Employee LINQ
USER MANUAL

School LINQ

LINQ

Connecting the K-12 Community

https://employee.linq.com/

Employee LINQ Help, updated 02/2020

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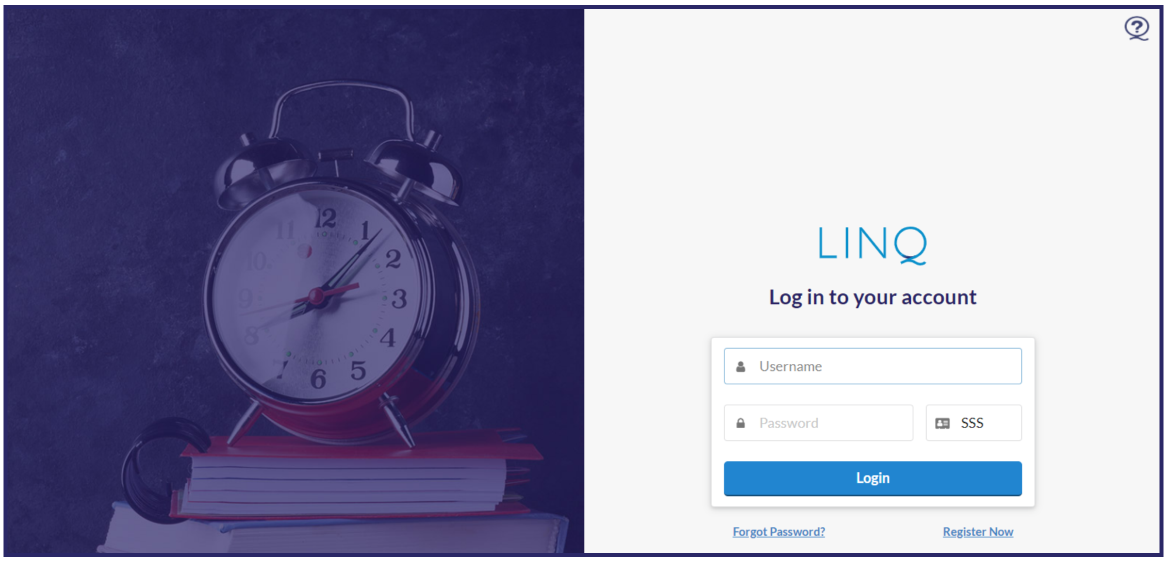
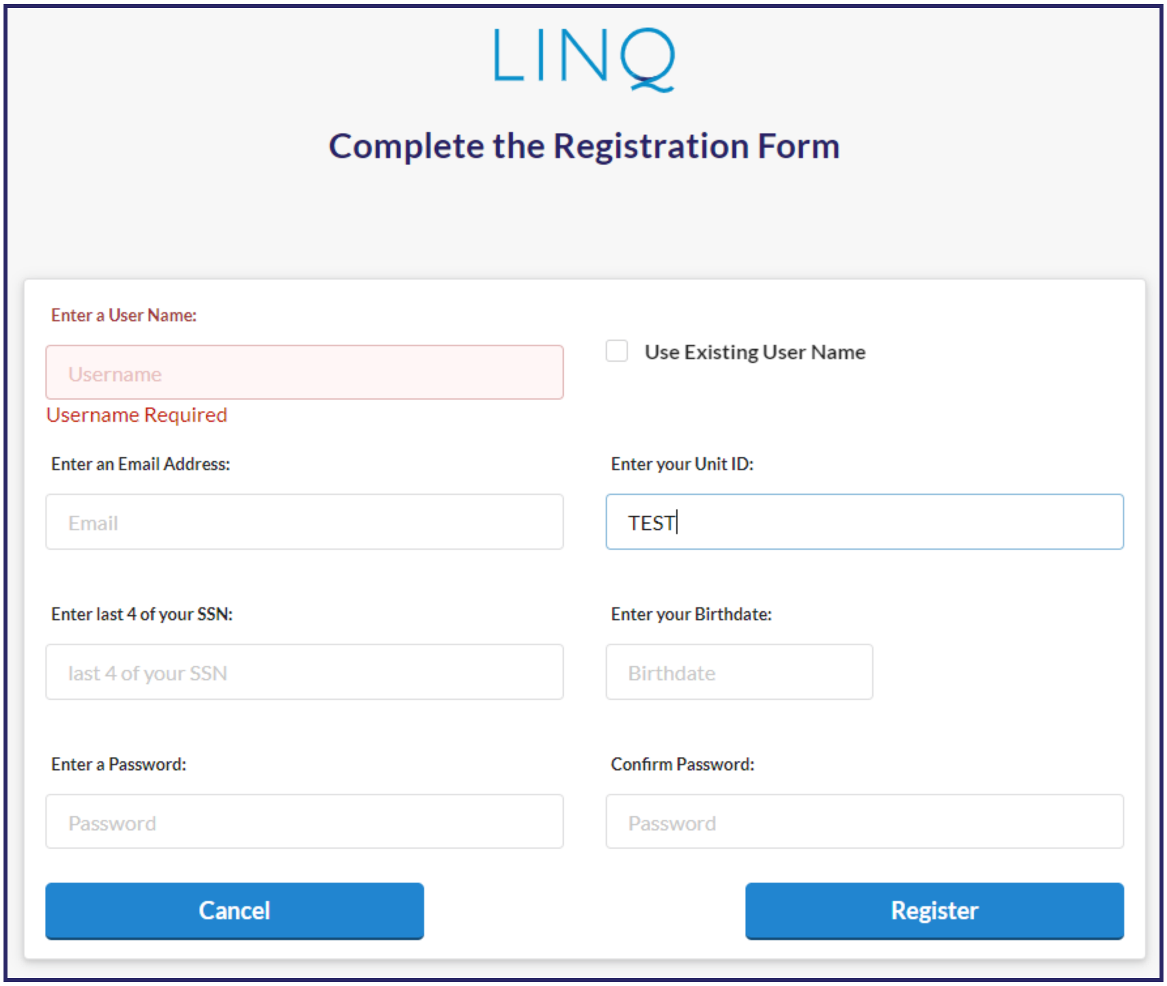
Basic Steps

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.



- 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.

- Click the 

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

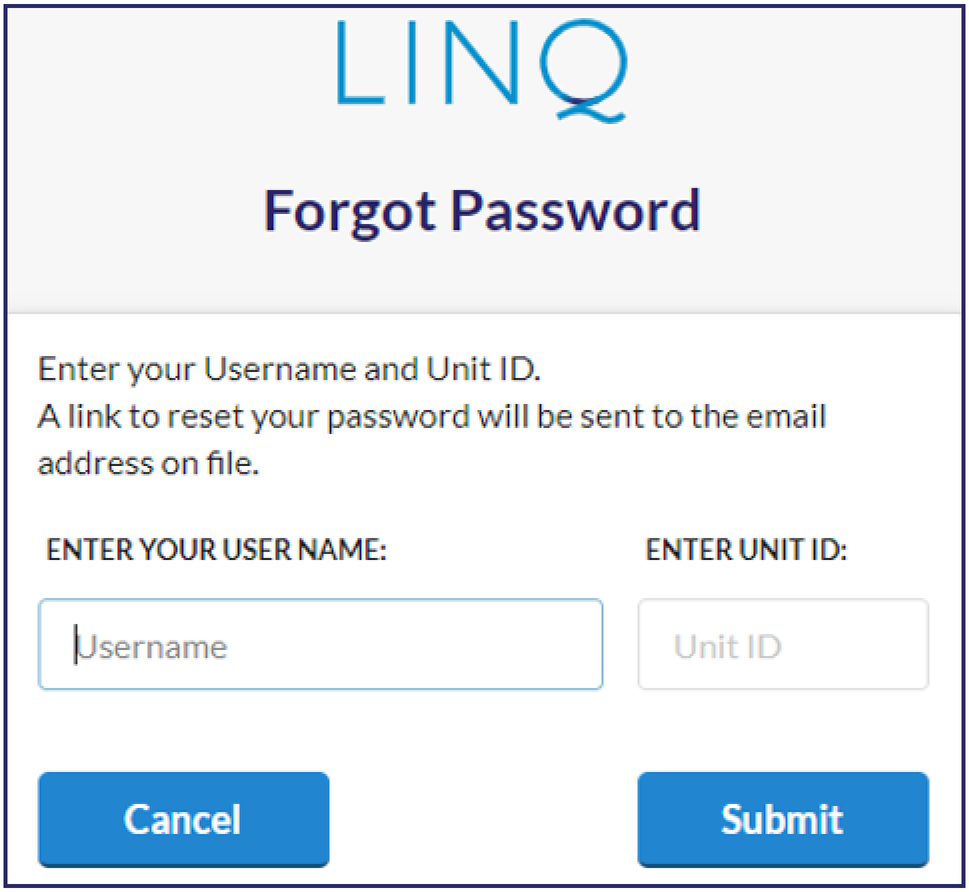
Log In

- 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.

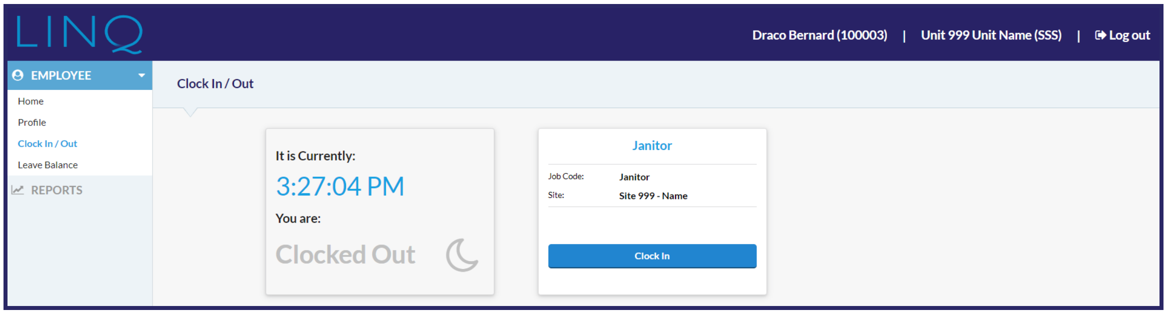


- Enter your username in the **Username** field.
- Enter the Unit ID in the **Unit ID** field.
- Click the 

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:

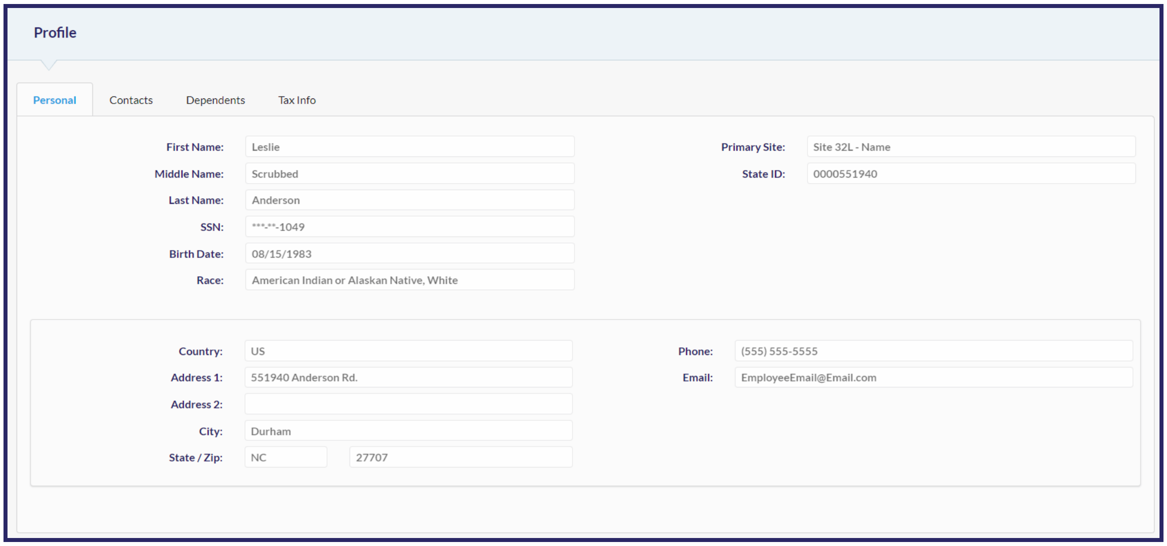
- Home
- Profile
- Clock In / Out
- Requests
- Leave Balance

Home

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

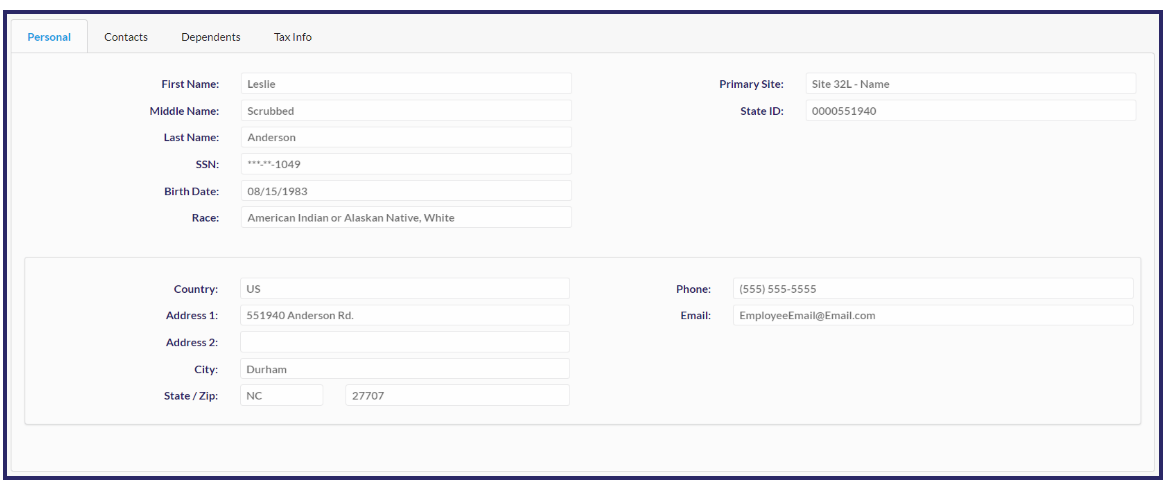
Profile

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

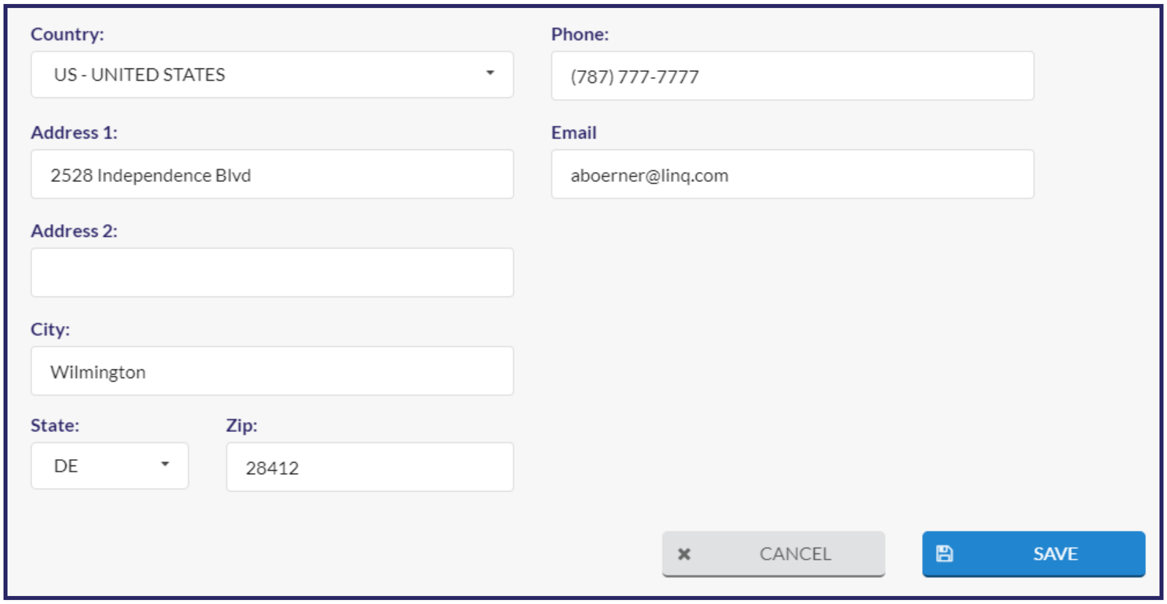


Personal Tab

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



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



- 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 

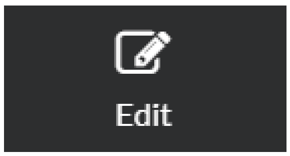
 button.

Contacts Tab

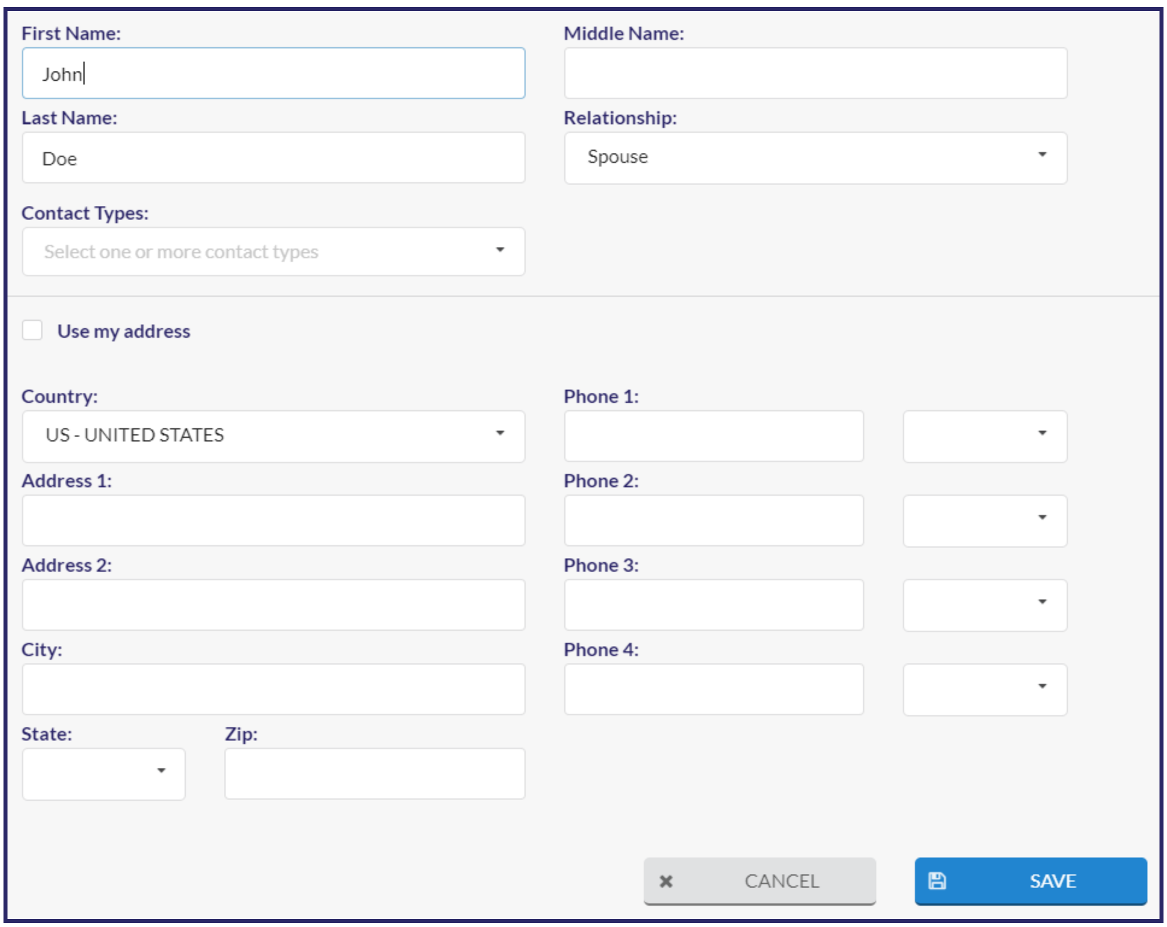
This tab includes editable employee emergency **Contact** information.

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

Edit Contact

- Click the  icon.
- Click the  icon.
- Click the 

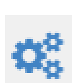
button. The **Edit Contact** form will display.

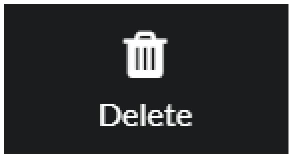


- Change the name in the name fields.
- Change the relationship from the **Relationship** drop-down list.
- Select one or more contact types from the **Contact Types** drop-down list.
    - If **Dependent** is one of the options selected:
        - The **Dependent Information** section will display. 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 

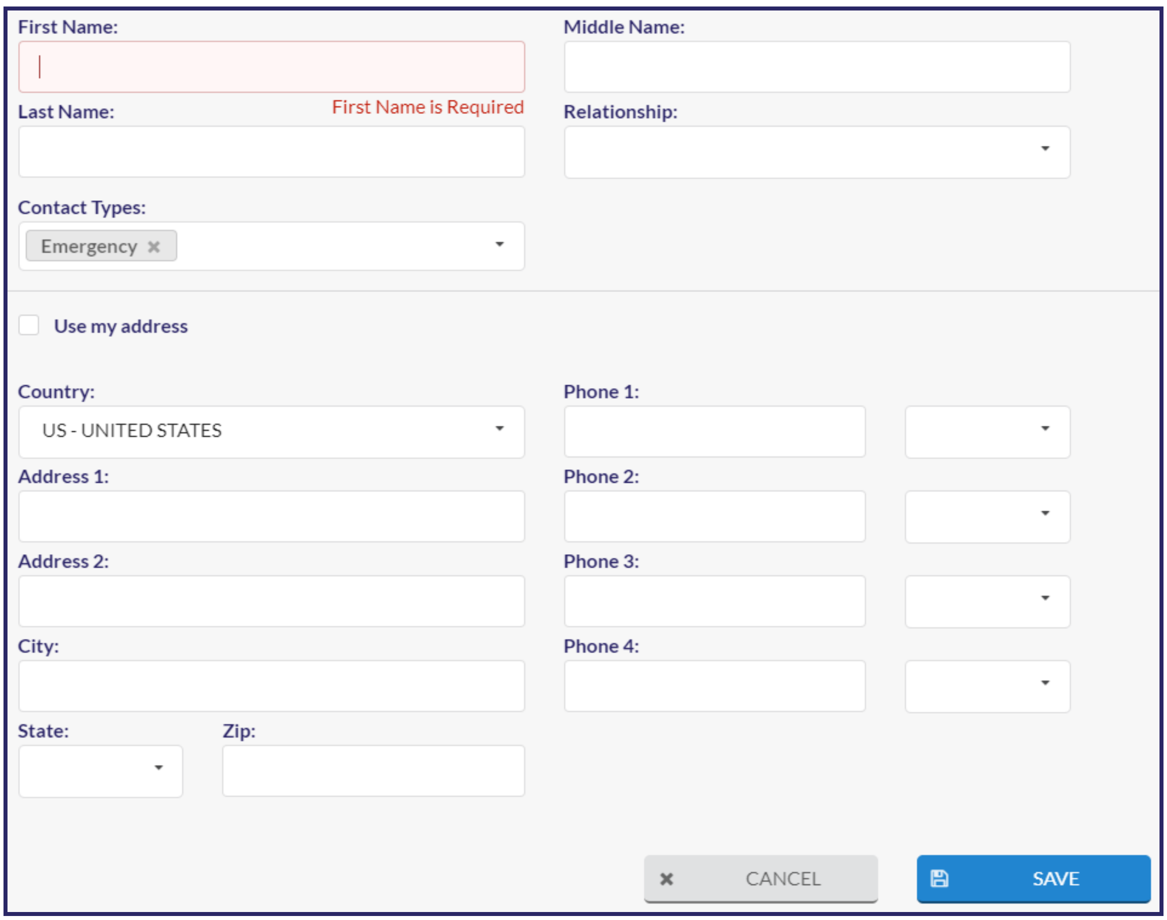
button. The **Delete Contact / Dependent** message will display.
- Click the 

button.

Add Contact

- Click the 

link. The **New Contact** form will display.



- 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 

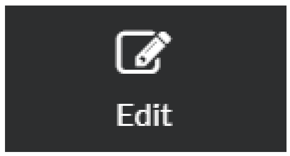
button.

Dependents Tab

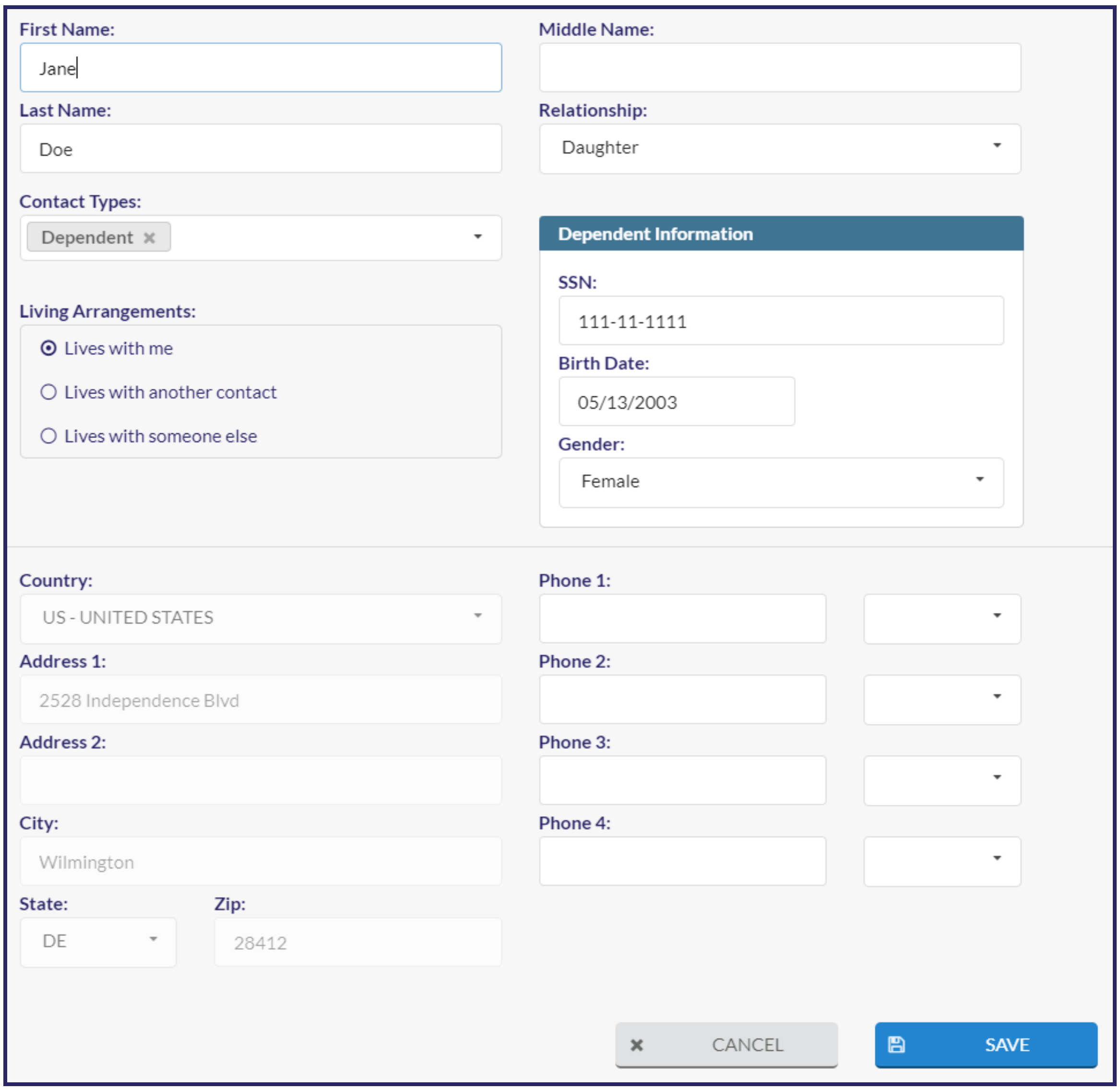
This tab includes editable **Dependent** information.

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

Edit Dependent

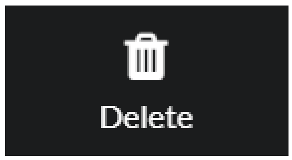
- Click the  icon.
- Click the  icon.
- Click the 

button. The **Edit Dependent** form will display.



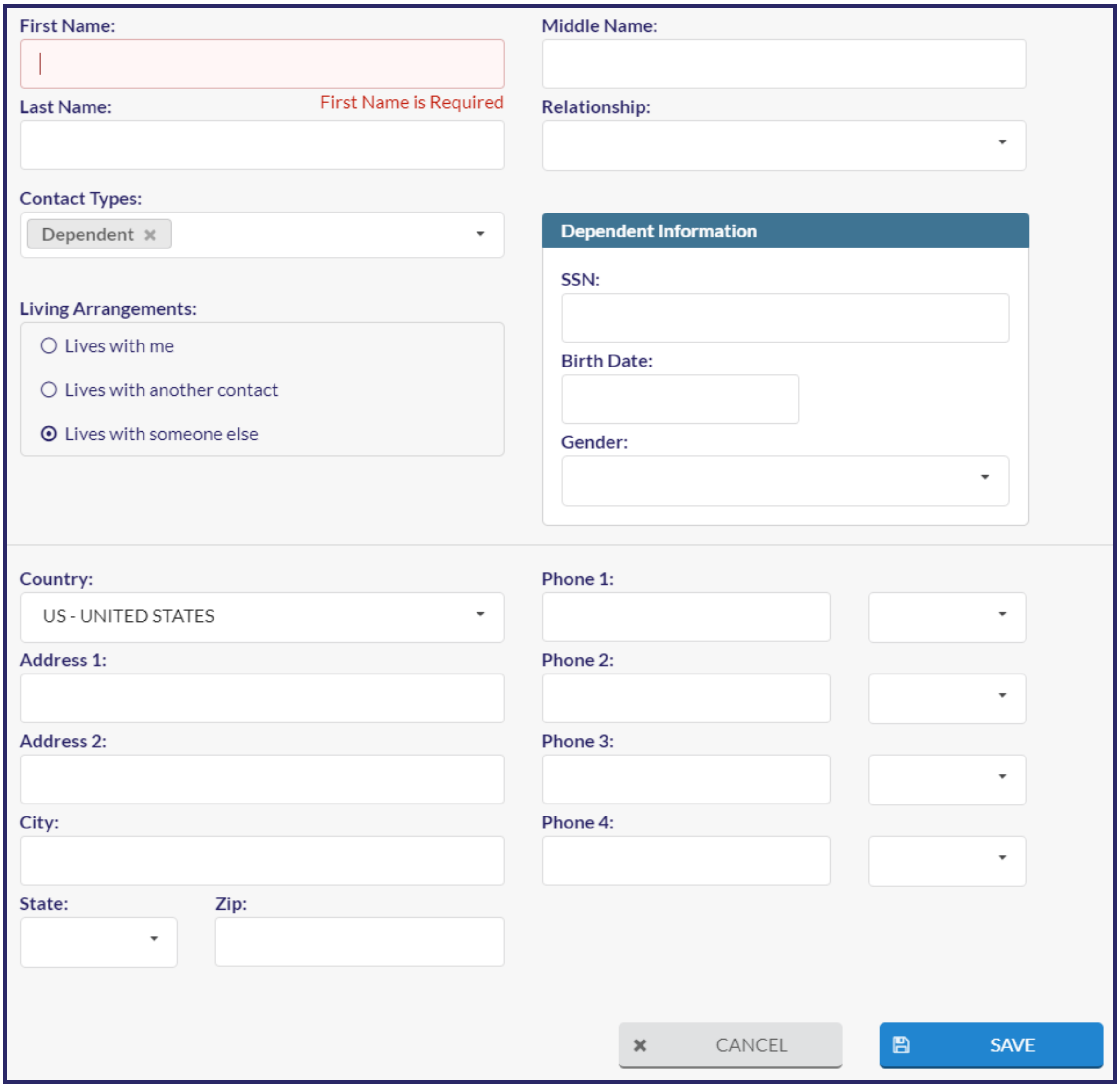
- Change the name in the name fields.
- Change the relationship from the **Relationship** drop-down list.
- Select one or more contact types from the **Contact Types** drop-down list.
  - If only **Emergency** is selected, the dependent will be moved to the Contacts tab when saved.
- In the **Dependent 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  link. The **New Dependent** form will display.



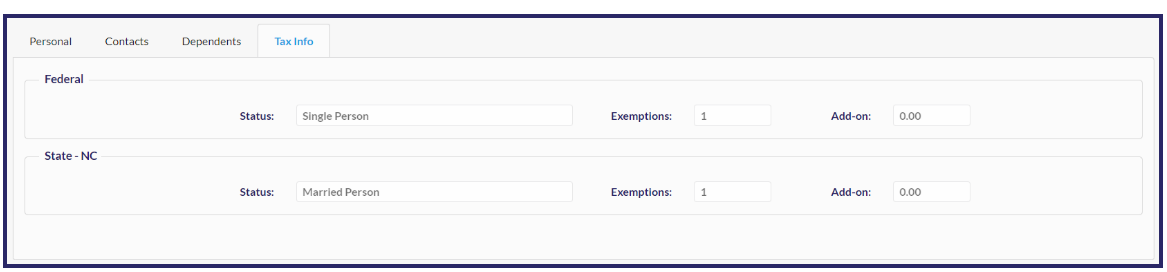
- Enter the dependent name in the name fields.
- Select a relationship from the **Relationship** drop-down list.
- Select one or more contact types from the **Contact Types** drop-down list.
    - If only **Emergency** is selected, the dependent will be moved to the Contacts tab when saved.

- 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 

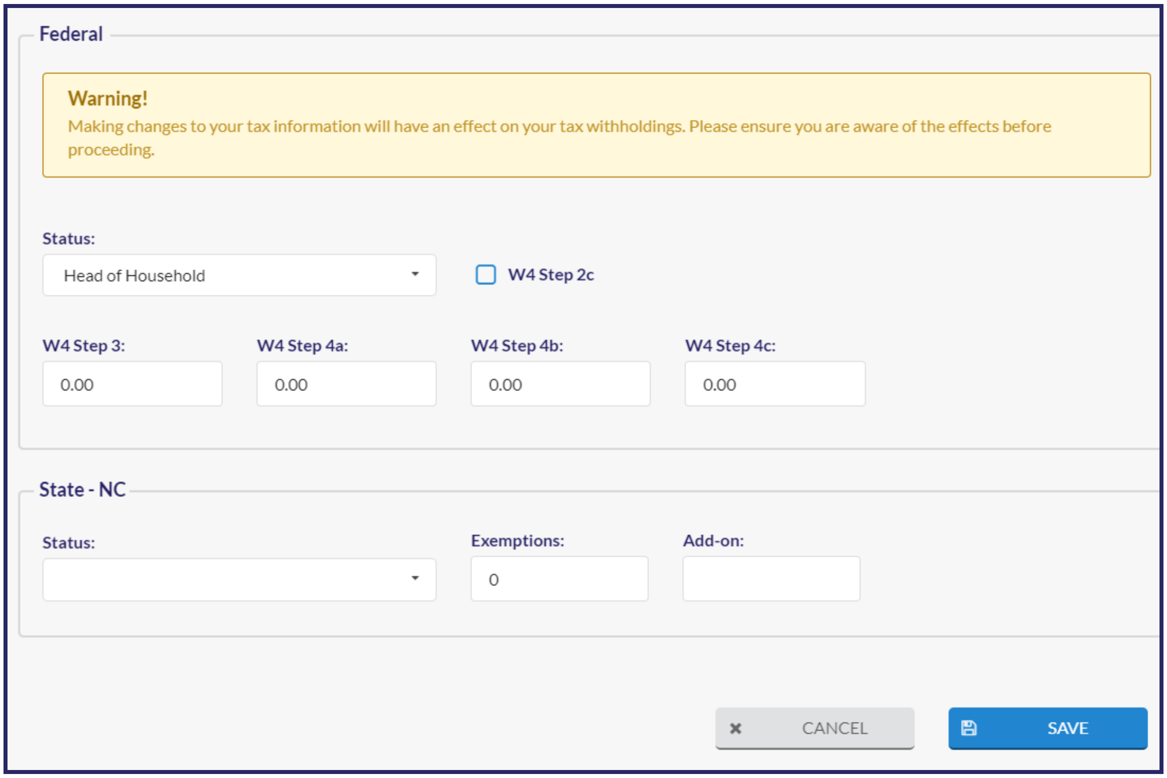
button.

Tax Info Tab

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



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



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.

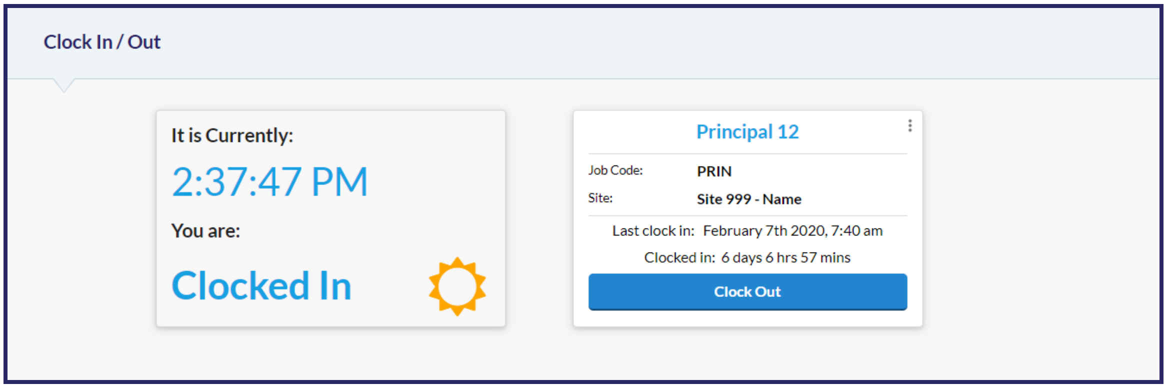
STATE

- 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.

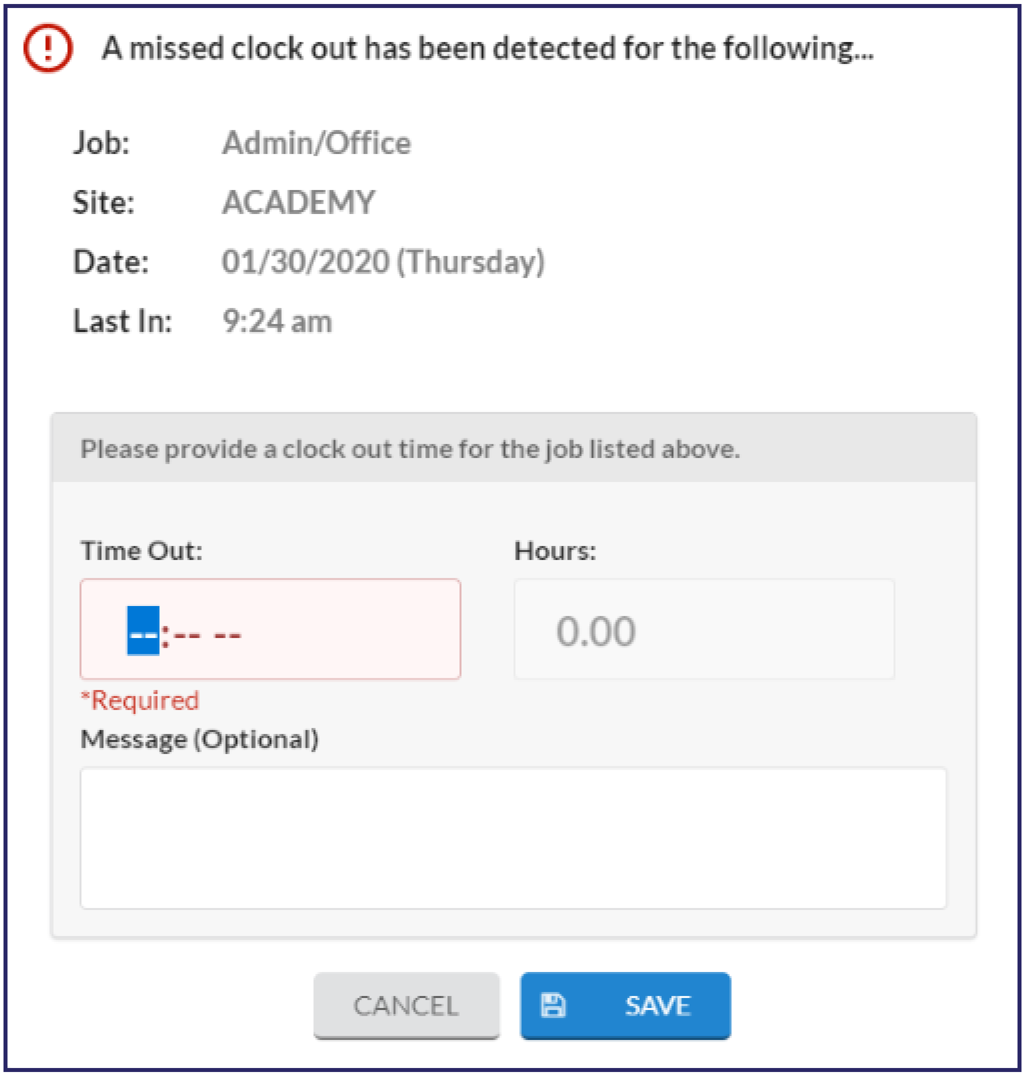
Missed Clock Out

If you forgot to clock out, click the 

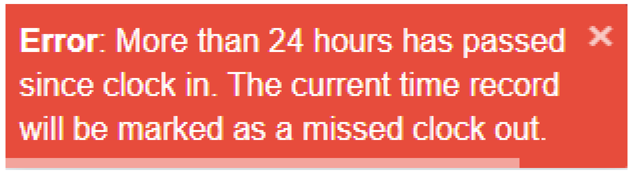
button and follow the applicable set of directions below:

- 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.



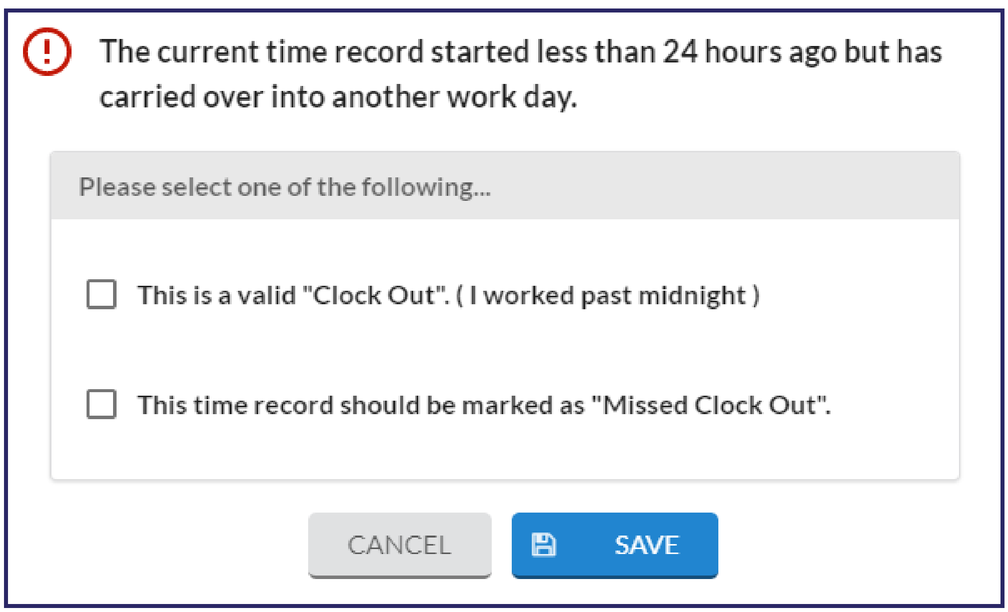
- If your administrator does NOT require that you enter a clock out time, an error message will display.
  - You are now able to clock in.
  - A **Missed Clock Out** request is NOT automatically created.
  - If your supervisor allows you to submit **Missed Clock Out** requests, submit a new request in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



- 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.



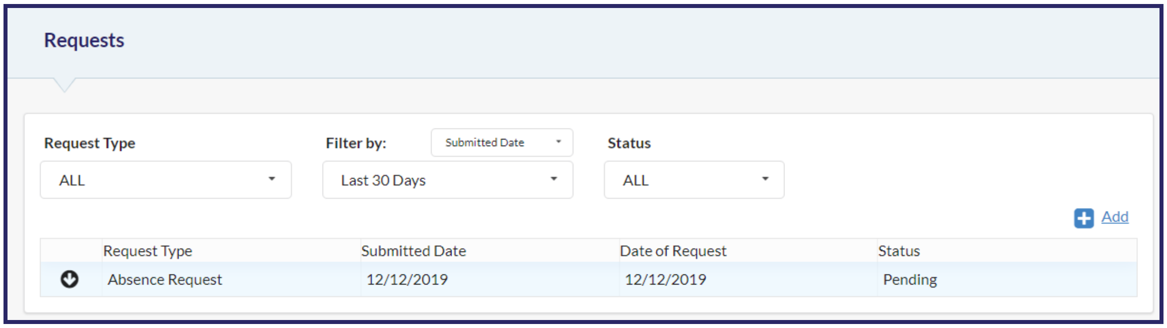
- If your administrator requires that you enter a clock out time, a new form will display.
  - Enter the time that you clocked out in the **Time Out** field.
  - Enter a message to your supervisor, if necessary.

    - 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.



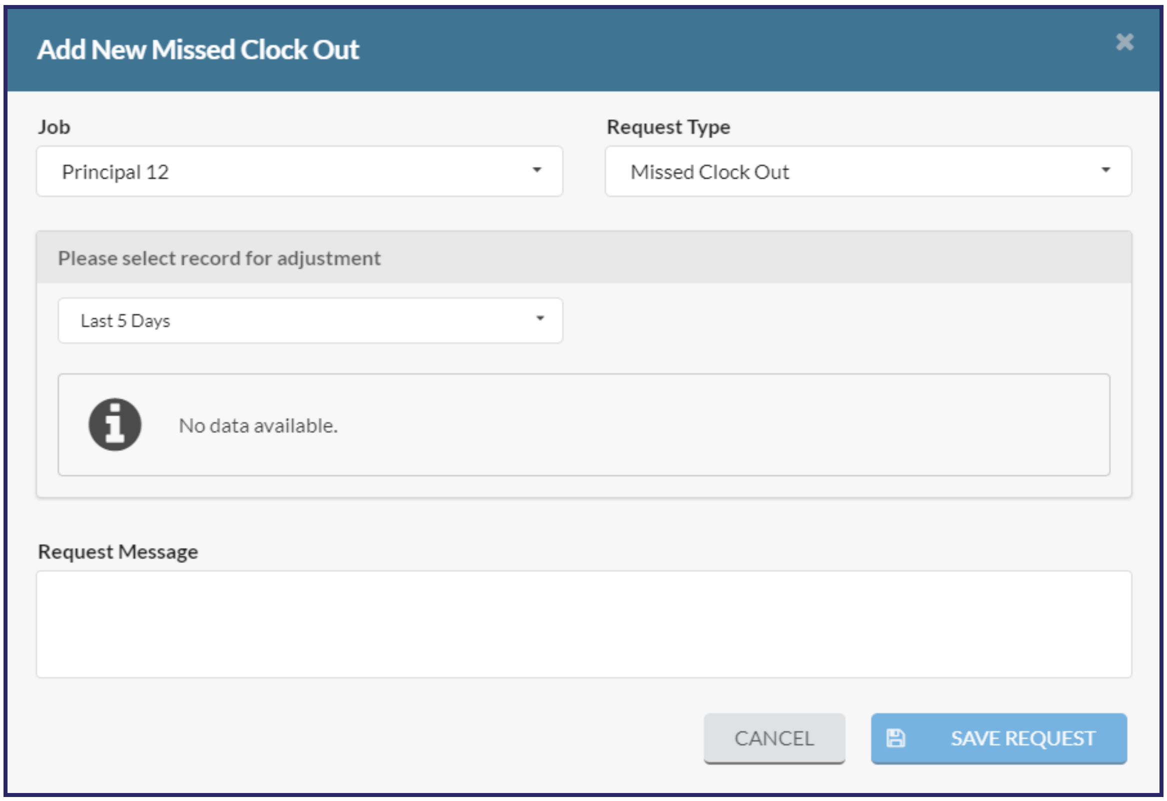
- Select a type from the **Request Type** drop-down list. ***All** is selected by default.*
- Select **Submitted Date** or **Date of Request** to **Filter by**, and select a period of time.
- Select a status from the **Status** drop-down list. ***All** is selected by default.*

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".

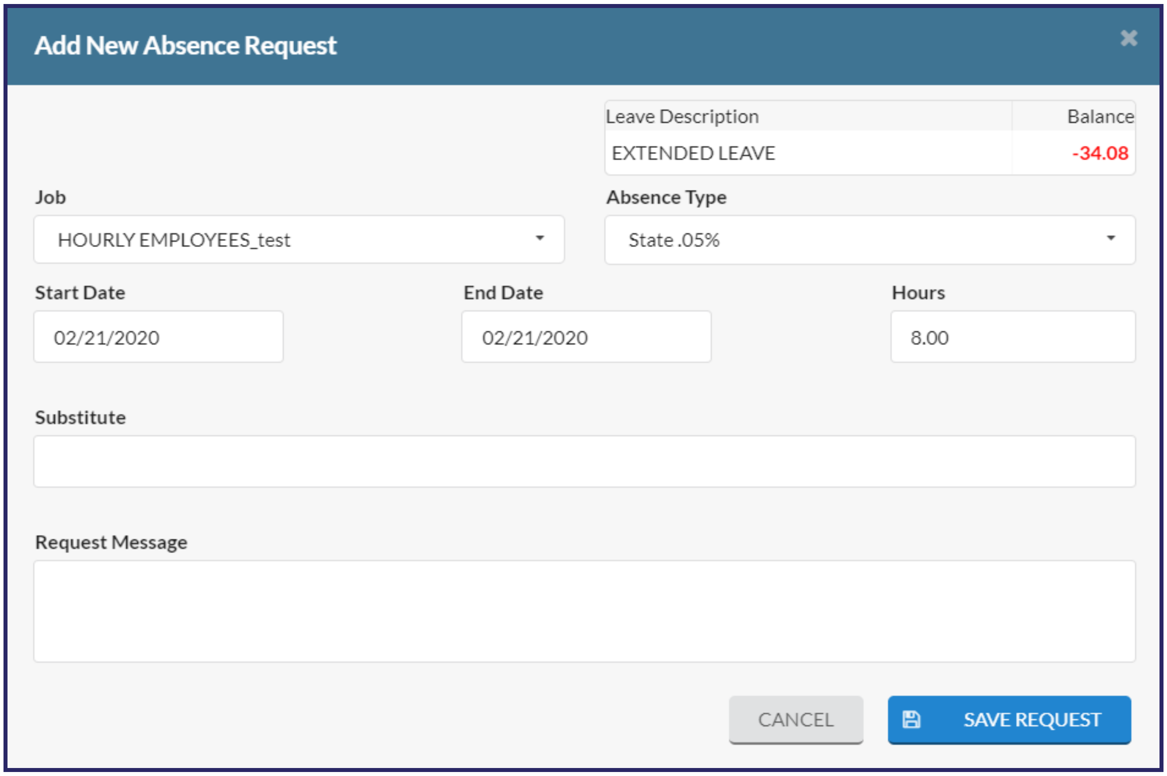
Add Absence Requests

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.

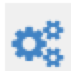
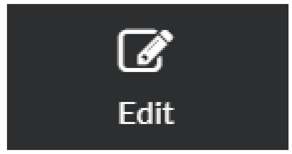


- Select the type of absence from the **Absence Type** drop-down list.
    - If this type has associated leave, a read-only **Leave Description** field will display above the **Absence Type**.
- Enter or select a date range using the Calendar feature in the **Start Date** and **End Date** fields.
- Enter 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 

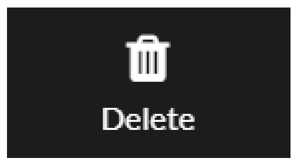
 button. The request will appear in the grid as "Pending".

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 

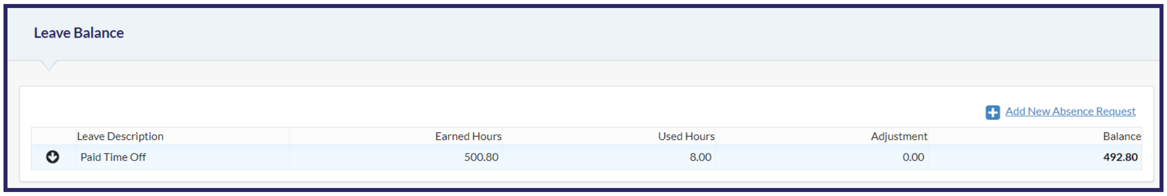
button.
- To delete a request, click the 

button.
    - The **Delete Absence Request** dialog will display.
    - Click the 

button.

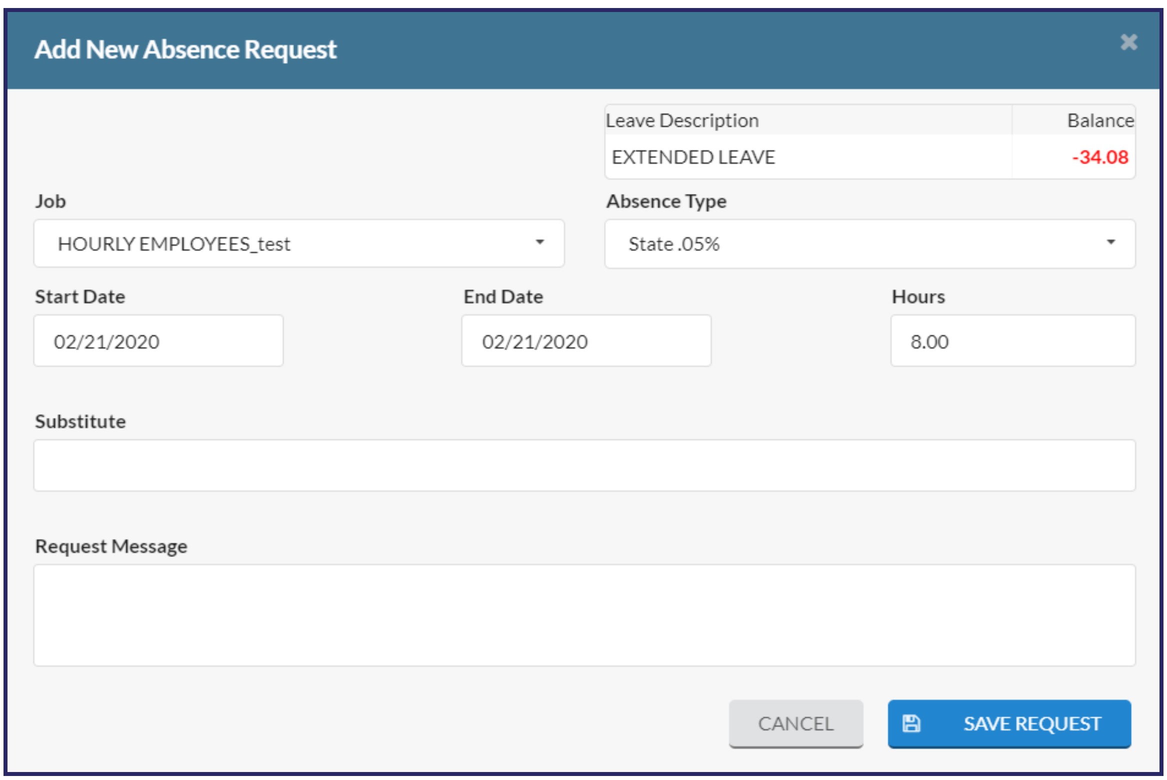
Leave Balance

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



- 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.



- 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 

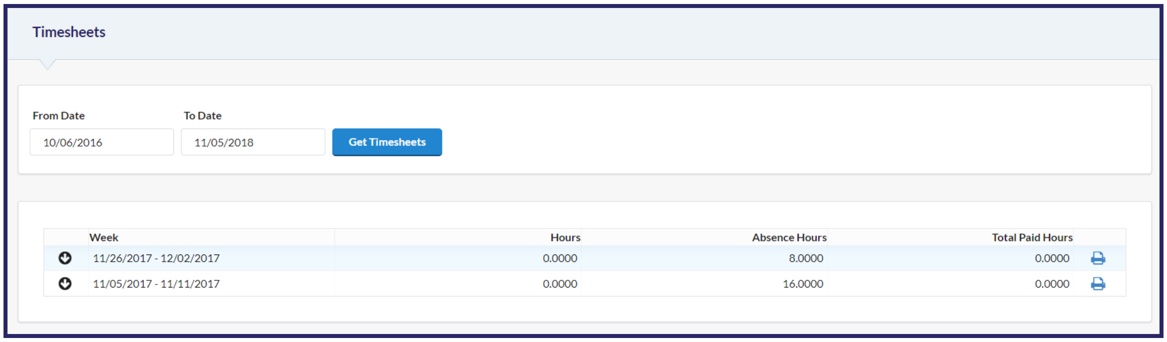
button.

Reports

In this section, you will find:

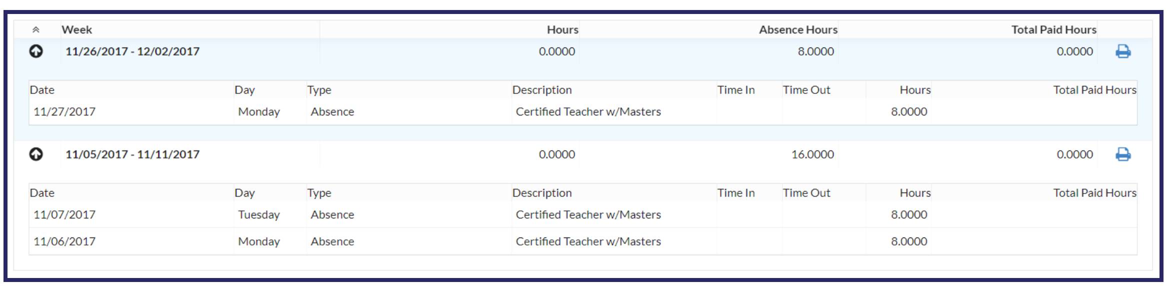
Timesheets

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



- 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.



- 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

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

Week	Hours	Absence Hours	Total Paid Hours
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

Page: 1 of 1

Unit 32L Unit Name

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.

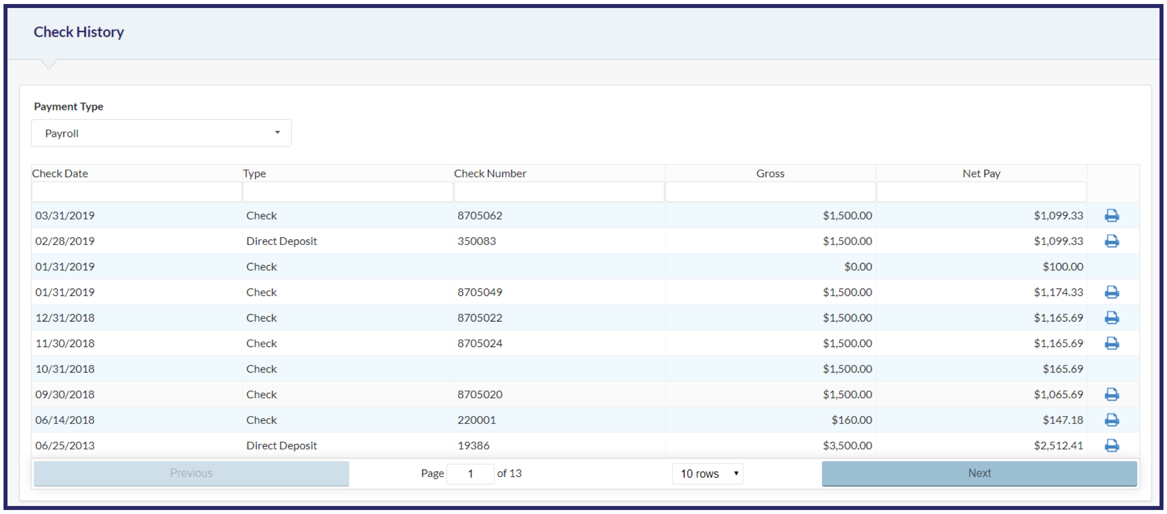
Employee Signature: ______________________________ **Date:** __________

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.



Check History

Payment Type

Payroll

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

Previous Page 1 of 13 10 rows Next

- 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 **Previous** and **Next** 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

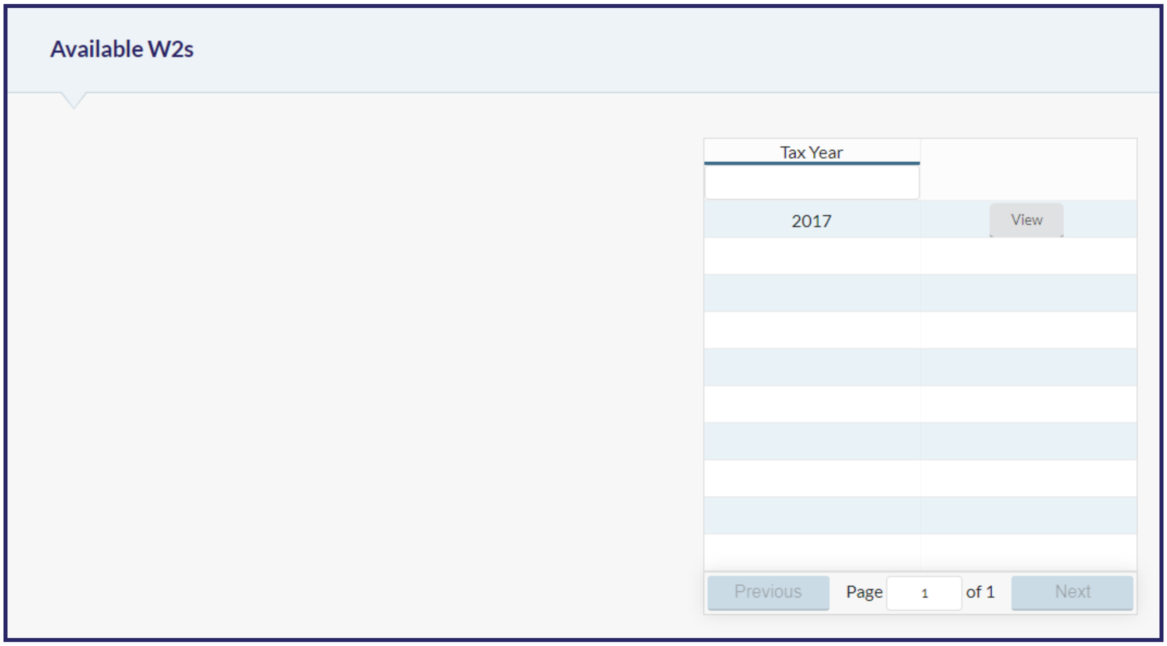
TO THE ORDER OF
Anderson, Leslie A
551940 Anderson Rd.
Durham, NC 27707

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 View 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 Previous and Next buttons to navigate to other pages.

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