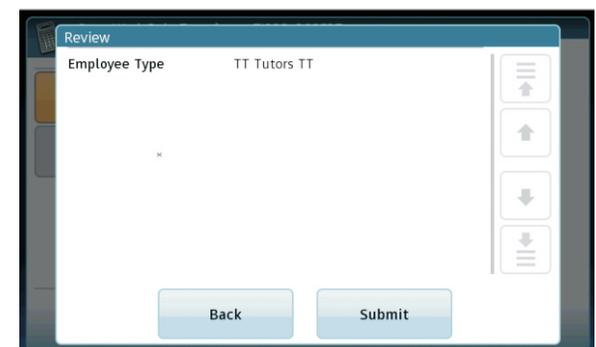
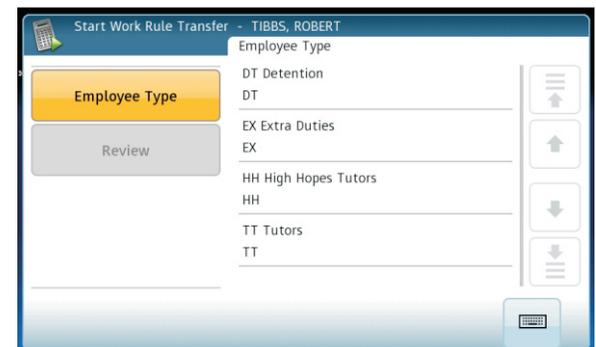
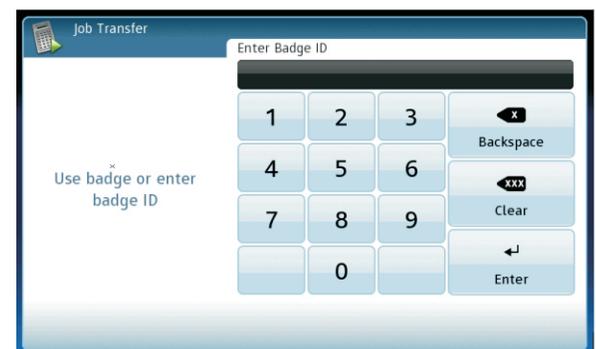


Job Transfer using the InTouch

- 1** Press the **Transfer Jobs** soft key.
- 2** Swipe your **ID Card** OR enter your **Badge ID** AND **Scan Finger**.
- 3** Press the soft key of the **Employee Type** job that you are transferring to.
- 4** Verify that the entry is correct and press the **Submit** button.



Note: If you are working a job transfer in the morning prior to your normal shift do the following:

1. Follow steps 1-4 to clock in for detention or tutoring.
2. When you are finished with detention or tutoring clock out by Add Punch and swiping badge AND scanning finger. DO NOT press Job Transfer again at this time.
3. Swipe your card again and scan finger to clock in at your regular job.

Note: If you are working a job transfer in the afternoon at the end of your regular shift do the following:

1. Press Add Punch, swipe your badge and scan finger to clock out at your regular job.
2. Follow steps 1-4 to clock in for detention or tutoring. This will automatically clock you out of your regular job and in as the transfer.
3. When you are finished with detention or tutoring clock out by pressing Add Punch, swiping badge and scanning finger. DO NOT press Job Transfer again at this time.

Note: If you are working all day as a tutor and take a lunch break then do the following:

1. Follow steps 1-4 to clock in for detention or tutoring.
2. Press Add Punch, swipe your badge and scan finger to clock out for lunch.
3. Follow steps 1-4 to clock back in for detention or tutoring.
4. Press Add Punch, swipe your badge and scan finger to clock out at the end of the day.