



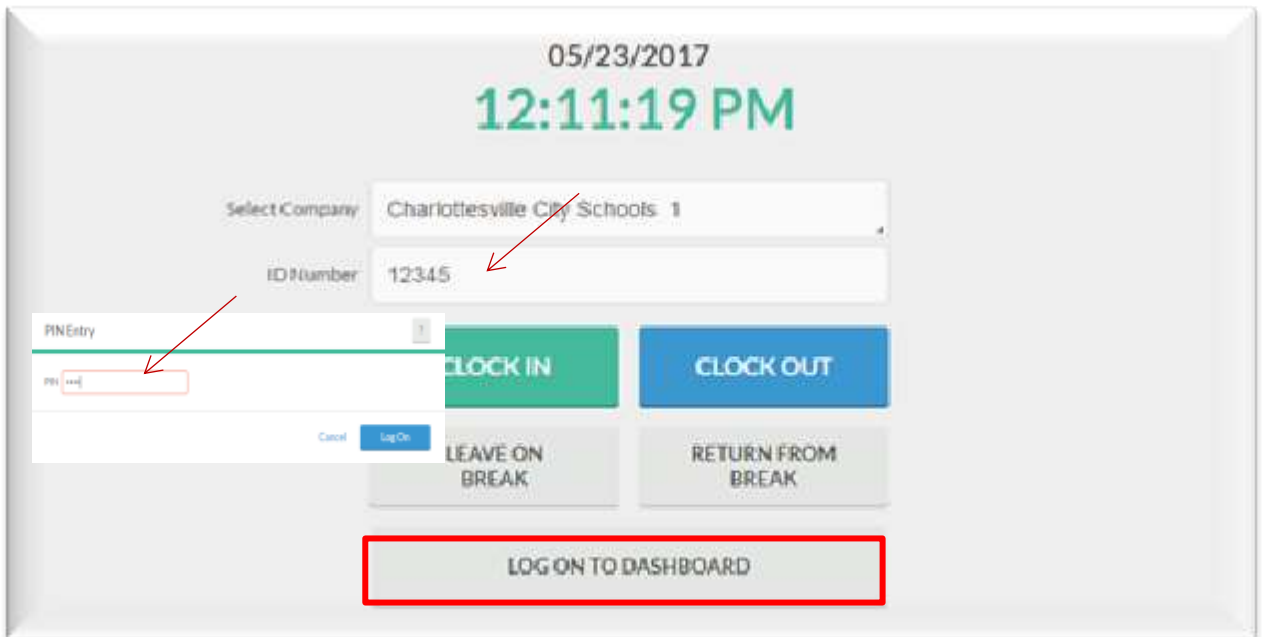
Changing Jobs

Salaried Non Exempt & Hourly Staff

Version 5-23-17

In this Guide, you will learn how to change jobs from the DASHBOARD. You will perform this action when going from one job directly into another. No need to clock out and back in, just change jobs!

Step 1



05/23/2017
12:11:19 PM

Select Company: Charlottesville City Schools 1

ID Number: 12345

PIN Entry: [PIN] [Log On]

CLOCK IN | CLOCK OUT

LEAVE ON BREAK | RETURN FROM BREAK

LOG ON TO DASHBOARD

- Launch **WebClock** (Using the Kiosk or Web Browser from any computer) and enter your **Employee ID Number**
- Choose **LOG ON TO DASHBOARD**
- Enter Your **PIN** (Last 4 of Your Social Security Number) and Click **LOG ON**



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Step 2



➤ Click on the **CHANGE JOB** Tab

Step 3



➤ You will see the Confirmation Screen, Click **Continue**



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Step 4

05/28/2017 9:19:38 AM Hello Jane Test [Not you?](#)

Select Job

Search

Showing 3 records of 3

ID ↑	Description	Group
200	ADMIN HOURLY	Hourly
202	BOYD TINSLEY ACADEMIC	Hourly
210	CUSTODIAN EVENT/RENTAL	Hourly

Cancel

➤ Choose the Job that you are beginning and Click **CONTINUE**

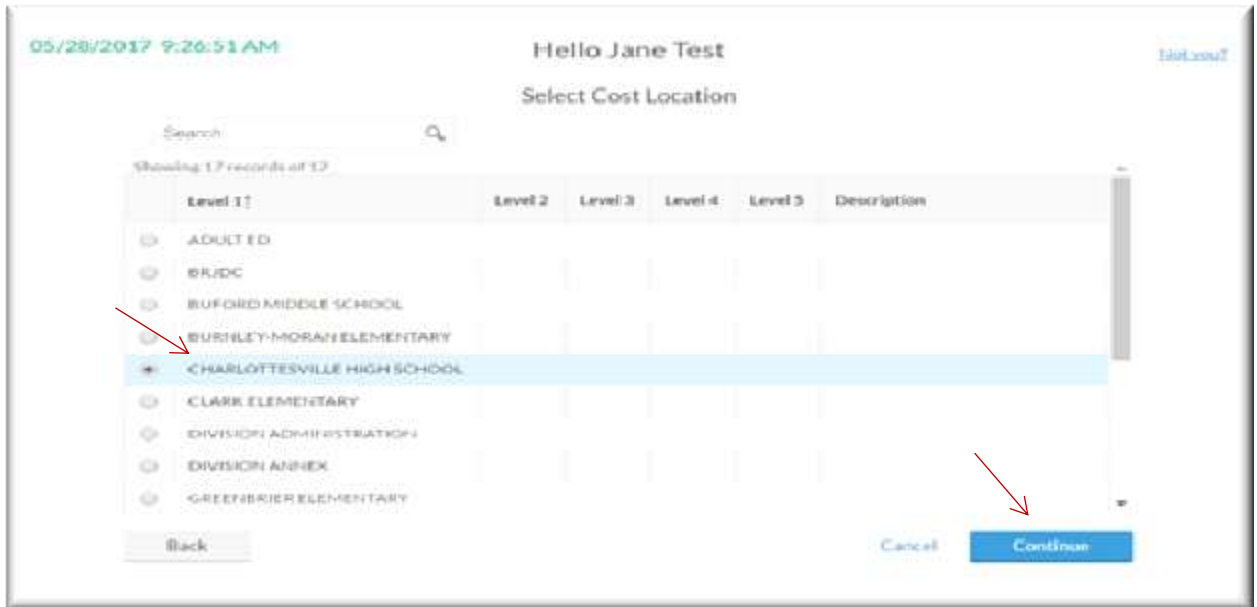


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Step 5



05/28/2017 9:26:51 AM Hello Jane Test [Logout](#)

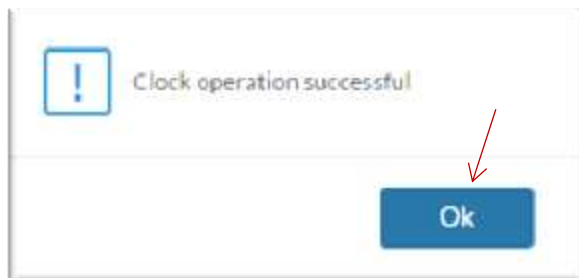
Select Cost Location

Search

Showing 17 records of 17

Level 1	Level 2	Level 3	Level 4	Level 5	Description
<input type="radio"/>					ADULT ED
<input type="radio"/>					BR/DC
<input type="radio"/>					BUFFORD MIDDLE SCHOOL
<input type="radio"/>					BURNLEY-MORAN ELEMENTARY
<input checked="" type="radio"/>					CHARLOTTESVILLE HIGH SCHOOL
<input type="radio"/>					CLARK ELEMENTARY
<input type="radio"/>					DIVISION ADMINISTRATION
<input type="radio"/>					DIVISION ANNEX
<input type="radio"/>					GREENBRIER ELEMENTARY

- Choose the **LOCATION** of the job being worked (If applicable to the job)
- Click **CONTINUE**



- Click OK and you are clocked into your new job!