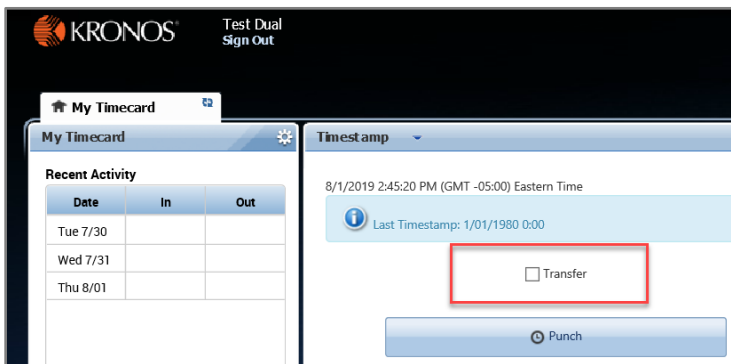


# Dual Job – Using a PC or Time Clock

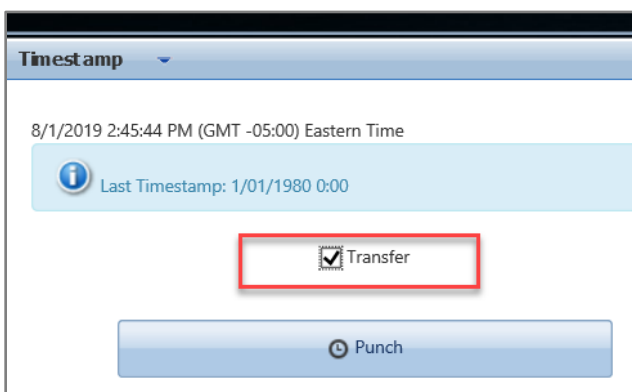
Dual job team members have the ability to select the position the team member will be working from a PC or time clock.

## Dual Job Using the Computer

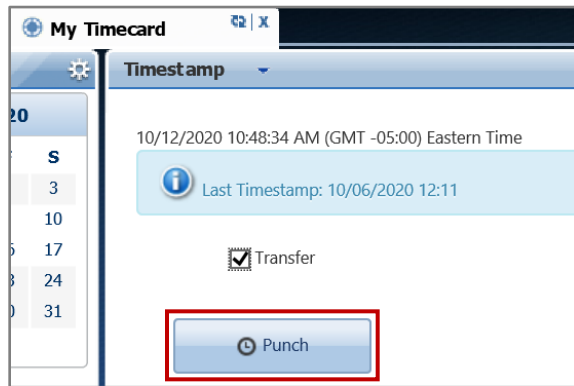
- Open *My Timecard*, go to Timestamp
- Locate the  box next to *Transfer*



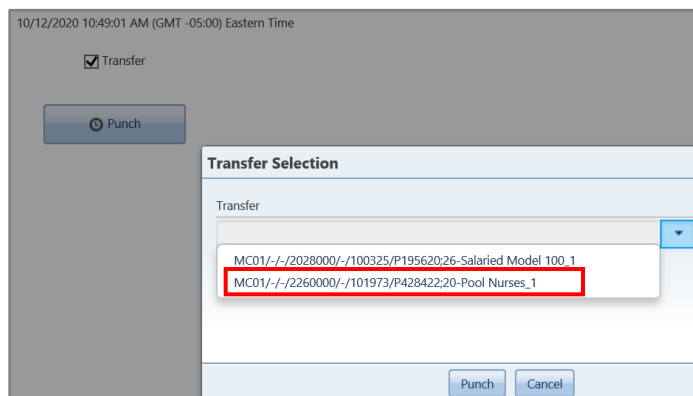
- Click in the box to select *Transfer*



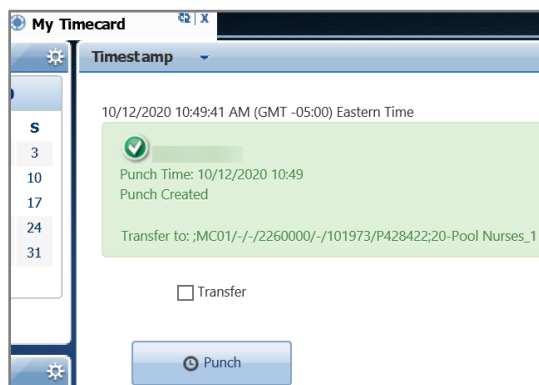
- Select *Punch*



- Once punch is selected, the option for the labor account for the Dual Job is available in the drop down menu. Choose the position you will be working.



- Click *Punch*
- A green box appears with text indicating the department you have selected



## Dual Job Using the Time Clock

The steps below will show a team member how to clock in when working any of their non-primary job(s).

For example:

- A team member can have a primary job in the IT department and also hired to work a non-primary (dual job) in a nursing department

The example below demonstrates how the team member will clock into their dual (non-primary job) at a time clock

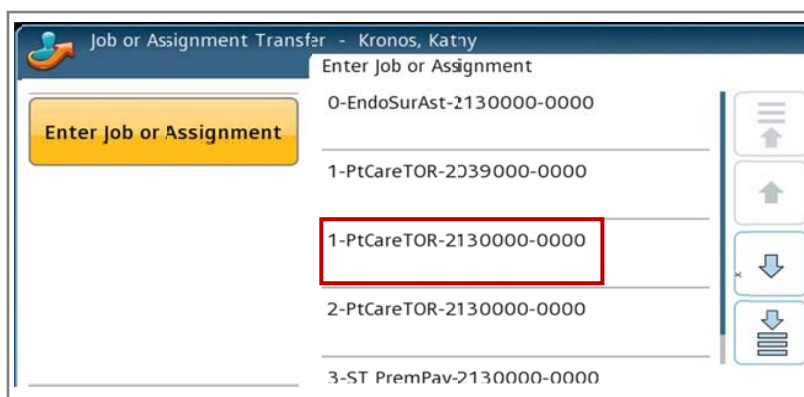
- Go to any Kronos InTouch Time Clock and select the *Dual Job Transfer* soft key



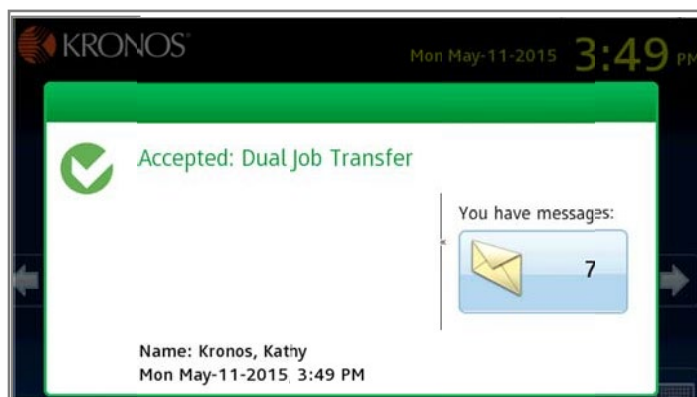
- Place the ID badge in the front of the clock in the upper right corner of the badge reader, hold for 1-3 seconds



- Select the non-primary job "1-PTCareTOR-2130000-0000" from the list of valid accounts  
 (Note: ONLY jobs for which the team member has been hired into will display in the list)
- In this example, the job "1-PtCareTOR-2130000-0000" is selected  
 This includes a transfer to the non-primary department, 2130000



- The *Accepted: Dual Job Transfer* confirmation message will appear



- It is not necessary to select dual transfer to clock out at the end of the shift.
  - There is no extra step needed to clock out for a dual job
  - A team member may be prompted for meal attestation depending on the length the shift
  - Answer the meal attestation question if prompted to record the



outpunch

## Additional Questions?

- Call the Help Desk at 434-924-5334  
*OR*
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:  
*Submit a Help Desk Ticket On-line*