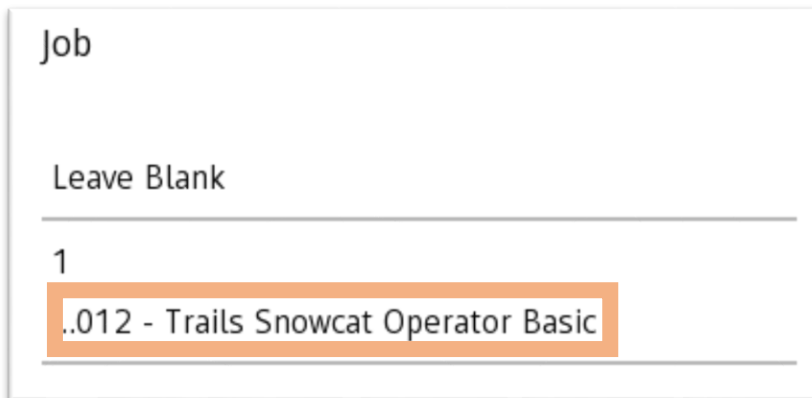
1. Select the **Transfer** button and enter your Employee ID
2. Select **Yes** to perform a transfer.



Please note: Your **FIRST** Transfer to a specific job will show as **Leave Blank** under Recently Used.



3. Select **Leave Blank** and your available jobs will appear. Select the job you are transferring to and next time you will see your Recently Used Job Transfers



4. Select the job you are transferring to.
Next time you will see your **Recently Used Job Transfers in Step #3**