



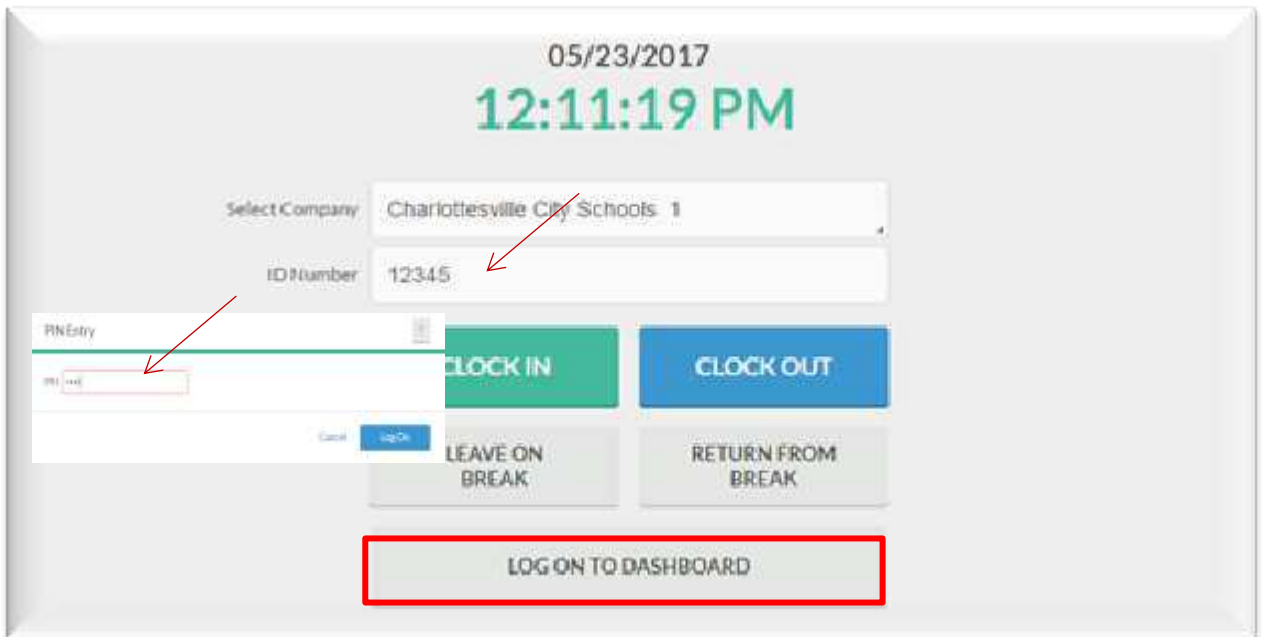
# Changing Jobs

## 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

RNEntry

Pin

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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Salaried Non Exempt & Hourly Staff

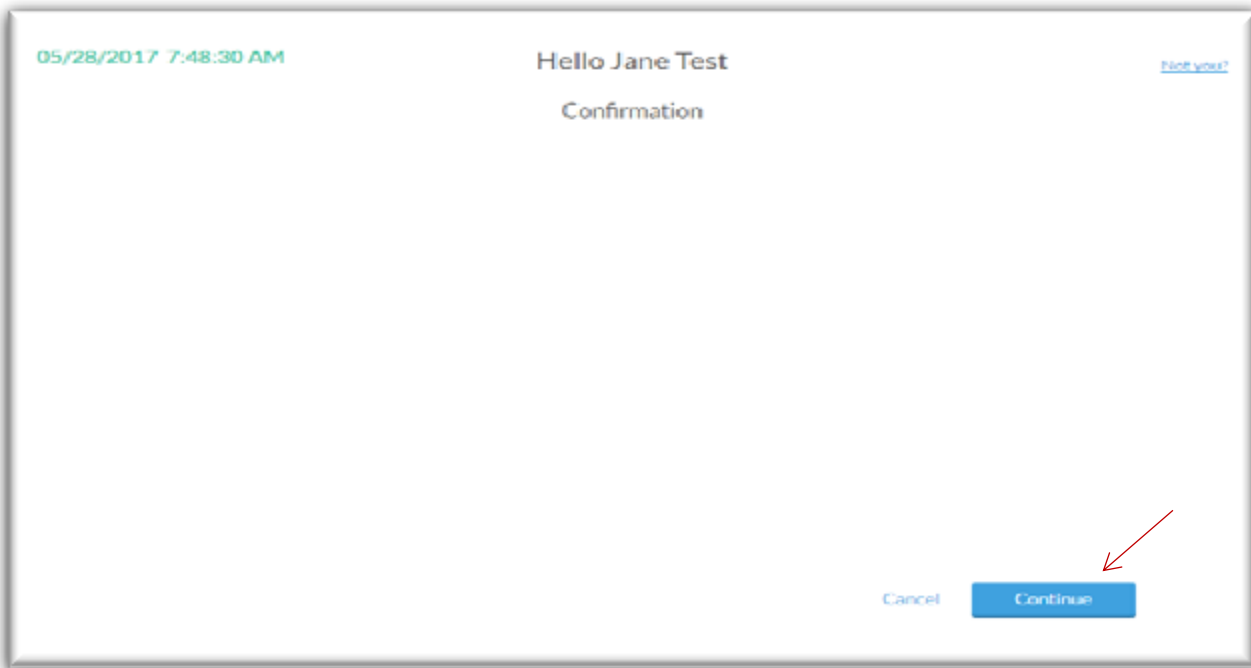
Version 5-23-17

## 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



Showing 3 records of 3

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

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

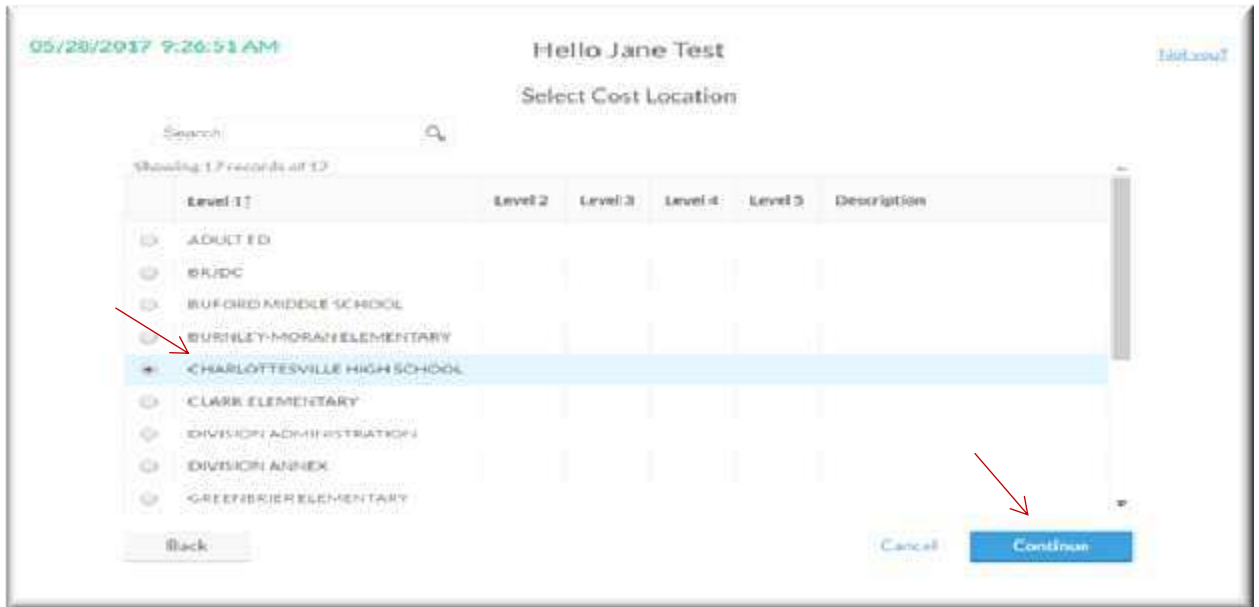


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## Salaried Non Exempt & Hourly Staff

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### Step 5



05/23/2017 9:26:51 AM Hello Jane Test [Help/Log Out](#)

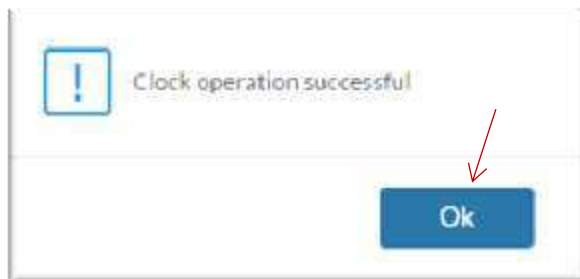
Select Cost Location


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**



 Clock operation successful

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