Swipe procedure for student aides working in two departments.

If a student is swiping for work done in their "home" department, they simply swipe in. If a student is swiping for work done in their secondary department, they need to follow these directions:

**Department Time Transfer Procedure:**

1. Press the Dept Transfer Button.

2. Type in the 4-digit department organization code provided by Counseling & Career Services when the student was hired for the second job.

3. Press the "ENTER" button.

4. Swipe your card.

5. At the end of your shift, just swipe your card.