

## Step 1: Complete the **EmployeeLINQ Setup** tabs in **System Settings**

**General Info Tab**  
Manage general settings and clock in/out IP restrictions.

**TS Approval Groups Tab**  
Add, delete, and manage Timesheet Approval Groups

**Add / Edit Filters Tab**  
Identify which request types will be available for employees to use in submitting requests

**EmployeeLINQ Setup** SCHOOL LINQ

General Info | TS Approval Groups | Request Setup

**General Settings**

Force user to correct missed Clock-Out

IP Restrictions Enabled

Round Time to nearest: 1 mins

Round In Favor of Employee:

Paycheck Availability for Employees: On Check Date

**Clock-In/Clock-Out IP Restrictions**

	Allow	IP Address	Description	
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## Step 2: Allow clocking in and out from **Payroll > Administration > Job Setup > Details Tab**

The screenshot displays the 'Details' tab of the LINQ Admin interface for job setup. The form is organized into several sections:

- Job Code:** SBO
- Description:** School Business Official
- Active:** Active
- Pay Type:** Salary
- FLSA:** Exempt
- Pay Frequency:** Monthly
- # of Checks:** 10
- Hours Per Day:** 8
- Work Days:** Use Pay Period Dates
- Checkboxes:**
  - Ignore IP Address Restrictions for Clocking In/Out
  - Allow Voluntary Deductions
  - Allow Mandatory Deductions
  - Allow Clocking-in
  - Allow Clocking-out
- Timesheet Approval Group:** (Empty dropdown menu)

A callout box points to the 'Allow Clocking-in' and 'Allow Clocking-out' checkboxes with the text: **Details Tab**  
Allow clocking in and out, if necessary.

## Step 3: Select a Timesheet Approval Group from **Payroll** > Administration > Job Setup > Details Tab

The screenshot displays the 'Details' tab of the LINQ Admin interface. The form is organized into several sections:

- Job Code:** SBO
- Description:** School Business Official
- Active:** Active (dropdown)
- Pay Type:** Salary (dropdown)
- FLSA:** Exempt (dropdown)
- Pay Frequency:** Monthly (dropdown)
- # of Checks:** 10
- Hours Per Day:** 8
- Work Days:** Use Pay Period Dates (dropdown)
- Checkboxes:**
  - Ignore IP Address Restrictions for Clocking In/Out
  - Allow Voluntary Deductions
  - Allow Mandatory Deductions
  - Allow Clocking-in
  - Allow Clocking-out
- Timesheet Approval Group:** A dropdown menu is highlighted with a blue circle and a callout box. The callout box contains the text: "Timesheet Approval Group. If employee timesheets need to be approved only by certain individuals, select a Timesheet Approval Group from the list."

**NOTE:** After completing steps 2 and 3, if any employees have that job, you will receive a message asking if you want to apply those settings to all the employees with that job. If you choose to do so, Steps 4 and 5 will not be necessary, but these settings can still be edited on the individual employee job level.

## Step 4: Allow clocking in and out from **Payroll** > **Manage Employees** > **Jobs Tab**

The screenshot shows the 'Jobs Tab' configuration form in the LINQ Admin interface. The form includes the following fields and controls:

- Job Code:** PRIN
- Description:** Principal 12
- Primary Job**
- Account:** 3.5330.050.121.000.000.00
- % Employed:** 100.00
- FTE:** 0.00
- Test:** (checkbox)
- Start Date:** 02/05/2020
- End Date:** 06/30/2099
- Site:** 999 Site 999 - Name
- Pay Type:** Salary
- FLSA:** Exempt
- Pay Grade:** No Grade
- Pay Step:** No Step
- Pay Amount:** 100000.00
- Pay Frequency:** Monthly
- Hours Per Day:** 8
- Pay Group:** TEST GROUP
- Work Days:** Use Pay Period Dates
- Allow Clocking-in**
- Allow Clocking-out**
- Timesheet Approval Group:** (empty dropdown)

A callout box titled "Jobs Tab" with the text "Allow clocking in and out, if necessary." is positioned over the "Allow Clocking-in" checkbox. A blue line connects the callout box to the checkbox.

## Step 5: Select a Timesheet Approval Group from **Payroll** > **Manage Employees** > **Jobs Tab**

The screenshot shows the 'Jobs Tab' form in the LINQ Admin system. The form contains the following fields and controls:

- Job Code:** PRIN
- Description:** Principal 12
- Primary Job**
- Account:** 3.5330.050.121.000.000.00
- % Employed:** 100.00
- FTE:** 0.00
- Test:** (checkbox)
- Start Date:** 02/05/2020
- End Date:** 06/30/2099
- Site:** 999 Site 999 - Name
- Pay Type:** Salary
- FLSA:** Exempt
- Pay Grade:** No Grade
- Pay Step:** No Step
- Pay Amount:** 100000.00
- Pay Frequency:** Monthly
- Hours Per Day:** (empty)
- Pay Group:** TEST GROUP
- # Of Checks:** 12
- Work:** Us
- Allow Clocking-in**
- Allow Clocking-out**
- Timesheet Approval Group:** (dropdown menu)

A tooltip titled "Timesheet Approval Group" is displayed over the dropdown menu, containing the text: "If employee timesheets need to be approved only by certain individuals, select a Timesheet Approval Group from the list."