LINQ

Step 1: Complete the **EmployeLINQ Setup** tabs in **System Settings**

General Info Tab	TS Approval Groups Tab	Add / Edit Filters Tab
Manage general settings and clock in/out IP restrictions.	Add, delete, and manage Timesheet Approval Groups	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	🗑
↕	✖	* * * *	adfaf	🗑

Quick Start Guide

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

LINQ

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

Details	Pay Scale

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

☐ Ignore IP Address Restrictions for Clocking In/Out
☑ Allow Voluntary Deductions
☐ Allow Mandatory Deductions

☑ Allow Clocking-in
☑ Allow Clocking-out

Timesheet Approval Group
If employee timesheets need to be approved only by certain individuals, select a Timesheet Approval Group from the list.

Timesheet Approval Group

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.

Quick Start Guide

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

Job Code	**Description**	☑ Primary Job
PRIN	Principal 12	

Account			**% Employed**	**FTE**
3.5330.050.121.000.000.00	🔍	➕ Add	100.00	0.00
Test				

Start Date	**End Date**	**Site**
02/05/2020 📅	06/30/2099 📅	999 Site 999 - Name ▾

Pay Type	**FLSA**
Salary ▾	Exempt ▾

Pay Grade	**Pay Step**	
No Grade ▾	No Step ▾	➕ Add/Edit Pay Scale

Pay Amount	**Pay Frequency**	**Hours Per Day**
100000.00	Monthly	8

Jobs Tab
Allow clocking in and out, if necessary.

Pay Group		**Work Days**
TEST GROUP ▾	12	Use Pay Period Dates ▾

☑ Allow Clocking-in   ☑ Allow Clocking-out   **Timesheet Approval Group**
▾

LINQ

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

Job Code	Description			
PRIN	Principal 12	☑ Primary Job		

Account				% Employed	FTE
3.5330.050.121.000.000.00	🔍	➕ Add		100.00	0.00

Test

Start Date	End Date	Site
02/05/2020 📅	06/30/2099 📅	999 Site 999 - Name ⌄

Pay Type	FLSA
Salary ⌄	Exempt ⌄

Pay Grade	Pay Step	
No Grade ⌄	No Step ⌄	➕ Add/Edit Pay Scale

Pay Amount	Pay Frequency	Hours Per Day
100000.00	Monthly ⌄	

Pay Group	# Of Checks	Work D
TEST GROUP ⌄	12	Us

☑ Allow Clocking-in   ☑ Allow Clocking-out   Timesheet Approval Group

Timesheet Approval Group
If employee timesheets need to be approved only by certain individuals, select a Timesheet Approval Group from the list.