

LINQ Timekeeper Employee Portal

timekeeper.asheville.k12.nc.us

The screenshot shows the LINQ Time Keeper Employee Portal login interface. At the top left, it says "Think smart. Think LINQ". In the center, it says "Time Keeper". On the top right, a box displays "Current Time/Date on Server: 4:21:13 PM 18 Apr 2019 (Thu)". On the left side, there is a "Menu" section with "Home" and "Administrator" links. The main area is titled "Main" and contains a "Log In" form. The form has a header "Log In" and a label "Employee Number" above a text input field. Below the input field is a numeric keypad with buttons for digits 1-9, 0, DEL, and CLR. At the bottom of the keypad are "Cancel" and "Enter" buttons. At the bottom of the page, there is a copyright notice: "© 2019 Education Management Systems, Inc. All rights reserved. 2526 Independence Blvd., Ste 200 Wilmington, NC 28412".

TimeKeeper Features

- Clock in/out (if job requires)
- View/print time sheets and request clock in/out adjustments
- View leave balances, earnings, and year to date deduction totals
- View/print paycheck history and employee reimbursement check history
- View/print W2s
- Request changes for phone number and/or address

When logging into Timekeeper for the first time, enter your six-digit Employee Number as both the Employee Number and the Employee PIN. If your Employee Number begins with a zero, enter the last five digits of your Employee Number.

Think smart. Think LINQ

Time Keeper

Current Time/Date on Server: 10:11:45 AM 7 Sep 2016 (Wed)

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

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You will then be prompted to change your PIN, as seen above. 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.

Once you have logged in you will see the clock in screen for your employee job(s). 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.

Job	Site	Date	Last In	Last Out
CAFETERIA SUB 3HR	180 : District	9/6/2010	12:00 AM	03:00 AM
HOURLY 4HR/DAY	304 : Middle School	9/6/2010	12:00 AM	04:00 AM

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.” This screen will automatically pop up if you have already clocked in for the day.

Job	Site	Date	Last In	Last Out
HOURLY 8HR/DAY	180 : District	9/7/2011	08:30 AM	
SALARY OT 8/DAY	304 : Middle School	9/12/2010	07:15 AM	04:16 PM

Select menu items from the left side of the portal to access other features of TimeKeeper.

Menu

- Home
- Employee Profile
 - Personal Information
 - Tax Information
 - Change Pin
- Inquiries
 - Clock In / Out
 - Time Sheet
 - Leave Balance
 - Check History
 - Requests (17)

Logout MULTIPLE HOURLY JOBS CAFETERIA 123 [Main](#) > [Inquiries](#) > Clock In / Out

Mandatory training for all bus drivers on July 31 from 8:00 a.m. - 2:00 p.m. Lunch will be served. Please don't be late.

Job	Site	Date	Last In	Last Out
CAFETERIA SUB 3HR	180 : District	<input type="button" value="Clock In"/>	9/6/2010 12:00 AM	03:00 AM
HOURLY 4HR/DAY	304 : Middle School	<input type="button" value="Clock In"/>	9/6/2010 12:00 AM	04:00 AM

Personal Information – View employee demographics and direct deposit information.

Logout ALICIA ANDERSON [Main](#) > Personal Information

Last Name: ANDERSON
First Name: ALICIA **M.I.:** A
Social Security #: ***-**-2162
Address: 1234 Market St
 Apt 321
City/State/Zip: Wilmington NC 28403
Email: anderson@schoolmail.com
Home Phone #: 910-555-0123
Mobile Phone #: 910-456-0456
Emergency Contact: Andy Anderson **Phone:** 910-456-0789
Date of Birth: 6/11/1975
Primary Site: 302
Race: Hispanic or Latino
 White

Direct Deposit:

Bank Name	Account Number	Account Type	Validated	Type	Pct/Amt
Wilmington Bank	*****8369	Checking	<input checked="" type="checkbox"/>	Checking	100.00

Tax Information – View current tax withholdings. To update this information, ***YOU MUST COMPLETE NEW W4 AND/OR NC-4 FORM(S)*** and send them to the Payroll Department at Central Office.

Logout ALICIA ANDERSON Main > Tax Information

Federal

Status: SINGLE Exemptions: Add-On: .00
 EIC Code:

State - NC

Status: SINGLE Exemptions: Add-On: .00

Time Sheet – View/print current or historical time sheets.

Logout ALICIA ANDERSON Main > Inquiries > Time Sheet

← 5/27/2012 to 6/2/2012 →

Date	Job / Leave Description	Time In	Time Out	Hours	Approve
5/28/2012	CUSTODIANS 12 MONTH	12:00 AM	8:00 AM	8.0000	<input checked="" type="checkbox"/>

Tot. Unpaid Leave: 0 Tot. Paid Leave: 0 Total Hours: 8 Total Paid Hours: 8

Check All

Print

Print Timesheets by Date Range ...

Logout ALICIA ANDERSON

Timesheet Report by Date Range

Start Date: 05/27/2012

End Date: 06/02/2012

Print

Leave Balance – View available leave balances in real time.

REMINDER - leave is shown in HOURS.

Logout ALICIA ANDERSON [Main](#) > [Inquiries](#) > View Leave Balance

Leave Balances

Description	Beginning	Earned	Used	Adjustment	Balance	Accrual Rate
Annual Leave	0.00	6.90	0.00	0.00	6.90	1.15
Sick Leave	0.00	6.00	8.00	20.00	18.00	1.00

Earnings & Escrow – View earnings history.

Think smart. Think LINQ Time Keeper Current Time/Date on Server:
10:22:36 AM 7 Sep 2016 (Wed)

Logout MARY ABRAHAM [Main](#) > [Inquiries](#) > Earnings & Escrow

Earnings & Escrow

Calendar Year:

		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	<input type="text" value="2015"/>	1,749.99	0.00	1,749.99

YTD Deductions – View year-to-date deductions.

The screenshot shows the 'Time Keeper LINQ' web application interface. The top navigation bar includes the LINQ logo, the text 'Think smart. Think Time Keeper', and a server status indicator: 'Current Time/Date on Server: 10:23:33 AM 7 Sep 2016 (Wed)'. The user is logged in as 'MARY ABRAHAM'. The main content area is titled 'YTD Voluntary Deductions' and features a dropdown menu for the 'Calendar Year' set to '2015'. Below this is a table of deductions.

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

Check History – View paycheck history and print check copies.

The screenshot shows the 'Check History' interface. It includes a 'Period:' dropdown menu set to 'August 2011' and a 'Checks Found:' section. Below this is a table with one entry for check number 21490 dated 08/31/2011, with a 'View' button next to it.

Check #	Date
21490	08/31/2011

The screenshot shows a web browser window displaying a detailed paycheck breakdown table. The browser address bar shows the URL: 'http://tk.ems-isis.com/DisplayCheck.aspx?pgpid=350&ckdd=5617&cnum=21483&bid=2'. The table contains the following data:

EMPLOYEE NO.	LOCATION	RETIREMENT NO.	UNIT NO.	VOUCHER DATE	VOUCHER NO.	
123	180	N/A	12345678	06/30/2011	21483	
EMPLOYEE NAME				W-4-M-0	0.00	
CAFETERIA 123, MULTIPLE HOURLY JOBS				NC-4-M-0	0.00	
JOB DESCRIPTION	PAY LEVEL	DAYS EMPLOYED	HOURS OR DAYS WORKED	PERCENT EMPLOYED	ESCROW	AMOUNT
CAFETERIA SUB 3HR	14	22.0	33.00	100.00	N	462.00
HOURLY 4HR/DAY	8	22.0	40.00	100.00	N	320.00

Employee Reimbursements – View reimbursement history and print check copies.

Think smart. Think LINQ Time Keeper

Current Time/Date on Server: 10:24:30 AM 7 Sep 2016 (Wed)

Logout MARY ABRAHAM Main > Inquiries > Employee Reimbursements

Period: Past year

Checks Found:

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

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 – View/print current and historical W2 copies.

Available W2s

	Tax Year
View	2021
View	2020
View	2019
View	2018
View	2017