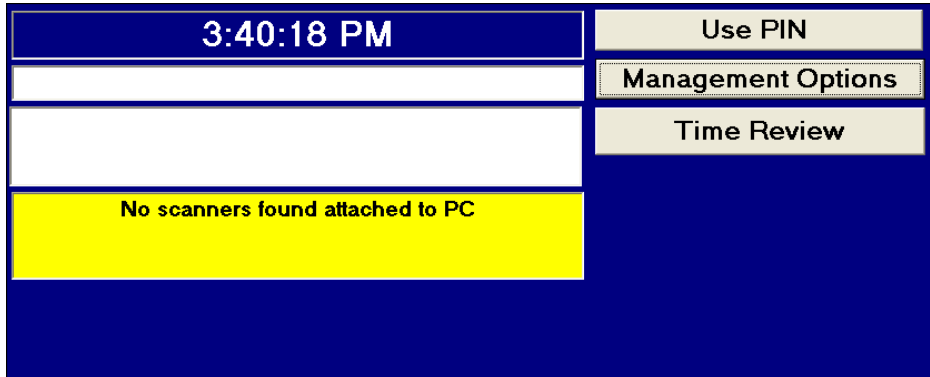




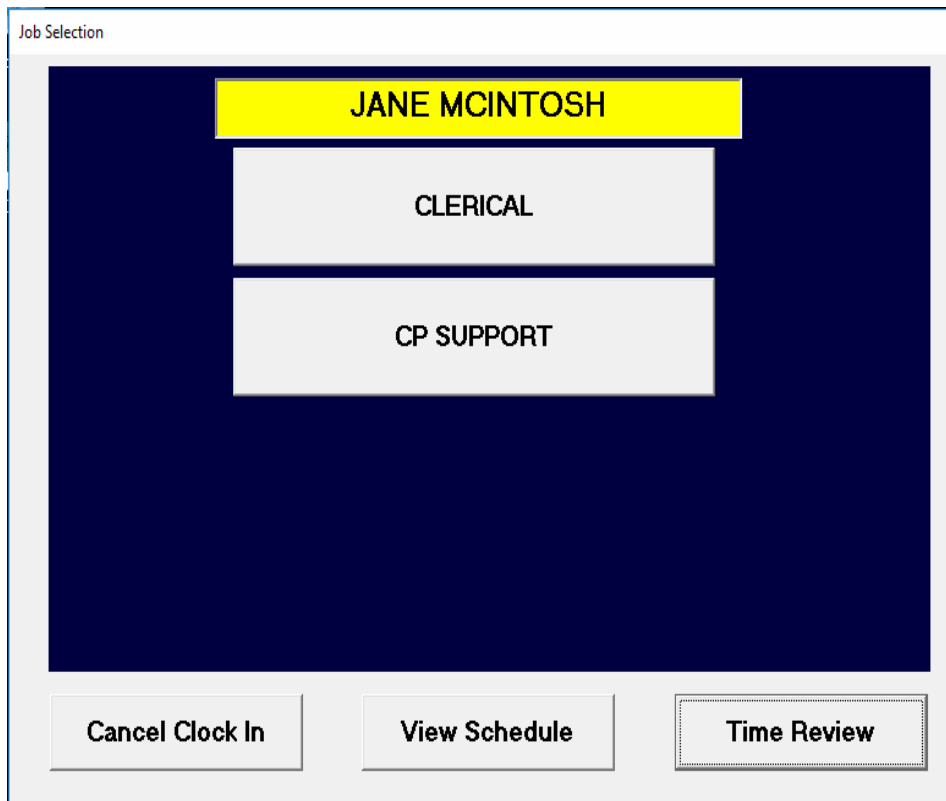
Employee Handout

Employee Clock In

You will clock in by placing a finger on the fingerprint scanner



- Place your finger/thumb on the scanner and hold it there until a match is found
- After you scan your finger, K-Time will bring up the “Job Selection” window:



- Touch the job type for which you are clocking in (that is, the job type to which K-Time will allocate your time session). You will only see the active job types linked to your employee record.

- Select VIEW SCHEDULE button and a screen will appear that shows a current Schedule if applicable.
- Use the arrows to change Pay Period Ending date Schedule.
- Select Done button to exit.

View Employee Schedule

Employee Name: **BETTY CROCKER**

For Period Ending: < **2018-03-18** >

Employee Schedule

For Period: 3/12/2018 to 3/18/2018

Work Day	Time Start	Time End	Job	Location
CROCKER, BETTY				
03/12/2018 Monday	8:00:00 am	4:30:00 pm	DEPUTY CLERK TREASUR	010 CLERK
03/13/2018 Tuesday	8:00:00 am	4:30:00 pm	DEPUTY CLERK TREASUR	010 CLERK
03/14/2018 Wednesday	8:00:00 am	4:30:00 pm	DEPUTY CLERK TREASUR	010 CLERK
03/15/2018 Thursday	8:00:00 am	4:30:00 pm	DEPUTY CLERK TREASUR	010 CLERK
03/16/2018 Friday	8:00:00 am	4:30:00 pm	DEPUTY CLERK TREASUR	010 CLERK
Total Hours for CROCKER, BETTY:				40.00

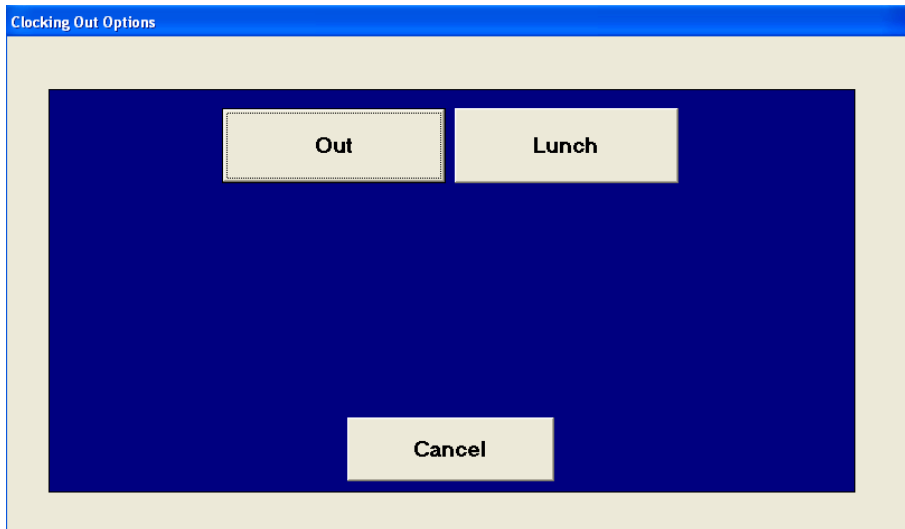
Done

Employee Clock Out

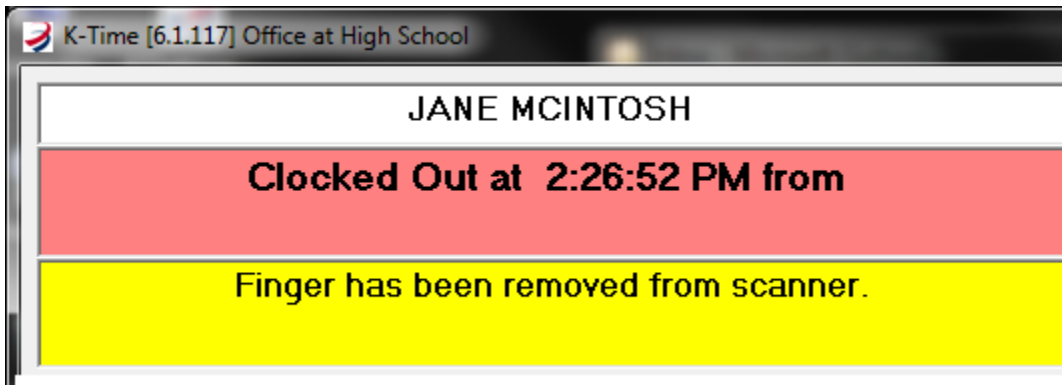
You will clock out, in the same way you clocked in by placing your finger on the fingerprint scanner.

The buttons displayed are determined by an administrator-maintained system information option, "Show Clock Out Info".

If that option has been selected, K-Time will display the "Clocking Out Options" window:



- Select a clock out reason.
- K-Time will display a window showing the clock out time it has logged for this time session:



If the "Show Clock Out Info" option has not been selected, K-Time will immediately display the window showing the clock out time it has logged for this time session.

Employee Time Review, Approval and Disputation

If you want to review the time you have logged for the current or just-completed pay period, there are two possible approaches:

1. **PREFERRED APPROACH:** Touch the **[Time Review]** button prior to scanning your fingerprint. When you identify yourself with your fingerprint, K-Time will take you directly to the “Time Review” window.
2. The second approach only works when you are NOT currently clocked in. You identify yourself as you would if you were clocking in, as described (“in the Employee Clock In section”). When you get to the “Job Selection” window, touch the **[Time Review]** button, in the bottom right-hand corner of that window. Do not select a job type at this time.

When you take either of the two approaches, K-Time will display the “Time Review” window:

Time Review

Employee Name: JANE MCINTOSH

For Period Ending: 4/12/2018

Job Type: < CLERICAL >

Fri - 23	8.00	Fri - 30	8.00	Fri - 6	8.00
Sat - 24	8.00	Sat - 31	0.00	Sat - 7	0.00
Sun - 25	8.00	Sun - 1	0.00	Sun - 8	0.00
Mon - 26	8.00	Mon - 2	8.00	Mon - 9	8.00
Tue - 27	8.00	Tue - 3	8.00	Tue - 10	8.00
Wed - 28	8.00	Wed - 4	8.00	Wed - 11	8.25
Thu - 29	8.00	Thu - 5	8.00	Thu - 12	8.00
Weekly Total:	16.00	40.00		40.25	
					Pay Period Total: 96.25

Approve Dispute Leave Done

Any employee falsifying the TIME WORKED on his/her timesheet or any other employee's timesheet, or any employee directing or encouraging employees to record inaccurate or false times of work will be subject to termination of employment.

- You can only review the time logged to one job type at a time.
- You should approve your time for each job type at the end of the pay period.
- When K-Time first brings up the “Time Review” window, the job type at the top of the list will be selected, as indicated.
- If you want to review the time you logged to a different job type, use the <> to move to the next job type.
- K-Time will display the time logged for the oldest pay period that has not been approved. The work week(s) is identified by its Pay Period Ending Date. The seven days of that week(s) are listed along with the amount of time you logged to each day in BLACK. Hours you see in GRAY are hours worked in a previous pay period. Below the daily times is the total Time Worked for the work week(s).
- Review the listed times and decide whether you want to approve, dispute or review them later.
- Select the LEAVE button and a screen will display that shows the current balance for each leave day (see screen on next page).
- Select the DONE button to exit when finished.

Leave Review

Employee Name: **JANE MCINTOSH**

Bank	Allocated	Used	Balance
▶ SICK	25	3	22
PERSONAL	20	0	20
VACATION	25	0	25
PROF	15	0	15
SBANK PAYB	0	0	0
FIELD TRIP	0	0	0
LOST TIME	24	1	23
FMLA NP	0	0	0
NP V/ASSOC	13	0	13
BEREAVEMEN	0	0	0

Done

- To APPROVE the times:
 - Touch the **[Approve]** button.
 - K-Time will display the “Confirmation of Time Approval” window (see below).
 - Touch the **[OK]** button.
 - K-Time will return you to the “Time Review” window.
 - Touch the **[Done]** button.

Confirmation of Time Approval

BY SELECTING OK:

I hereby certify under penalty of perjury, that the TIME WORKED for the displayed Time Period is true and correct.
 I understand that if I have a question about my timesheet or paycheck I should first ask my supervisor.
 If I am not satisfied with the response of my supervisor, I understand I can contact a payroll representative.

Cancel OK

Any employee falsifying the TIME WORKED on his/her timesheet or any other employees' timesheet, or any employee directing or encouraging employees to record inaccurate or false times of work will be subject to termination of employment.

- To DISPUTE the times:
 - If you do not agree with your time session for this week ending date then touch the **[Dispute]** button.
 - Touch the **[Done]** button.
 - Once you have disputed your time, you will need to contact your supervisor.
- To EXIT, without approving or disputing the times:
 - Touch the **[Done]** button.