



Employee LINQ USER MANUAL



School LINQ

LINQ

Connecting the K-12 Community

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<https://employee.linq.com/>

Employee LINQ Help, updated 02/2020

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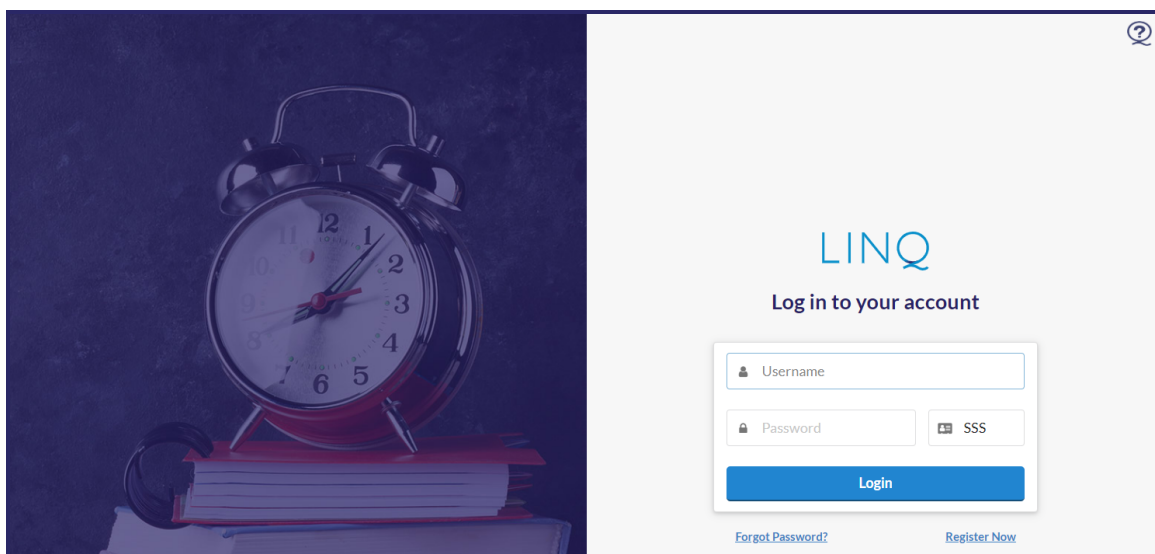
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Basic Steps

Registration

- To access the Employee LINQ website, go to <http://employee.linq.com/>. The **Login** form will display.




- If you have not been previously registered, click the **Register Now** link. The **Registration Form** will display.


The screenshot shows a registration form for LINQ. At the top, the LINQ logo is displayed in blue. Below the logo, the title 'Complete the Registration Form' is centered. The form itself is a light gray box with a white background. It contains several input fields and a checkbox. The first field is 'Enter a User Name', which has a red border and a 'Username' placeholder. To its right is a checkbox labeled 'Use Existing User Name'. Below this is a red error message 'Username Required'. The next row has 'Enter an Email Address' with an 'Email' placeholder and 'Enter your Unit ID' with 'TEST' entered. The third row has 'Enter last 4 of your SSN' with a 'last 4 of your SSN' placeholder and 'Enter your Birthdate' with a 'Birthdate' placeholder. The fourth row has 'Enter a Password' with a 'Password' placeholder and 'Confirm Password' with a 'Password' placeholder. At the bottom, there are two blue buttons: 'Cancel' on the left and 'Register' on the right.

- Enter a username in the **Enter a User Name** field, or check the **Use Existing User Name** checkbox if you already have user access to *LINQ* financial software. **NOTE:** Hover over the **Use Existing User Name** checkbox for a tooltip with information on when to check it.
- Enter your email address in the **Enter an Email Address** field.
- Enter your Unit ID in the **Enter your Unit ID** field.
- Enter the last four digits of your social security number in the **Enter last 4 of your SSN** field.
- Enter your birthday in the **Enter your Birthdate** field.
- Enter a password in the **Enter a Password** field.
- Re-enter the password in the **Confirm Password** field to verify password.

A blue rectangular button with rounded corners containing the word "Register" in white text.

- Click the  button. You will be brought back to the login page.

Log In

- Enter your username in the **Username** field.
- Enter your password in the **Password** field.
- Enter the Unit ID in the **Unit ID** field.
- Click the  button.

Forgot Password

- Click the **Forgot Password?** link. The **Forgot Password** form will display.

LINQ


Forgot Password

Enter your Username and Unit ID.
A link to reset your password will be sent to the email address on file.

ENTER YOUR USER NAME: ENTER UNIT ID:

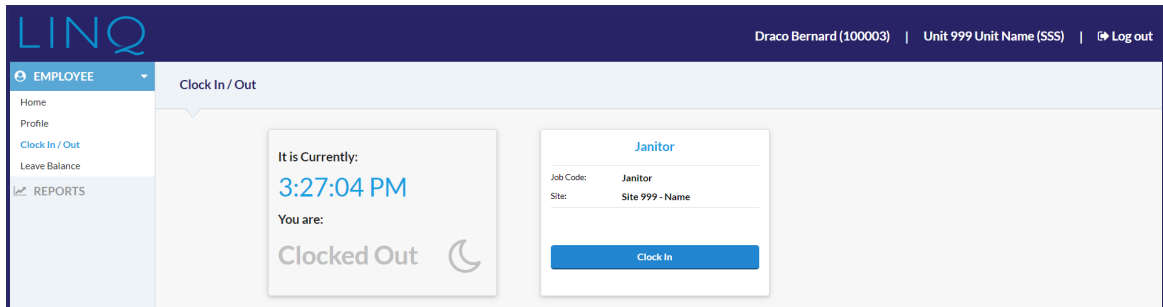
Username Unit ID

Cancel Submit

- Enter your username in the **Username** field.
- Enter the Unit ID in the **Unit ID** field.
- Click the  button. A link to reset your password will be sent to the email associated with the account.

Employee LINQ Interface

Once logged in, you will see a **Navigation Bar**, the current time, your **Clocked In/Out** status, and the available job card(s) for your position(s). Job cards are based on position and/or location of work and can be identified by the **Job Code** and/or **Site**.



Log Out

To log out of Employee LINQ, click **Log out** in the top right-hand corner of the page.



Employee

In this section, you will find:



[Home](#)



[Profile](#)



[Clock In / Out](#)



[Requests](#)



[Leave Balance](#)

Home

The **Home** page displays the current user and indicates that they are logged into Employee LINQ.



Welcome Leslie Anderson!
You are logged into Employee LINQ.

Profile

The **Profile** page allows employees to view and edit profile information.


The screenshot shows the 'Profile' page with the 'Personal' tab selected. The page contains several input fields for personal information:

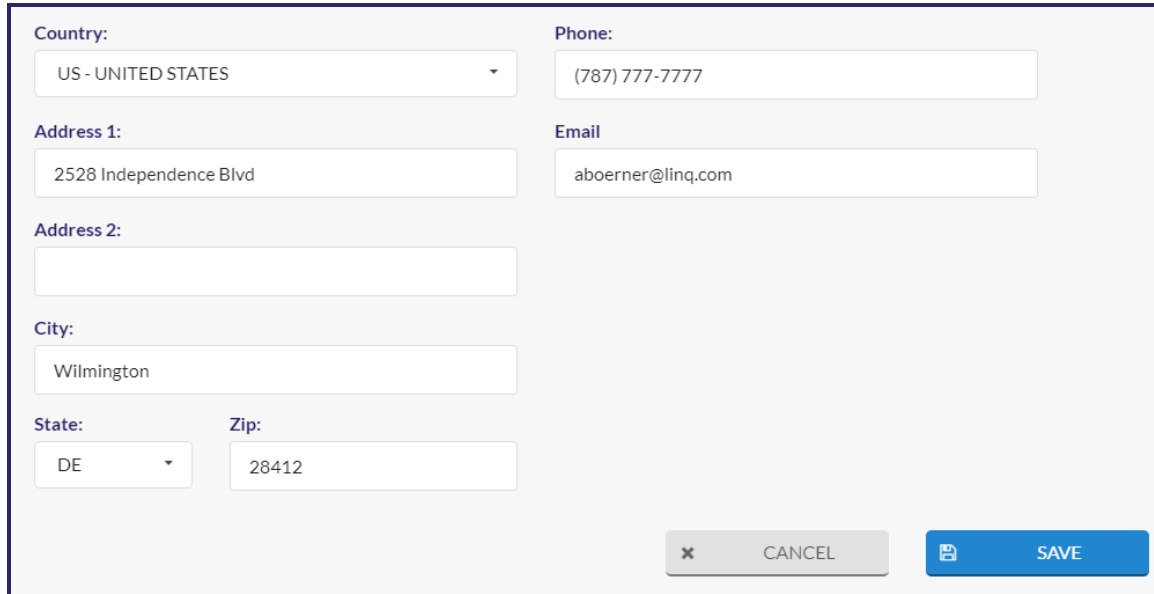
- Personal Information:**
 - First Name: Leslie
 - Middle Name: Scrubbed
 - Last Name: Anderson
 - SSN: ***-**-1049
 - Birth Date: 08/15/1983
 - Race: American Indian or Alaskan Native, White
- Primary Site and State ID:**
 - Primary Site: Site 32L - Name
 - State ID: 0000551940
- Address and Contact Information:**
 - Country: US
 - Address 1: 551940 Anderson Rd.
 - Address 2: (empty)
 - City: Durham
 - State / Zip: NC 27707
 - Phone: (555) 555-5555
 - Email: EmployeeEmail@Email.com

Personal Tab

This tab includes read-only information, such as the employee name and SSN, and edit-able information, such as address and email.

This screenshot is identical to the one above, showing the 'Profile' page with the 'Personal' tab selected. It displays the same set of input fields for personal information, including name, SSN, birth date, address, and contact details.

- Click  the icon to edit address and contact information. The **Edit Personal** form will display.



The screenshot shows a form with the following fields and values:

- Country:** US - UNITED STATES
- Phone:** (787) 777-7777
- Address 1:** 2528 Independence Blvd
- Email:** aboerner@linq.com
- Address 2:** (empty)
- City:** Wilmington
- State:** DE
- Zip:** 28412

At the bottom right, there are two buttons: a grey "CANCEL" button with a close icon and a blue "SAVE" button with a save icon.

- Modify your address in the address fields.
- Enter or modify your phone number in the **Phone** field.
- Select a type from the **Phone Type** drop-down list.
- Enter or modify your email in the **Email** field.

- Click the  button.


Contacts Tab

This tab includes editable employee emergency **Contact** information.



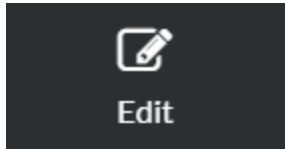
The screenshot shows a tabbed interface with "Contacts" selected. Below the tabs is a table with the following data:

First Name	Last Name	Relationship
 Jennifer	Anderson	Spouse

- Click the  icon to view read-only details for each contact.


Edit Contact

- Click the  icon.
- Click the  icon.





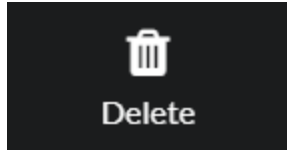
- Click the  button. The **Edit Contact** form will display.

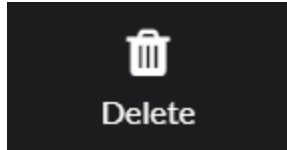
<p>First Name:</p> <input type="text" value="John"/>	<p>Middle Name:</p> <input type="text"/>
<p>Last Name:</p> <input type="text" value="Doe"/>	<p>Relationship:</p> <input type="text" value="Spouse"/>
<p>Contact Types:</p> <input type="text" value="Select one or more contact types"/>	
<p><input type="checkbox"/> Use my address</p>	
<p>Country:</p> <input type="text" value="US - UNITED STATES"/>	<p>Phone 1:</p> <input type="text"/> <input type="text"/>
<p>Address 1:</p> <input type="text"/>	<p>Phone 2:</p> <input type="text"/> <input type="text"/>
<p>Address 2:</p> <input type="text"/>	<p>Phone 3:</p> <input type="text"/> <input type="text"/>
<p>City:</p> <input type="text"/>	<p>Phone 4:</p> <input type="text"/> <input type="text"/>
<p>State:</p> <input type="text"/>	<p>Zip:</p> <input type="text"/>
<p><input type="button" value="CANCEL"/> <input type="button" value="SAVE"/></p>	

- Change the name in the name fields.
- Change the relationship from the **Relationship** drop-down list.
- Select one or more contact types from the **Contact Types** drop-down list.
 - If **Dependent** is one of the options selected:
 - The **Dependent Information** section will display. See [Add Dependent](#) for instructions.
 - The **Living Arrangements** section will display. See [Add Dependent](#) for instructions.
 - The **Use my address** box will display.
 - If only **Dependent** is selected, the contact will be moved to the [Dependents](#) tab when saved.
- To edit the address:
 - Change the address in the address fields. OR
 - Check the **Use my address** box if the contact lives with you.
- Enter or add a phone number in the **Phone** fields.
- Select a type from the **Phone Type** drop-down list.
- Click the  button.

Delete Contact

- Click the  icon.
- Click the  icon.



- Click the  button. The **Delete Contact / Dependent** message will display.



- Click the  button.

Add Contact

- Click the  [Add](#) link. The **New Contact** form will display.

First Name: <input type="text"/>	Middle Name: <input type="text"/>
Last Name: <input type="text"/>	Relationship: <input type="text"/>
Contact Types: <input type="text" value="Emergency"/>	
<input type="checkbox"/> Use my address	
Country: <input type="text" value="US - UNITED STATES"/>	Phone 1: <input type="text"/>
Address 1: <input type="text"/>	Phone 2: <input type="text"/>
Address 2: <input type="text"/>	Phone 3: <input type="text"/>
City: <input type="text"/>	Phone 4: <input type="text"/>
State: <input type="text"/>	Zip: <input type="text"/>
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	

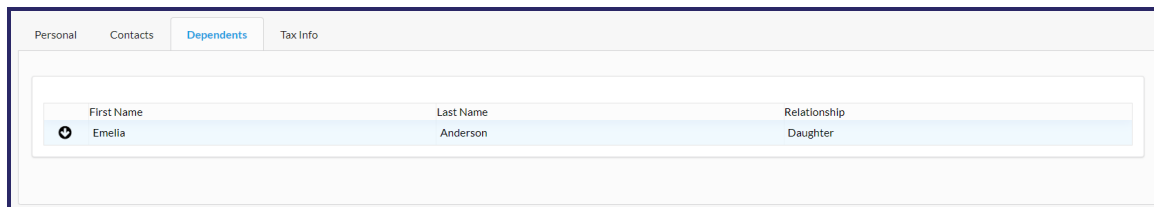
- Enter the contact name in the name fields.
- Select a relationship from the **Relationship** drop-down list.

- Select one or more contact types from the **Contact Types** drop-down list.
 - If **Dependent** is one of the options selected:
 - The **Dependent Information** section will display. See [Add Dependent](#) for instructions.
 - The **Living Arrangements** section will display. See [Add Dependent](#) for instructions.
 - The **Use my address** box will display.
 - If only **Dependent** is selected, the contact will be moved to the [Dependents](#) tab when saved.
- Enter an address:
 - Enter the address in the address fields. OR
 - Check the **Use my address box** if the contact lives with you.
- Enter phone numbers in the **Phone** fields.
- Select a type from the **Phone Type** drop-down list.


- Click the  button.

Dependents Tab

This tab includes editable **Dependent** information.



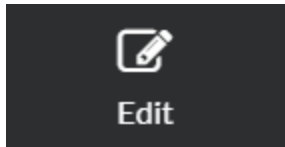
First Name	Last Name	Relationship
Emelia	Anderson	Daughter

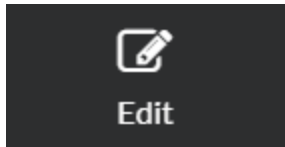
- Click the  icon to view read-only details for each dependent.

Edit Dependent

- Click the  icon.

- Click the  icon.



- Click the  button. The **Edit Dependent** form will display.

<p>First Name:</p> <input type="text" value="Jane"/>	<p>Middle Name:</p> <input type="text"/>
<p>Last Name:</p> <input type="text" value="Doe"/>	<p>Relationship:</p> <input type="text" value="Daughter"/>
<p>Contact Types:</p> <input type="text" value="Dependent"/>	<p>Dependent Information</p> <p>SSN:</p> <input type="text" value="111-11-1111"/>
<p>Living Arrangements:</p> <p><input checked="" type="radio"/> Lives with me</p> <p><input type="radio"/> Lives with another contact</p> <p><input type="radio"/> Lives with someone else</p>	<p>Birth Date:</p> <input type="text" value="05/13/2003"/>
<p>Country:</p> <input type="text" value="US - UNITED STATES"/>	<p>Gender:</p> <input type="text" value="Female"/>
<p>Address 1:</p> <input type="text" value="2528 Independence Blvd"/>	<p>Phone 1:</p> <input type="text"/>
<p>Address 2:</p> <input type="text"/>	<p>Phone 2:</p> <input type="text"/>
<p>City:</p> <input type="text" value="Wilmington"/>	<p>Phone 3:</p> <input type="text"/>
<p>State:</p> <input type="text" value="DE"/>	<p>Phone 4:</p> <input type="text"/>
<p>Zip:</p> <input type="text" value="28412"/>	
<p><input type="button" value="CANCEL"/> <input type="button" value="SAVE"/></p>	

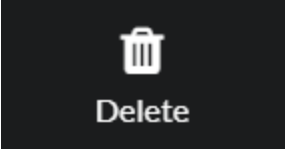
- Change the name in the name fields.
- Change the relationship from the **Relationship** drop-down list.
- Select one or more contact types from the **Contact Types** drop-down list.
 - If only **Emergency** is selected, the dependent will be moved to the [Contacts](#) tab when saved.
- In the **Dependent Information** section:
 - Change the social security number in the **SSN** field.
 - Change the birthday in the **Birth Date** field.
 - Change the gender from the **Gender** drop-down list.
- In the **Living Arrangement** section, click a different radio button to the left of a living arrangement.
 - If **Lives with me** is selected, the address information below will automatically populate with your address.
 - If **Lives with another contact** is selected:
 - Select the contact from the **Contact** drop-down list. The address fields below will populate with the contact's address.
 - Select a relationship from the **Relationship to Contact** list.
 - If **Lives with someone else** is selected, the address fields below will be blank.
 - Enter the address in the address fields.
- Enter or add a phone number in the **Phone** fields.
- Select a type from the **Phone Type** drop-down list.

- Click the  button.

Delete Dependent

- Click the  icon.

- Click the  icon.

- Click the  button to delete the dependent. The **Delete Contact / Dependent** message will display.

- Click the  button.

Add Dependent

- Click the  [Add](#) link. The **New Dependent** form will display.

The screenshot displays a web form for adding a dependent. The form is organized into several sections:

- Name Fields:** First Name (with a red error message "First Name is Required"), Middle Name, and Last Name.
- Relationship:** A drop-down menu.
- Contact Types:** A multi-select drop-down menu with "Dependent" selected.
- Living Arrangements:** Radio buttons for "Lives with me", "Lives with another contact", and "Lives with someone else" (which is selected).
- Dependent Information:** A section with a dark blue header containing fields for SSN, Birth Date, and Gender.
- Location and Contact Info:** Fields for Country (US - UNITED STATES), Address 1, Address 2, City, State, Zip, and four phone number fields (Phone 1-4), each with a country code drop-down.
- Buttons:** A grey "CANCEL" button and a blue "SAVE" button with a save icon.

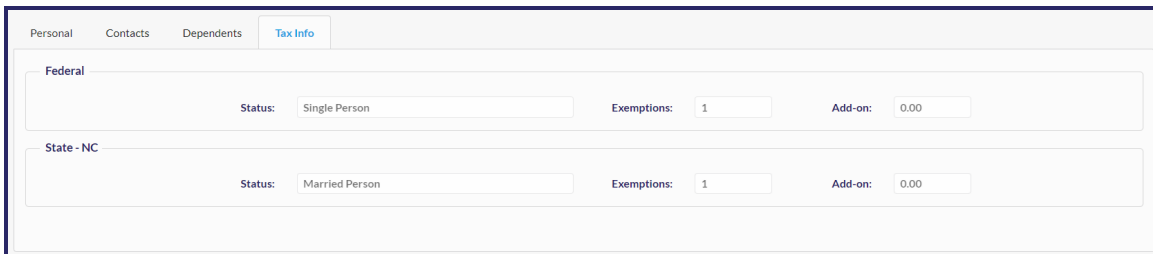
- Enter the dependent name in the name fields.
- Select a relationship from the **Relationship** drop-down list.
- Select one or more contact types from the **Contact Types** drop-down list.
 - If only **Emergency** is selected, the dependent will be moved to the [Contacts](#) tab when saved.

- In the **Dependent Information** section:
 - Enter the social security number in the **SSN** field.
 - Enter the birthday in the **Birth Date** field.
 - Select the gender from the **Gender** drop-down list.
- In the **Living Arrangement** section, click a different radio button to the left of a living arrangement.
 - If **Lives with me** is selected, the address information below will automatically populate with your address.
 - If **Lives with another contact** is selected:
 - Select the contact from the **Contact** drop-down list. The address fields below will populate with the contact's address.
 - Select a relationship from the **Relationship to Contact** list.
 - If **Lives with someone else** is selected, the address fields below will be blank.
 - Enter the address in the address fields.
- Enter phone numbers in the **Phone** fields.
- Select a type from the **Phone Type** drop-down list.

- Click the  button.


Tax Info Tab

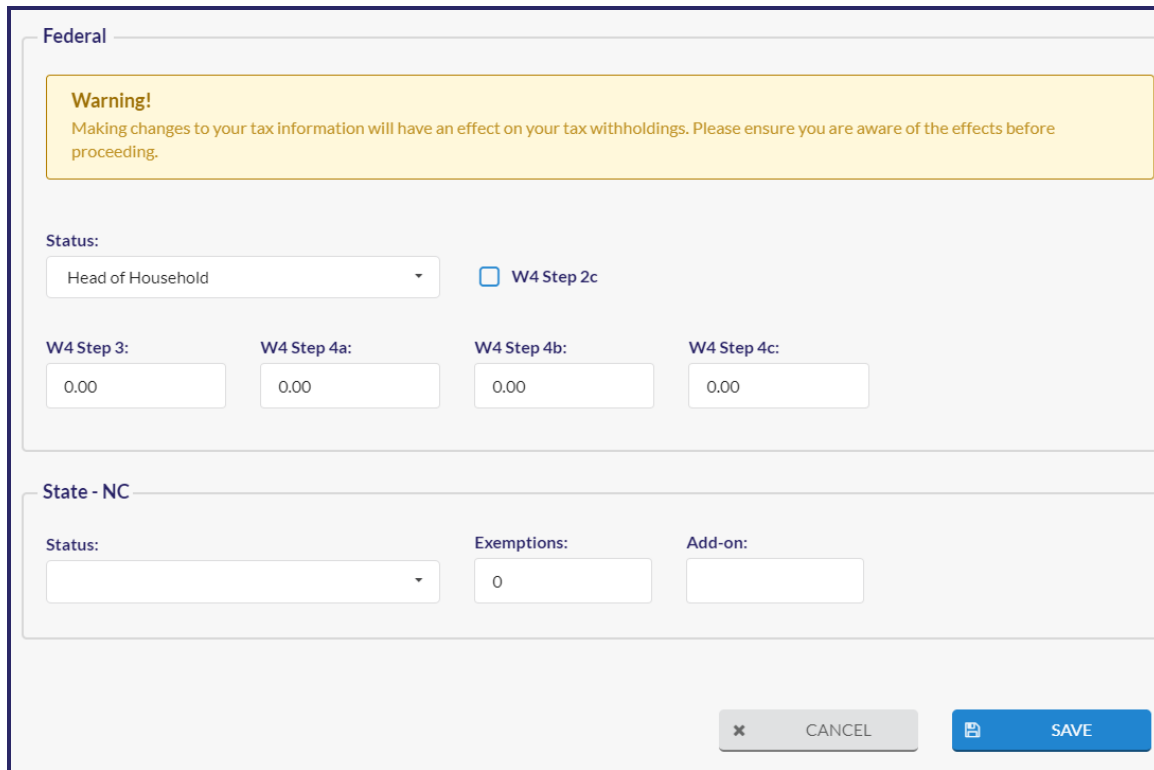
This tab includes editable **Federal** and **State** tax information.



The screenshot shows the 'Tax Info' tab selected in a profile form. It contains two sections: 'Federal' and 'State - NC'. Each section has a 'Status' dropdown menu, an 'Exemptions' input field, and an 'Add-on' input field. The 'Federal' section shows 'Single Person' for status, '1' for exemptions, and '0.00' for add-on. The 'State - NC' section shows 'Married Person' for status, '1' for exemptions, and '0.00' for add-on.

Section	Status	Exemptions	Add-on
Federal	Single Person	1	0.00
State - NC	Married Person	1	0.00

- Click  the icon to edit **Federal** and **State** tax information. The **Edit Tax Info** form will display.




The screenshot shows a web form titled "Federal" and "State - NC". At the top of the Federal section is a yellow warning box with the text: "Warning! Making changes to your tax information will have an effect on your tax withholdings. Please ensure you are aware of the effects before proceeding." Below this, the "Status:" field is a dropdown menu set to "Head of Household", and there is an unchecked checkbox for "W4 Step 2c". Underneath are four input fields for "W4 Step 3:", "W4 Step 4a:", "W4 Step 4b:", and "W4 Step 4c:", each containing the value "0.00". The "State - NC" section has a "Status:" dropdown menu, an "Exemptions:" input field with the value "0", and an "Add-on:" input field. At the bottom right of the form are two buttons: "CANCEL" and "SAVE".

WARNING! Making changes to your tax information will have an effect on your tax withholdings.

FEDERAL


- Change the status from the **Status** drop-down list.
- Check the **W4 Step 2c** box, if applicable.
- Change the **Claim Dependents** amount in the **W4 Step 3** field. *This is an annual amount.*
- Change the **Other Income** amount in the **W4 Step 4a** field. *This is an annual amount.*

-
- Change the **Deductions** amount in the **W4 Step 4b** field. *This is an annual amount.*
 - Change the **Extra Withholding** amount in the **W4 Step 4c** field. *This is a per pay period amount.*

- Click the  button, if the information in the **State Section** is correct.

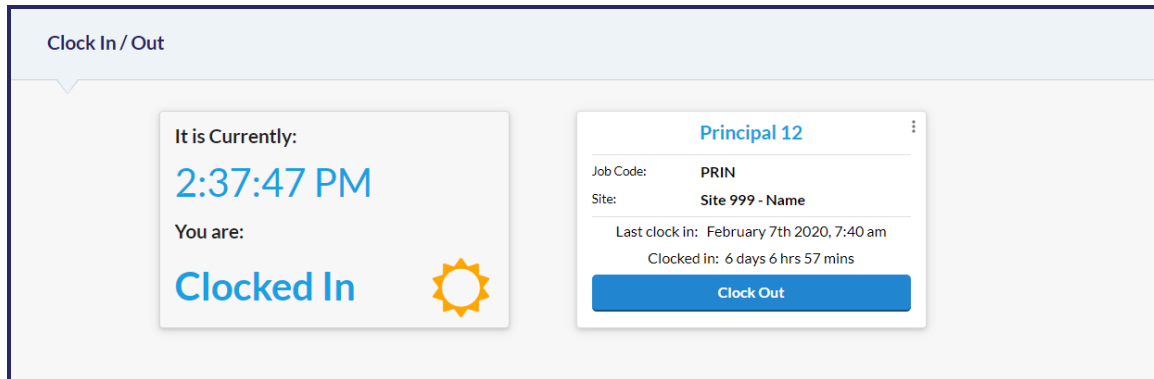
STATE



- Change the status from the **Status** drop-down list.
- Enter the number of exemptions in the **Exemptions** field.
- Enter the Add-on amount in the **Add-on** field.

- Click the  button, if the information in the **Federal Section** is correct.

Clock In / Out

The **Clock In / Out** tab displays the current time, the employee's clocked in/out status, and the available job card(s) for the position(s).




- Click the  button on the appropriate job card to clock in. *Your clocked in status will also be indicated by the moon graphic changing to the sun graphic.*
 - **Last clock in** reflects the time clocked in.
 - **Clocked in** reflects the hours and minutes worked.
- Click the  button on the active job card to clock out. *Your clocked out status will also be indicated by the sun graphic changing to the moon graphic.*
 - **Last clock in** reflects the time clocked in.
 - **Clocked in** does not display.


Missed Clock Out

If you forgot to clock out, click the

A blue rectangular button with rounded corners containing the text "Clock Out" in white.

button and follow the applicable set of directions below:

- If your administrator requires that you enter a clock out time, a new form will display.
 - Enter the time that you clocked out in the **Time Out** field.
 - Enter a message to your supervisor, if necessary.
 - Click the  button.
 - You are now able to clock in.
 - A new **Missed Clock Out** request is automatically created and will appear as "Pending" in the [Request](#) menu.

 A missed clock out has been detected for the following...

Job: Admin/Office
Site: ACADEMY
Date: 01/30/2020 (Thursday)
Last In: 9:24 am

Please provide a clock out time for the job listed above.

Time Out: Hours:

*Required
Message (Optional)

- If your administrator does NOT require that you enter a clock out time, an error message will display.
 - You are now able to clock in.
 - A **Missed Clock Out** request is NOT automatically created.
 - If your supervisor allows you to submit **Missed Clock Out** requests, submit a new request in the [Request](#) menu.

Error: More than 24 hours has passed ✕
since clock in. The current time record
will be marked as a missed clock out.


- If you clocked in to your job in the afternoon and need to clock out on the following day, a new form will display.

- Check the first box if you worked past midnight and need to clock out.

- Click the  button. *You are now able to clock in.*

- Check the second box if you forgot to clock out the day before.

- Click the  button.

 The current time record started less than 24 hours ago but has carried over into another work day.

Please select one of the following...


This is a valid "Clock Out". (I worked past midnight)

This time record should be marked as "Missed Clock Out".

- If your administrator requires that you enter a clock out time, a new form will display.

- Enter the time that you clocked out in the **Time Out** field.
- Enter a message to your supervisor, if necessary.



- Click the  button.
 - You are now able to clock in.
 - A new **Missed Clock Out** request is automatically created and will appear as "Pending" in the [Request](#) menu.
- If your administrator does NOT require that you enter a clock out time, an error message will display.
 - You are now able to clock in.
 - A **Missed Clock Out** request is NOT automatically created.

Requests

The **Requests** page allows employees to submit and manage **Missed Clock Outs, Missed Clock Ins, Absence Requests, and Timesheet Adjustments**.

When a request has been approved or denied, a notification will display to the right of the **Requests** menu.

The screenshot shows the 'Requests' page with the following elements:

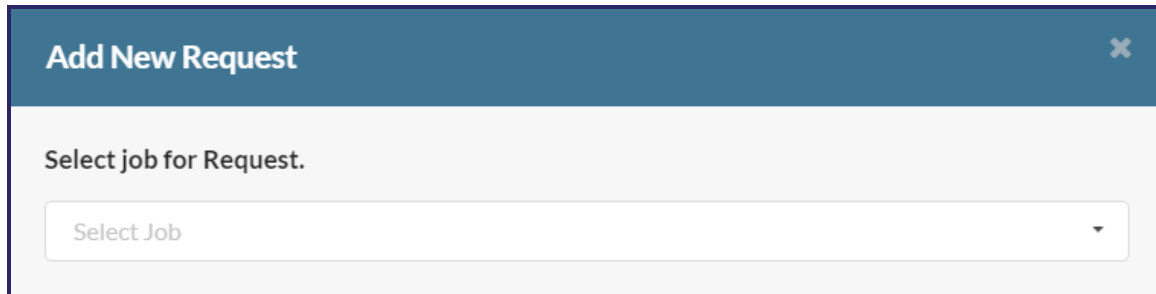
- Request Type:** A dropdown menu set to 'ALL'.
- Filter by:** A dropdown menu set to 'Submitted Date' with a sub-menu showing 'Last 30 Days'.
- Status:** A dropdown menu set to 'ALL'.
- + Add** button.
- Table:** A table with columns: Request Type, Submitted Date, Date of Request, and Status. The first row shows 'Absence Request', '12/12/2019', '12/12/2019', and 'Pending'.

- Select a type from the **Request Type** drop-down list. *All is selected by default.*
- Select **Submitted Date** or **Date of Request** to **Filter by**, and select a period of time.
- Select a status from the **Status** drop-down list. *All is selected by default.*

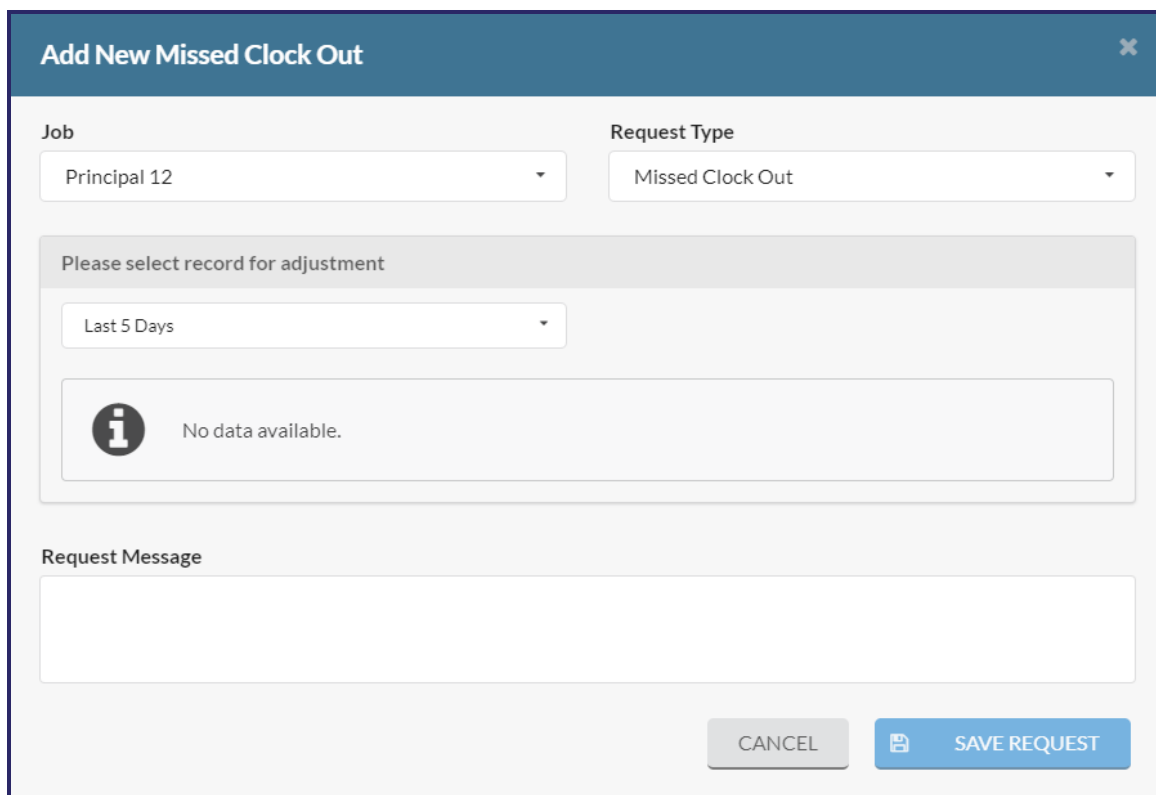
Add Missed Clock Ins, Missed Clock Outs, and Timesheet Adjustments


The **Missed Clock In, Missed Clock Out, and Timesheet Adjustment** forms are similar.


- Click the  [Add](#) link. The **Add New Request** dialog will display.



- Select a job from the **Select job for Request** drop-down list.
- Select **Missed Clock Out**, **Missed Clock In**, or **Timesheet Adjustment** from the **Select available Request** drop-down list. A new form will display.



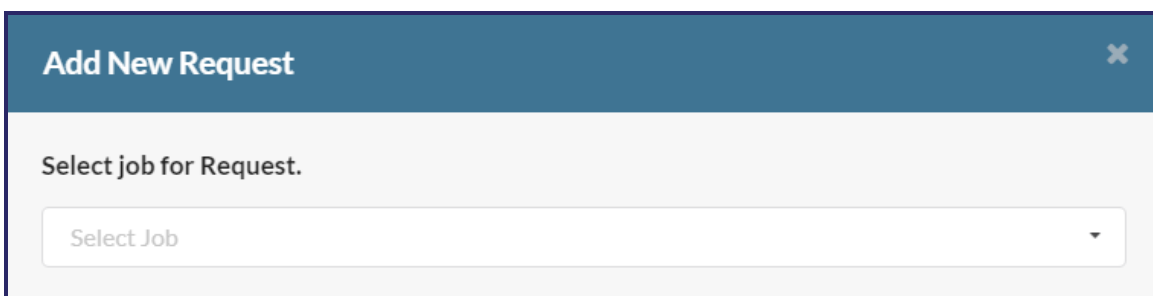
- Select a record for adjustment or click the  [Add](#) link to add a new record.
- Enter the **Time In** and/or **Time Out. Hours** will automatically populate.
- Type a message in the Request message text box.

-
- Click the  button. The request will appear in the grid as "Pending".

Add Absence Requests

The **Absence Request** form requires more information than the forms for all other requests.

- Click the  link. The **Add New Request** dialog will display.



- Select a job from the **Select job for Request** drop-down list.
- Select **Absence Request** from the **Select available Request** drop-down list. The **Add New Absence Request** form will display.

Add New Absence Request ✕

Leave Description	Balance
EXTENDED LEAVE	-34.08

Job
HOURLY EMPLOYEES_test

Absence Type
State .05%

Start Date
02/21/2020

End Date
02/21/2020


Hours
8.00

Substitute

Request Message

- Select the type of absence from the **Absence Type** drop-down list.
 - If this type has associated leave, a read-only **Leave Description** field will display above the **Absence Type**.
- Enter or select a date range using the Calendar feature in the **Start Date** and **End Date** fields.
- Enter the number of hours you will be absent in the **Hours** field.
- Enter a substitute in the **Substitute** field.
- Type a message in the **Request Message** field.



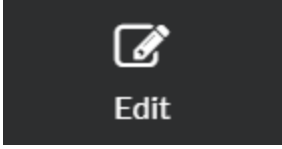
- Click the  button. The request will appear in the grid as "Pending".

Edit / Delete Request

Requests can only be modified if they have a "Pending" status.

-
- Click the  icon.

- Click the  icon.

- To edit a request, click the  button. A new form will display.

- Modify the request. Some fields may be read-only.

- Click the  button.


- To delete a request, click the  button.

- The **Delete Absence Request** dialog will display.



- Click the  button.

Leave Balance

The **Leave Balance** page displays the employee's leave type(s) balance(s) and eligibility.

Leave Balance					
Leave Description	Earned Hours	Used Hours	Adjustment	Balance	
 Paid Time Off	500.80	8.00	0.00	492.80	

[+ Add New Absence Request](#)

- Click the  icon to view read-only details for each leave balance.
- Click the  [Add New Absence Request](#) link to submit a new absence request.
The **Add New Absence Request** form will open.

Add New Absence Request

Leave Description		Balance
EXTENDED LEAVE		-34.08

Job: HOURLY EMPLOYEES_test

Absence Type: State .05%

Start Date: 02/21/2020 End Date: 02/21/2020 Hours: 8.00

Substitute:

Request Message:

- Select a job from the **Job** drop-down list.
- Select a type from the **Absence Type** drop-down list.

- The **Start Date** and **End Date** are populated by default with today's date.
- Enter the number of hours you will be absent in the **Hours** field.
- Enter a substitute in the **Substitute** field.
- Type a message in the **Request Message** field.



- Click the button.

Reports

In this section, you will find:



[Timesheets](#)



[Check History](#)



[View W2s](#)

Timesheets




The **Timesheets** page allows users to pull timesheets from a given period for review/- printing purposes.

Timesheets

From Date: To Date: [Get Timesheets](#)

Week	Hours	Absence Hours	Total Paid Hours
↑ 11/26/2017 - 12/02/2017	0.0000	8.0000	0.0000 🖨
↓ 11/05/2017 - 11/11/2017	0.0000	16.0000	0.0000 🖨

- Enter or select the **From Date** and **To Date** using the calendar feature for the period of time you wish to review timesheets

- Click the  button.
- Click the  icon to view details for each timesheet.
- Click the  icon to print a timesheet.

Week	Hours	Absence Hours	Total Paid Hours																								
↑ 11/26/2017 - 12/02/2017	0.0000	8.0000	0.0000 🖨																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Day</th> <th>Type</th> <th>Description</th> <th>Time In</th> <th>Time Out</th> <th>Hours</th> <th>Total Paid Hours</th> </tr> </thead> <tbody> <tr> <td>11/27/2017</td> <td>Monday</td> <td>Absence</td> <td>Certified Teacher w/Masters</td> <td></td> <td></td> <td>8.0000</td> <td></td> </tr> </tbody> </table>	Date	Day	Type	Description	Time In	Time Out	Hours	Total Paid Hours	11/27/2017	Monday	Absence	Certified Teacher w/Masters			8.0000												
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Date	Day	Type	Description	Time In	Time Out	Hours	Total Paid Hours																				
11/07/2017	Tuesday	Absence	Certified Teacher w/Masters			8.0000																					
11/06/2017	Monday	Absence	Certified Teacher w/Masters			8.0000																					

- Records display employee absences and any missing **Clock Out** entries, in order for users to provide the correct time.

- When there is a potential issue with any **Clock Ins/Outs**, an error indicator will appear in the **Week** column, as well as the current placement on the individual record with the error.

Week	Hours	Absence Hours	Total Paid Hours																
08/11/2019 - 08/17/2019	0.0000		0.0000																
<table border="1"> <thead> <tr> <th>Date</th> <th>Day</th> <th>Type</th> <th>Description</th> <th>Time In</th> <th>Time Out</th> <th>Hours</th> <th>Total Paid Hours</th> </tr> </thead> <tbody> <tr> <td>08/12/2019</td> <td>Monday</td> <td>Clock In/Out</td> <td>HOURLY EMPLOYEES</td> <td>9:10 AM</td> <td>9:10 AM</td> <td>Missed Clock Out!</td> <td>0.0000</td> </tr> </tbody> </table>	Date	Day	Type	Description	Time In	Time Out	Hours	Total Paid Hours	08/12/2019	Monday	Clock In/Out	HOURLY EMPLOYEES	9:10 AM	9:10 AM	Missed Clock Out!	0.0000			
Date	Day	Type	Description	Time In	Time Out	Hours	Total Paid Hours												
08/12/2019	Monday	Clock In/Out	HOURLY EMPLOYEES	9:10 AM	9:10 AM	Missed Clock Out!	0.0000												
08/04/2019 - 08/10/2019	1.0000		0.0000																
07/28/2019 - 08/03/2019	0.0000	8.0000	0.0000																
07/21/2019 - 07/27/2019	0.3332		0.0000																

SAMPLE TIMESHEET

11/5/2019 2:20:25 PM Unit 32L Unit Name Page: 1 of 1

Employee Timesheet
Employee: ANDERSON, LESLIE SCRUBBED (9663)
Date Range: 11/26/2017 - 12/02/2017

Week: 11/26/2017 - 12/02/2017

Date	Day	Job Description	Type	Time In	Time Out	Absence Hours	Hours	Paid Hours
11/27/2017	Monday	Certified Teacher w/Masters	Absence			8.0000	0.0000	0.0000
Week Total:						8.0000	0.0000	0.0000

I hereby certify that the information contained in this report accurately reflects the actual time & effort distribution for the period indicated.

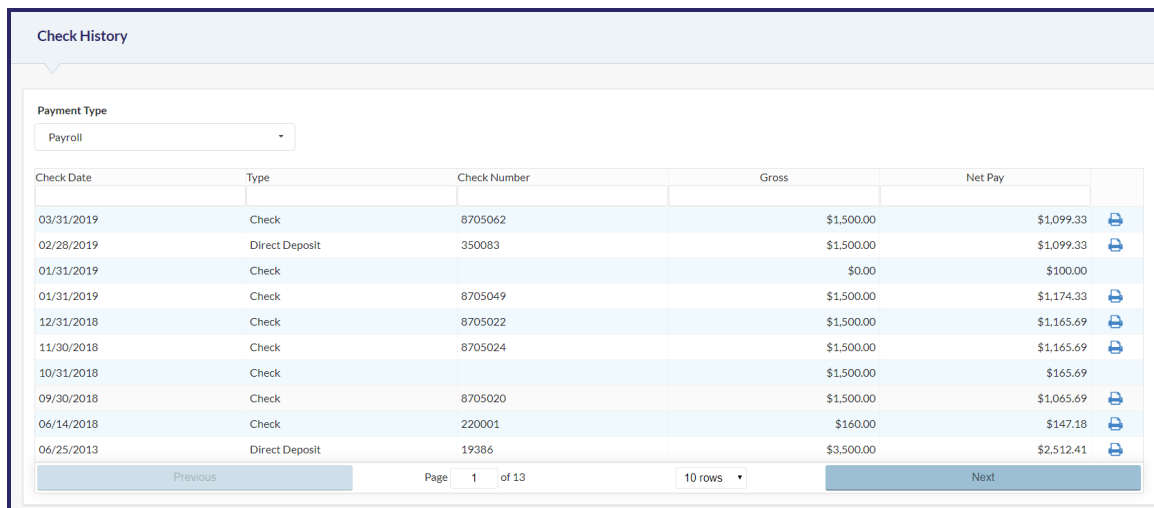
Employee Signature: _____ Date: _____

Approver Signature: _____ Date: _____

Check History

The **Check History** page allows users to view and print previously paid checks. Check amounts display in currency format.


NOTE: Reimbursement checks now display in **Check History** once payments have been processed.

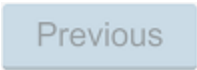
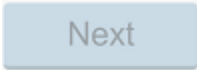



The screenshot shows the 'Check History' interface. At the top, there is a 'Payment Type' dropdown menu set to 'Payroll'. Below this is a table with columns for 'Check Date', 'Type', 'Check Number', 'Gross', and 'Net Pay'. The table contains 11 rows of data, each with a print icon to its right. At the bottom of the table, there is a pagination bar with 'Previous', 'Page 1 of 13', '10 rows', and 'Next' buttons.

Check Date	Type	Check Number	Gross	Net Pay	
03/31/2019	Check	8705062	\$1,500.00	\$1,099.33	
02/28/2019	Direct Deposit	350083	\$1,500.00	\$1,099.33	
01/31/2019	Check		\$0.00	\$100.00	
01/31/2019	Check	8705049	\$1,500.00	\$1,174.33	
12/31/2018	Check	8705022	\$1,500.00	\$1,165.69	
11/30/2018	Check	8705024	\$1,500.00	\$1,165.69	
10/31/2018	Check		\$1,500.00	\$165.69	
09/30/2018	Check	8705020	\$1,500.00	\$1,065.69	
06/14/2018	Check	220001	\$160.00	\$147.18	
06/25/2013	Direct Deposit	19386	\$3,500.00	\$2,512.41	

- Select **Payroll** or **Reimbursements** from the **Payment Type** drop-down list.
- Enter a month, day, or year (in numeric form) in the **Check Date** field.
- Enter either **Direct Deposit** or **Check** in the **Type** field.
- Enter a number in the **Check Number** field.
- Enter a number (e.g., 3760) in the **Gross** field.
- Enter a number (e.g., 3760) in the **Net Pay** field.
- To view more or less rows per page, select a number of rows from the

 drop-down list. *10 rows display by default.*

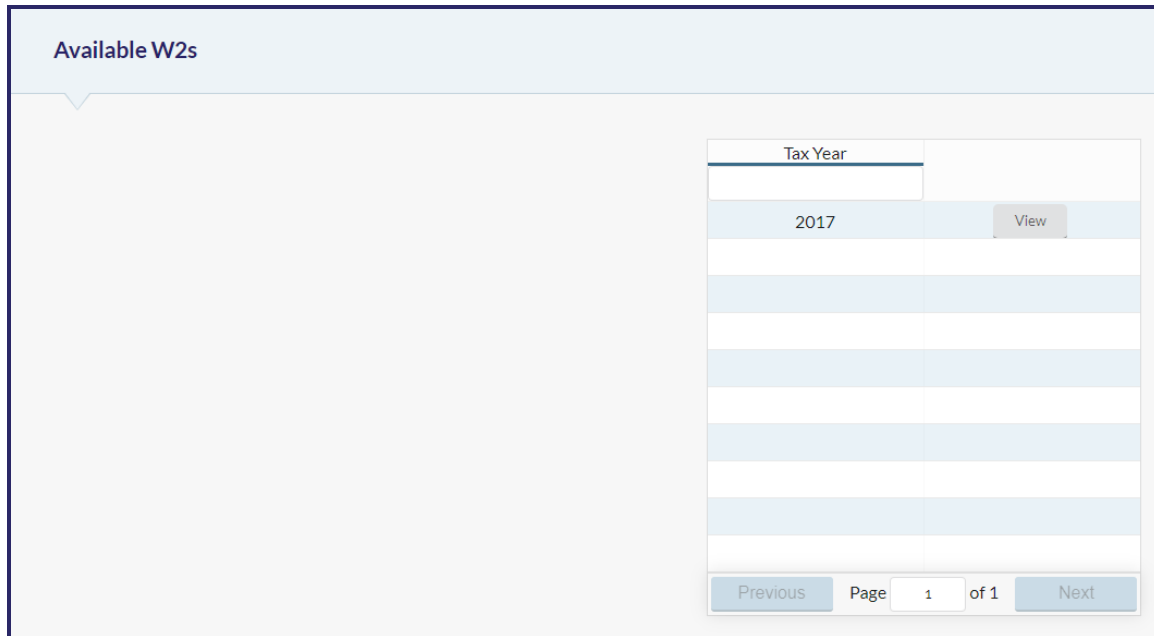
- Click the  and  buttons to navigate to other pages.
- Click the  icon to the right of a check to print the check history.

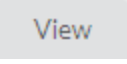


SAMPLE CHECK HISTORY

Unit 32L Unit Name 32L Unit Address Road PO Box 32L Wilmington, NC 28412				Direct Deposit	
				NO.: 20398 Date: 01/31/2018	
THIS IS NOT A CHECK				\$2,748.97	
TO THE ORDER OF		Anderson, Leslie A 551940 Anderson Rd. Durham, NC 27707			
EMPLOYEE #	LOCATION	RETIREMENT #	UNIT #	VOUCHER DATE	VOUCHER #
9663	32L	0000551	32L	01/31/2018	20398
EMPLOYEE NAME				W-4:S-1	0.00
Anderson, Leslie A				NC-4:M-1	0.00
JOB DESCRIPTION	PAY LEVEL	DAYS EMPLOYED	HOURS OR DAYS WORKED	PERCENT EMPLOYED	AMOUNT
Certified Teacher w/Masters	3,764.06	23.00	23.00	100.00	3764.06

View W2s

The **View W2s** page allows users to view available W2s.



- Enter the **Tax Year** to filter available W2s.
- Click the  button to the right of the W2 you wish to view. The W2 will open in a new tab in your Internet browser.
- Click the  and  buttons to navigate to other pages.

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