

# Linq Timekeeper Employee Portal

timekeeper.asheville.k12.nc.us

In LINQ V6, employees will access the TimeKeeper employee portal website to clock in and clock out as required for their jobs.

Think smart. Think  
**LINQ**

Time Keeper

Current Time/Date on Server:  
10:09:33 AM 7 Sep 2016 (Wed)

Menu  
Home  
Administrator

Main

Log In

Employee Number

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

© 2016 Education Management Systems, Inc. All rights reserved. 4110 Shipyard Blvd. Wilmington, NC 28403

Employees will also be able to obtain information and submit changes to information from the TimeKeeper employee portal. They will be able to:

- Clock in/out, if job requires
- View and print their time sheets and request changes
- View their leave balances, earnings, and year to date deduction totals
- View and Print their check history and employee reimbursement check history
- View their W2

When you log into Timekeeper for the first time you will be required to change your PIN number. The PIN number must be a 4-digit number that is not the same as your Employee number, and it cannot start with a zero (must be greater than 1000).

Think smart. Think LINQ Time Keeper

Logout MARY ABRAHAM Main > Change Pin

Please change your PIN.

Change Pin (4 Digits)

Old PIN Number: ●●●

New PIN Number: \_\_\_\_\_

Confirm New PIN: \_\_\_\_\_

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

Step 1 - Enter Employee Number

Step 2 - Enter Employee Number again as PIN

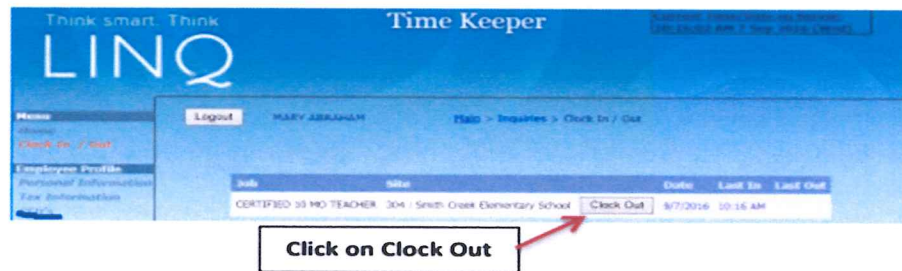
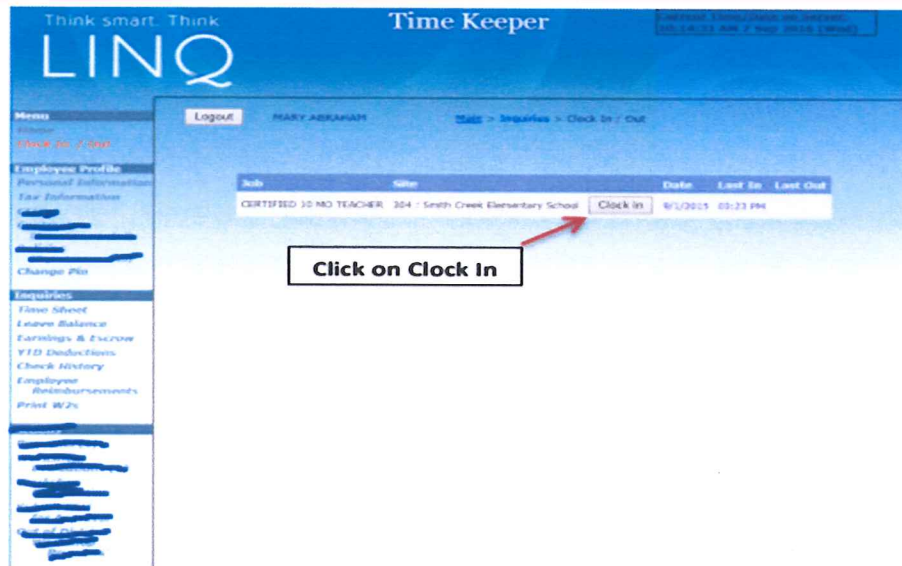
Step 3 - Enter and Confirm new PIN

© 2016 Education Management Systems, Inc. All rights reserved. 4110 Shipyard Blvd. Wilmington, NC 28403

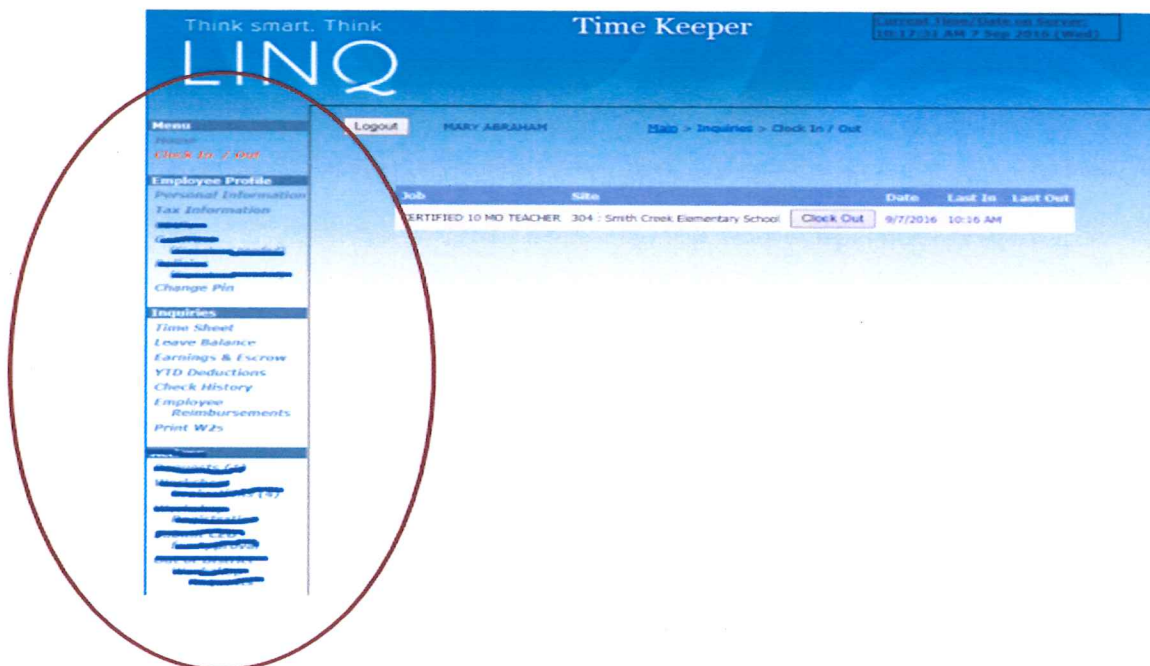
For the first log in, enter your Employee Number as both the Employee Number and the Employee PIN. You will be prompted to change the PIN as above, This is a one-time change all employee must make the first time they enter the system.

Once you have logged in, if your job requires you to clock in, you will see the clock-in screen for you employee jobs. To clock in, click on “clock in” for the job you are performing and the site where you are currently working. TimeKeeper will show the dates and times you last clocked in for each job.

To clock out of TimeKeeper, choose “Clock In/Out” under the Inquiries menu on the left side of the screen. The clock out screen will again show the job site, and the clock-in time. Click on “Clock Out.”



Click on menu items on the left to use other features of the TimeKeeper Employee Portal.





Click on **Personal Information** to see Employee Demographic Information, Dates of Service and Direct Deposit Information:

Think smart. Think LINQ Time Keeper

Logout MARY ABRAHAM Main > Personal Information

Address/Phone Change Request...

**Last Name:** ABRAHAM  
**First Name:** MARY **M.I.:**  
**Social Security #:** \*\*\*-\*\*-5393  
**Address:** 1558 Crabtree Dr  
**City/State/Zip:** Raleigh NC 27604  
**Email:** susan@k12financials.com  
**Home Phone #:** (910) 799-0121  
**Mobile Phone #:** (910) 409-5552  
**Emergency Contact:** Sammy Benton **Phone:** 9101114444  
**Date of Birth:** 3/26/1958  
**Primary Site:** 304  
**Race:** White  
**NC Staff UID:**  
**Direct Deposit:**

Bank Name	Account Number	Account Type	Validated	Type	Pct/Amt

Click on **Time Sheet** to view or print current or past time sheets:

Think smart. Think LINQ Time Keeper

Logout MARY ABRAHAM Main > Inquiries > Time Sheet

9/5/2016 to 9/11/2016

Date	Job / Leave Description	Time In	Time Out	Hours	Approve
9/7/2016	CERTIFIED 10 MO TEACHER	10:16 AM		0.0000	<input type="checkbox"/>

Tot. Unpaid Leave: 0 Tot. Paid Leave: 0 Total Hours: 0 Total Paid Hours: 0

Print Timesheets by Date Range...

Click on **Leave Balance** to view real time available leave balances. REMINDER: leave is expressed in HOURS:

Think smart. Think LINQ Time Keeper

Logout MARY ABRAHAM Main > Inquiries > View Leave Balance

Calendar Time/Date on Screen: 10/20/10 AM 7 Sep 2010 (Wed)

Menu: Home, Clock In / Out

Employee Profile: Personal Information, Tax Information, Change Pin

Inquiries: Time Sheet, Leave Balance, Earnings & Escrow, YTD Deductions, Check History, Employee Reimbursements, Print W2s

### Leave Balances

Description	Beginning	Earned	Used	Adjustment	Balance	Accrual Rate
2013-2014 BONUS LEAVE	60.00	0.00	0.00	0.00	60.00	0.00
Annual Leave	232.31	0.00	0.00	0.00	232.31	2.15
Bonus Leave 2012	487.50	0.00	0.00	0.00	487.50	5.00
Donated Leave	15.00	0.00	0.00	0.00	15.00	0.00
Donated Leave Used	-7.50	0.00	0.00	0.00	-7.50	0.00
Donated Sick Leave	0.00	0.00	0.00	0.00	0.00	0.00
Personal Leave	20.00	0.00	0.00	0.00	20.00	0.20
Sick Leave	90.08	0.00	0.00	0.00	90.08	1.25

Click on **Earnings** to view real time YTD balances:

Think smart. Think LINQ Time Keeper

Logout MARY ABRAHAM Main > Inquiries > Earnings & Escrow

Calendar Time/Date on Screen: 10/20/10 AM 7 Sep 2010 (Wed)

Menu: Home, Clock In / Out

Employee Profile: Personal Information, Tax Information, Change Pin

Inquiries: Time Sheet, Leave Balance, Earnings & Escrow, YTD Deductions, Check History, Employee Reimbursements, Print W2s

### Earnings & Escrow

Calendar Year: 2015

		Actual	Adjustments	Total
Gross		12,450.00	0.00	12,450.00
Retirement	Earnings	12,450.00	0.00	12,450.00
	Withheld	747.00	0.00	747.00
Federal	Earnings	11,258.00	0.00	11,258.00
	Withheld	1,227.46	0.00	1,227.46
State	Earnings	11,258.00	0.00	11,258.00
	Withheld	660.00	0.00	660.00
Soc. Security	Earnings	12,450.00	0.00	12,450.00
	Withheld	771.90	0.00	771.90
Medicare	Earnings	12,450.00	0.00	12,450.00
	Withheld	180.53	0.00	180.53
Escrow		1,749.99	0.00	1,749.99

Click on **YTD Deductions** to view real time YTD balances:

The screenshot shows the LINQ Time Keeper interface. The user is logged in as MARY ABRAHAM. The breadcrumb trail is Main > Inquiries > YTD Deductions. The page title is YTD Voluntary Deductions. The calendar year is set to 2015. A table lists various deductions with their YTD and YTD (Employer) amounts.

Deduction	YTD	YTD (Employer)
401K HARTFORD	400.00	0.00
401K LOAN REPAYMENT	200.00	0.00
ANNUITY	0.00	0.00
DENTAL	45.00	0.00
NC SECU	600.00	0.00
NC TAX GARNISHMENT	400.00	0.00

Click on **Check History** to view and print paycheck history and check copies:

The screenshot shows the LINQ Time Keeper interface. The user is logged in as MARY ABRAHAM. The breadcrumb trail is Main > Inquiries > View Paycheck. The page title is Check History (Last 24 Months). A table lists check numbers and deposit dates, with a 'View' button next to each entry.

Check \ Deposit #	Check \ Deposit Date	
40	10/31/2015	View
34	07/31/2015	View
36	02/28/2015	View
32	01/31/2015	View
30	09/30/2014	View

Click on **Employee Reimbursements** to view and print reimbursement history and check copies:

The screenshot shows the LINQ Time Keeper interface. The user is logged in as MARY ABRAHAM. The breadcrumb trail is Main > Inquiries > Employee Reimbursements. The page title is Employee Reimbursements. The period is set to Past year. A table lists checks found with their details.

Check #	Check Date	Void Date	Pay Type	Description	Total
60	07/18/2016		CHECK		\$1,000.00
64	10/01/2015		ACH	travel	\$60.00