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:
10:09:35 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

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).


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."
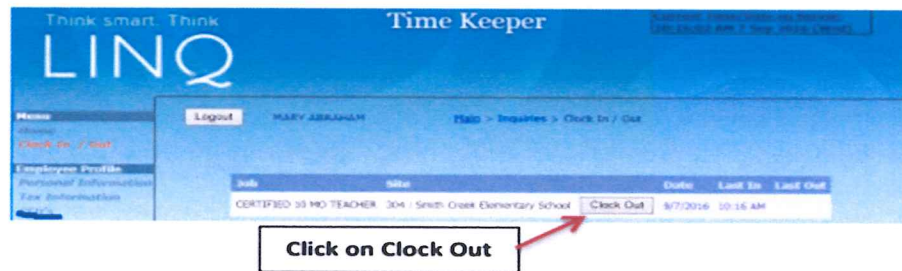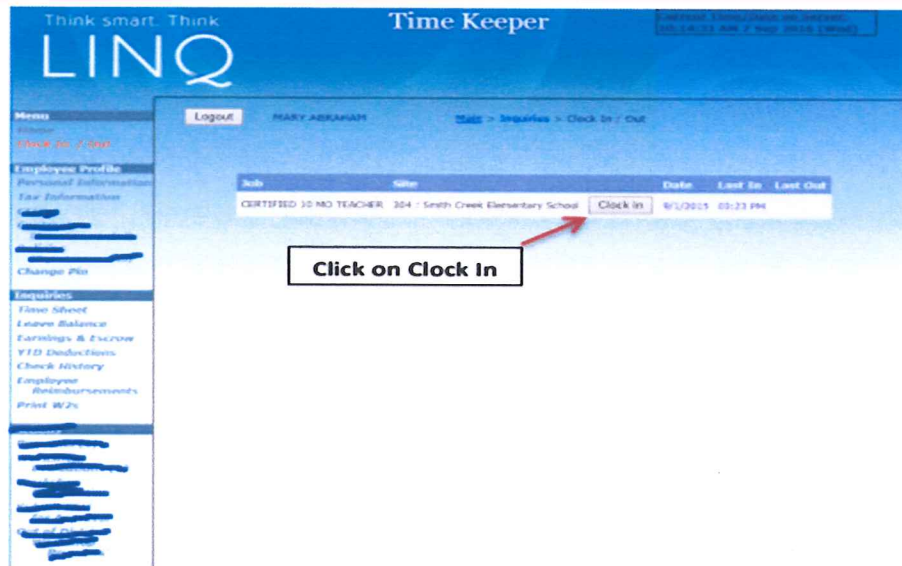
Click on menu items on the left to use other features of the TimeKeeper Employee Portal.
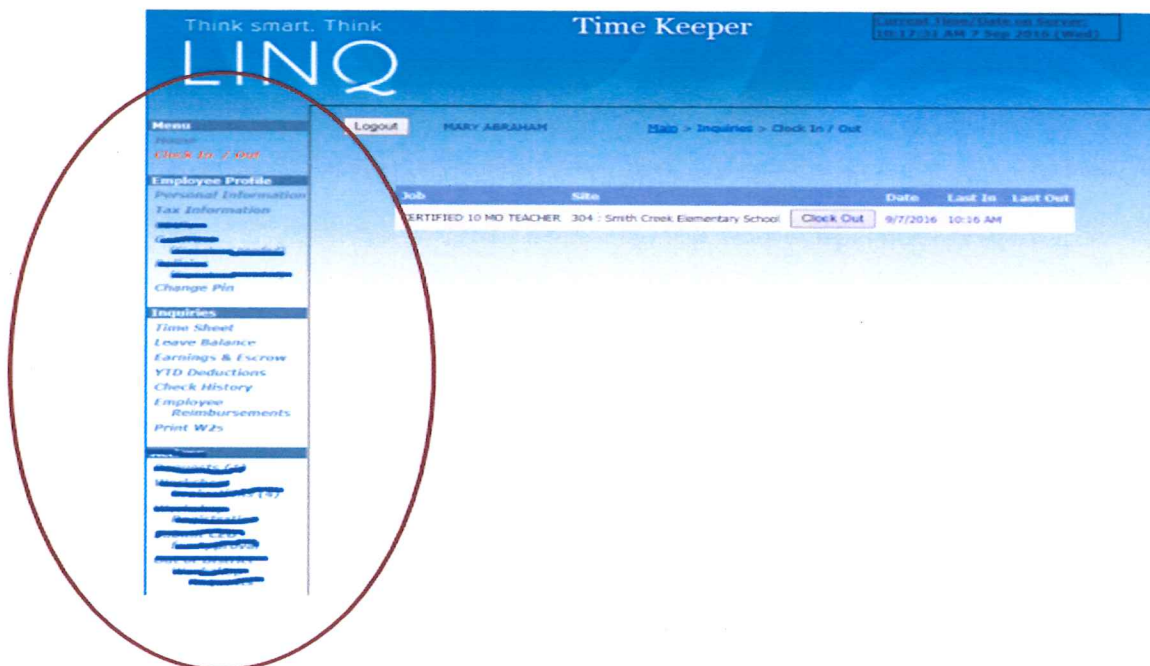
Click on **Personal Information** to see Employee Demographic Information, Dates of Service and Direct Deposit Information:

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

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

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:

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	2015	1,749.99	0.00	1,749.99

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

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

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