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**

- 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

Choose the Job that you are beginning and Click CONTINUE
Step 5

- 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!