



Switching jobs with TimeDock

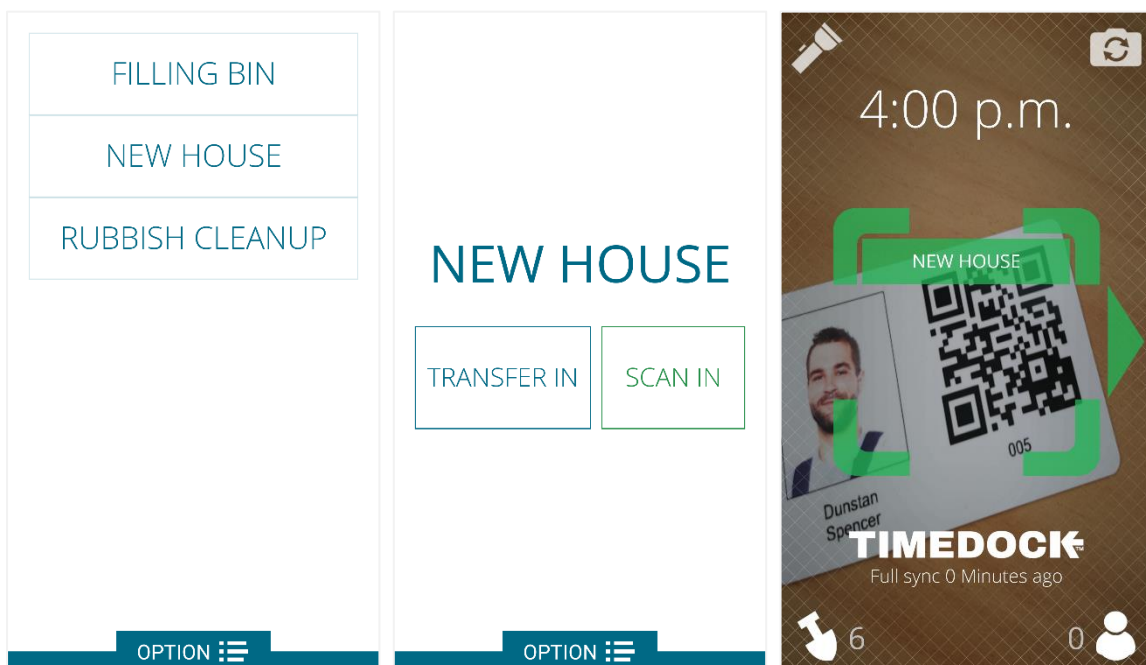
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To switch between different **Projects** within a shift, tap the shovel icon in the bottom left-hand corner of the screen to view a list of projects available. Tap on a new project and either select **Transfer In** to switch already clocked-in staff to that project, or select **Scan In** to scan an employee ID card **IN** to that project.

To switch between different **Activities** within a shift, scan the employee ID card **IN** to display a list of activity options available.

Note: It is not necessary to clock **OUT** first when switching jobs. The system will automatically calculate the allocated time from the previous **IN** entry.



Example:

An employee's raw clock entries for a shift

Action	Time	Tags
IN	8:00am	Project A Assembly
IN	11:00am	Project A Finishing
IN	2:30pm	Project B Site Inspection
OUT	4:00pm	