

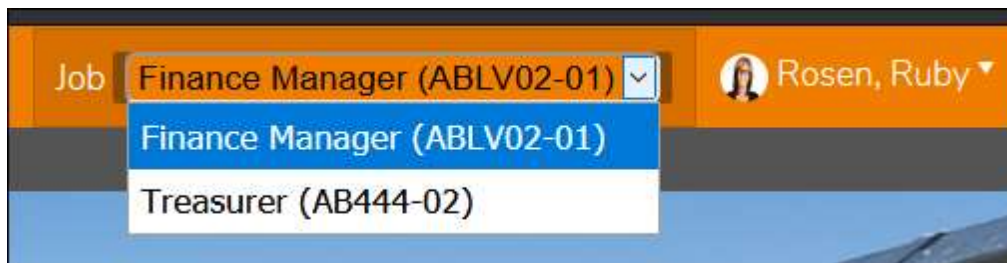
Web Kiosk Change Active Job Guide

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If you hold multiple jobs across the University, you may need to change your view in Web Kiosk to a specific job when needing to book leave or look at the history of that appointment.

To change the active job

For users with multiple active jobs, select the relevant job from the list in the top menu. The context of pages will change to that of the selected job (where applicable). Some pages include multiple job selection, e.g. General Timesheets.



For users with historical (end dated jobs), the ended jobs will also display in this list to allow access to view prior history of appointment details and transactions related to those jobs. The current active job will be listed first.