



We'll Carry Your Books.  
Enterprise Management Solutions For Grades K-12

# Time Keeper

Current Time/Date on Server:  
05:21:09 PM 05 Apr 2011 (Tue)

## Menu

Home

## Employee P

Personal In  
Tax Informa  
Change Pin

## Inquiries

Clock In / Out  
Time Sheet  
Leave Balance  
Check History  
Requests

Logout

Main

**Step 1: Enter your Timekeeper Employee number as normal.**



Log In		
Employee Number		
<input type="text"/>		
1	2	3
4	5	6
7	8	9
DEL	0	CLR
Cancel	Enter	



We'll Carry Your Books.  
Enterprise Management Solutions For Grades K-12

# Time Keeper

Current Time/Date on Server:  
05:22:31 PM 05 Apr 2011 (Tue)

## Menu

Home

## Employee Pr

Personal Inf

Tax Informa

Change Pin

## Inquiries

Clock In / Out

Time Sheet

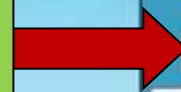
Leave Balance

Check History

Requests

[Main](#) > Enter Pin

**Step 2: Enter your Timekeeper Employee number again.**

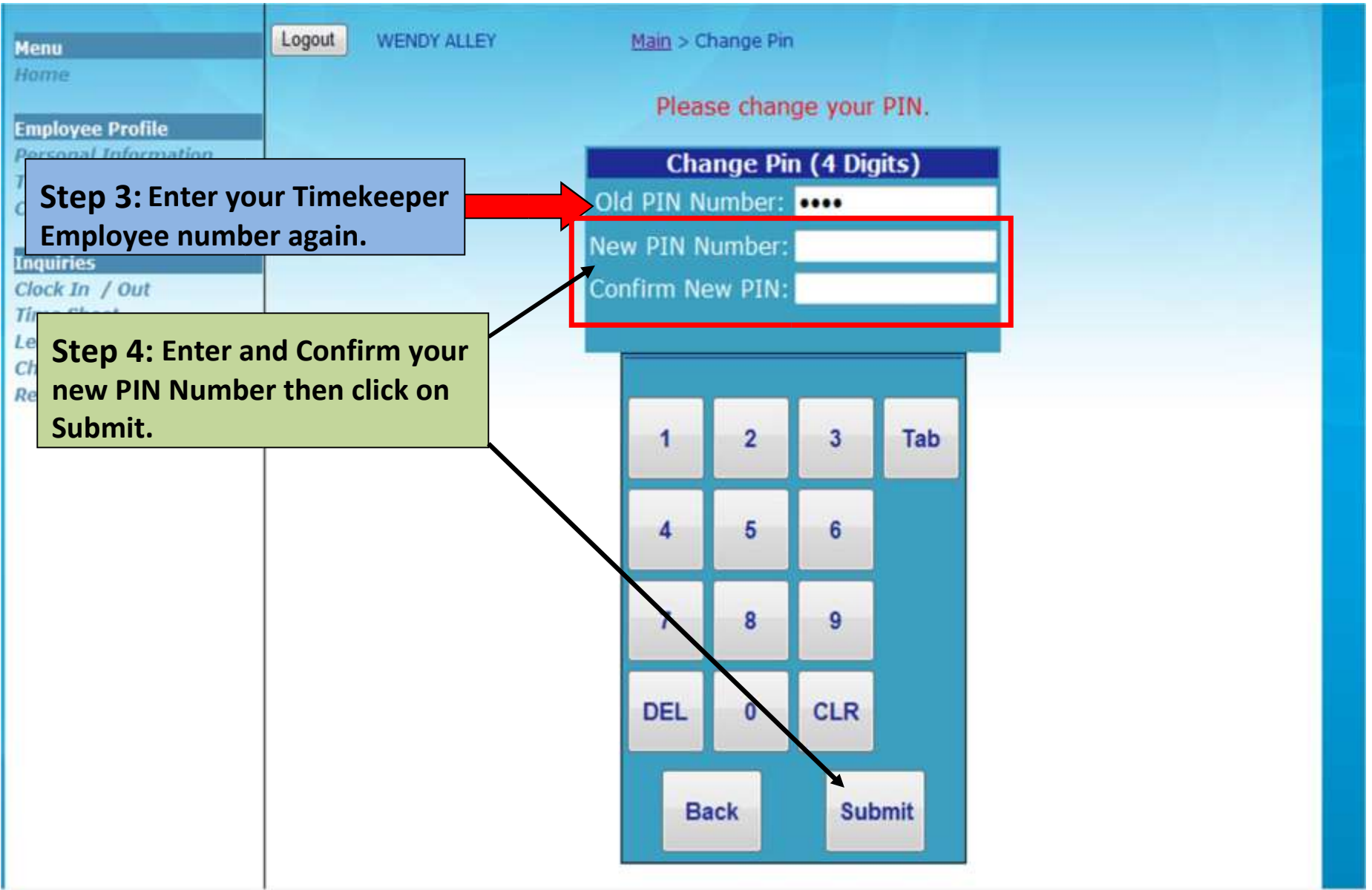


### Log In

PIN Number

1	2	3
4	5	6
7	8	9
DEL	0	CLR
Back	Enter	

The Initial PIN Number has been pre-set to your TimeKeeper Employee number and must be changed. This is a ONE-TIME change each person must make the first time Clocking In.



Logout

WENDY ALLEY

Main > Change Pin

Please change your PIN.

### Change Pin (4 Digits)

Old PIN Number: \*\*\*\*

New PIN Number:

Confirm New PIN:

**Step 3: Enter your Timekeeper Employee number again.**

**Step 4: Enter and Confirm your new PIN Number then click on Submit.**

1	2	3	Tab
4	5	6	
7	8	9	
DEL	0	CLR	
Back	Submit		

These steps are for creating a new PIN Number. It must be at least 4 digits greater than 1000 and CANNOT be the same as your Employee TimeKeeper Number. *Please choose something you can easily remember and WRITE IT DOWN.*

The screenshot displays the ISS Time Keeper web application. The top left features the ISS logo and the tagline "We'll Carry Your Books. Enterprise Management Solutions For Grades K-12". The top right shows the current time and date on the server: "05:28:11 PM 05 Apr 2011 (Tue)". The main content area shows a confirmation message: "PIN Changed." Above this message, it indicates the user is logged in as "WENDY ALLEY" and is on the "Main > Change Pin" page. A "Logout" button is visible in the top left of the main area. On the left side, there is a navigation menu with categories: "Menu" (Home), "Employee Profile" (Personal Information, Tax Information, Change Pin), "Inquiries" (Clock In / Out, Time Sheet, Leave Balance, Check History, Requests), and "Requests". The "Clock In / Out" option under the "Inquiries" menu is highlighted with a purple box, and an arrow points from a green instruction box to it. A red box contains text explaining that the "PIN Changed" message is the expected result of a successful PIN change.

**Menu**  
Home

**Employee Profile**  
Personal Information  
Tax Information  
Change Pin

**Inquiries**  
Clock In / Out  
Time Sheet  
Leave Balance  
Check History  
Requests

Logout WENDY ALLEY Main > Change Pin

PIN Changed.

Current Time/Date on Server:  
05:28:11 PM 05 Apr 2011 (Tue)

Once you have correctly changed your PIN Number you should see the "PIN Changed" as shown above.

**Step 5: Click on "Clock In / Out" under the Inquiries menu to Clock In for the day (This area is where you Clock In & Out everyday going forward).**



## Menu

Home

## Employee Profile

Personal Information

Tax Information

Change Pin

## Inquiries

Clock In / Out

Time Sheet

Leave Balance

Check History

Requests

Logout

PAMELA FOWLER

[Main](#) > [Inquiries](#) > [Clock In / Out](#)

Job	Site		Date	Last In	Last Out
TUTOR 10 MONTH	304 : Central Middle School	<input type="button" value="Clock In"/>	3/21/2011	07:48 AM	
BUS DRIVER	241 : Whiteville City Schools	<input type="button" value="Clock In"/>			

**Step 6: Click on "Clock In" for the job you are performing.**

**TimeKeeper will now show the dates and times you last Clocked In & Out for each job.**

Think smart. Think  
**LINQ**

**Menu**

*Home*  
*Clock In / Out*

**Employee Profile**

*Personal Information*  
*Tax Information*  
*CEU's*  
*Policies*  
*Change Pin*

**Inquiries**

*Time Sheet*  
*Leave Balance*  
*Earnings & Escrow*  
*YTD Deductions*  
*Check History*  
*Employee Reimbursements*  
*Print W2s*

**Actions**

*Requests*  
*Workshop Registration*  
*Submit CEU for Approval*  
*Out of District Workshop Requests*

Logout