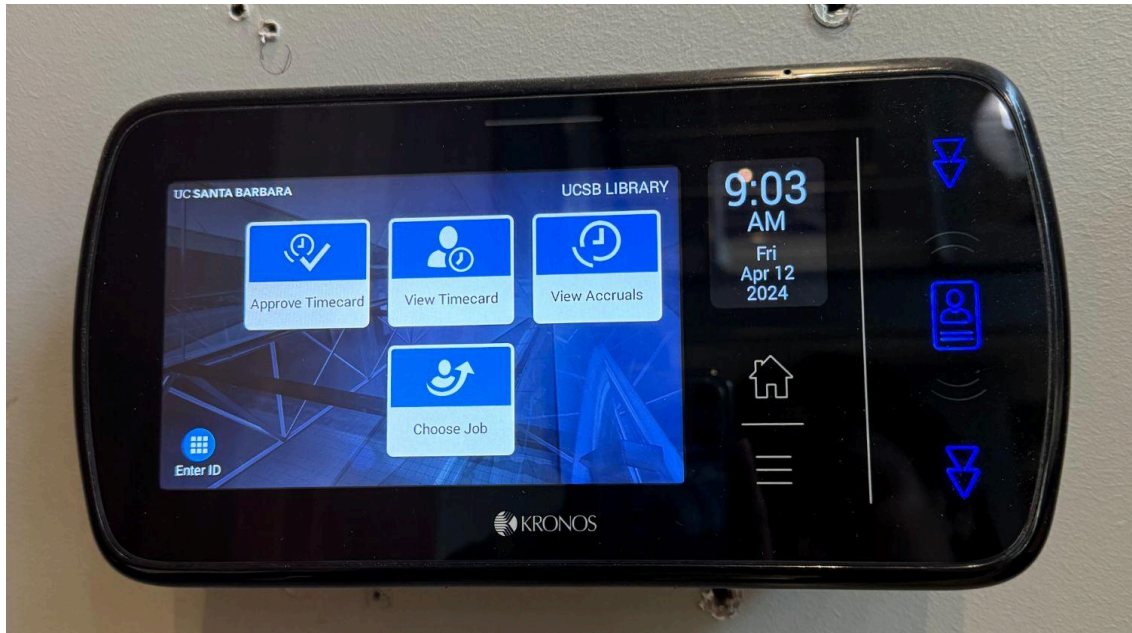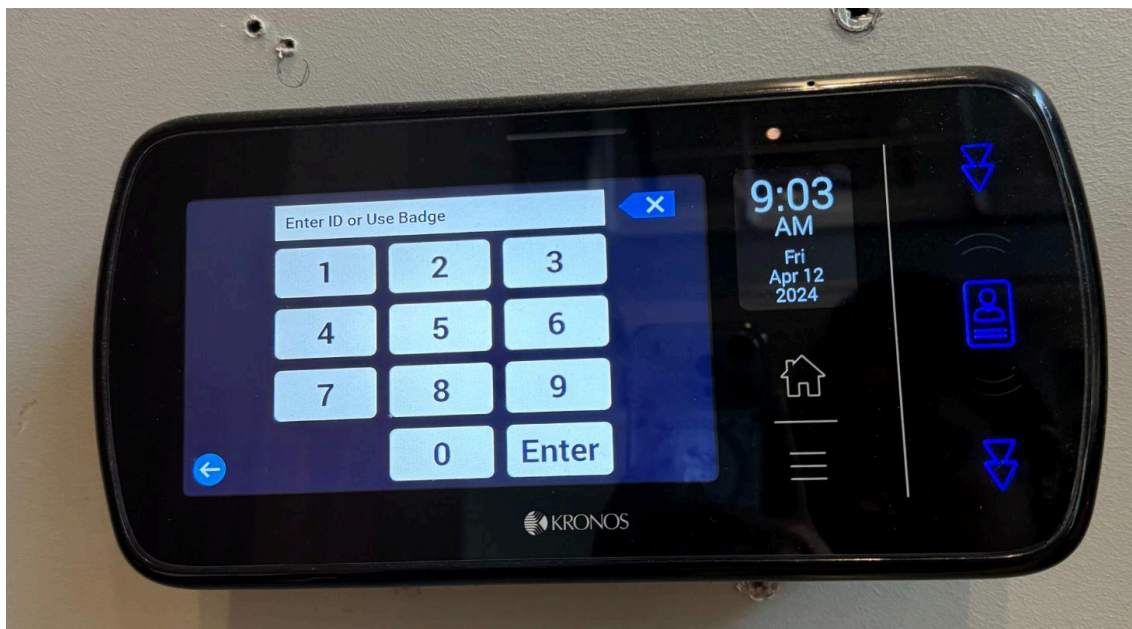# How to Clock-In/Out of Multiple Jobs

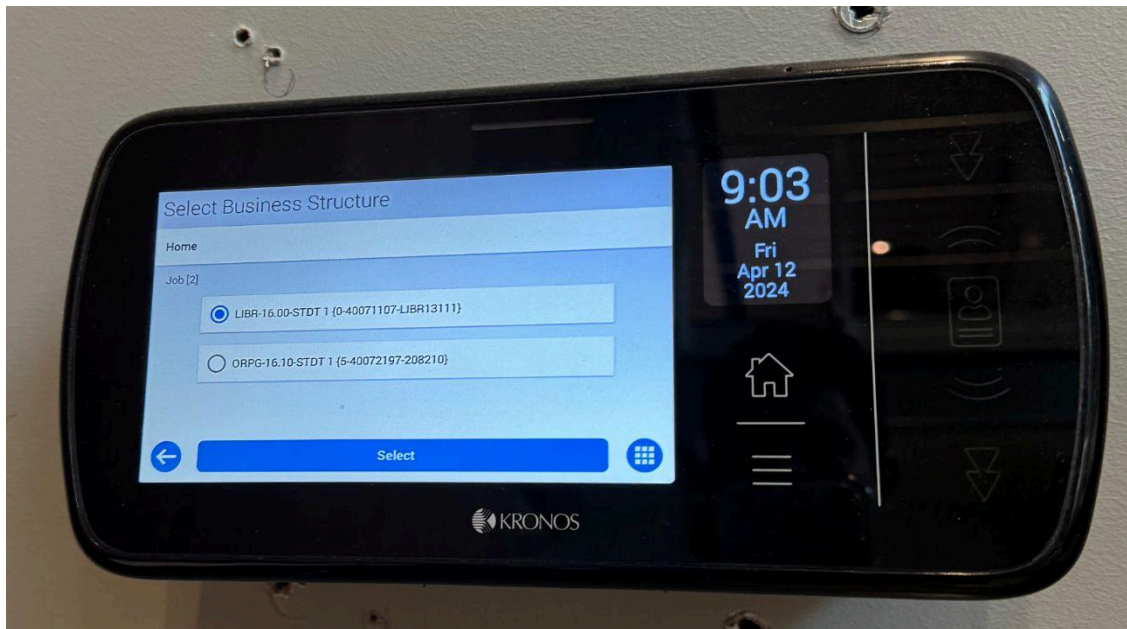**Step 1: Press Choose Job (Last Icon)**
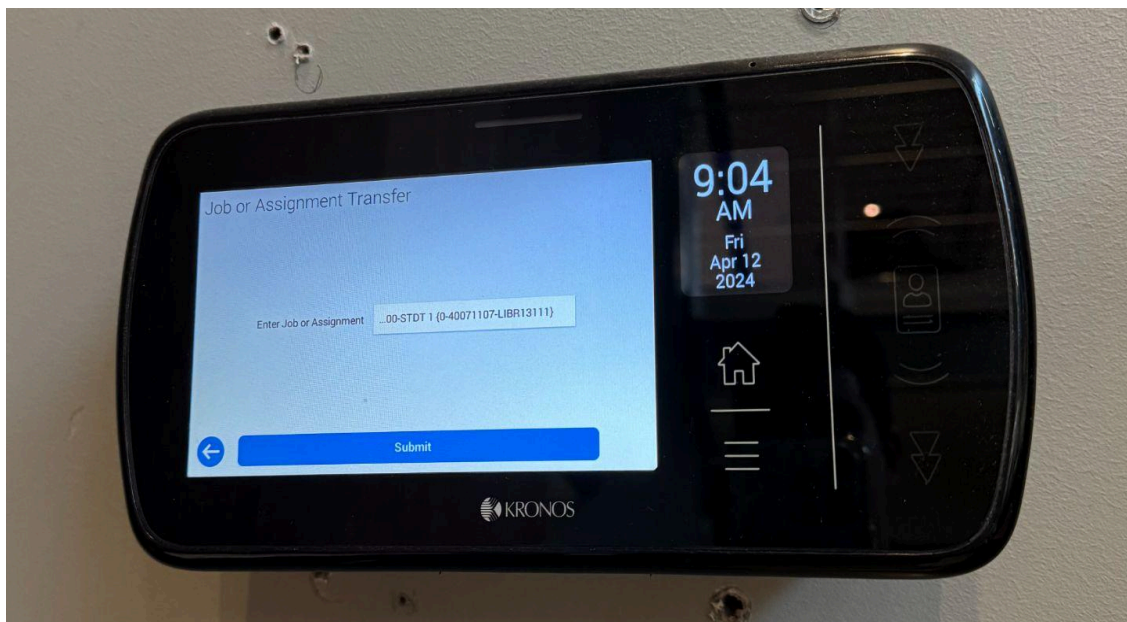

Step 2: Swipe Badge (Right Corner)

Step 3: Choose Job (LIBR) and Press Select

Step 4: Press Submit

Please Note:
- **The transfer code is included on the clock-in, so to clock-out simply swipe badge**
- **If you forget to select job when clocking-in, please notify your supervisor**
- **Supervisors will then submit a ticket to HR for it to corrected**