

Employee Clock In

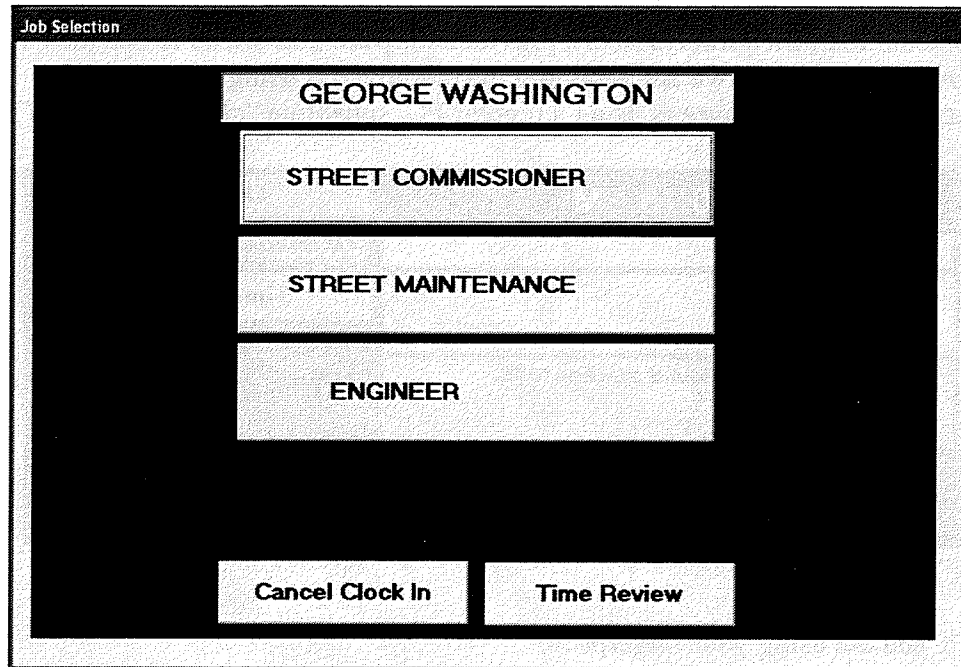
Employees will clock in by placing a finger on the fingerprint scanner or entering their PIN (Personal Identification Number), provided they are authorized to use their PIN. In the following discussion, we are assuming the employee is using a touchscreen workstation. If the employee is using a regular PC, substitute “click” for “touch”.

3:40:18 PM	Use PIN
	Management Options
	Time Review
No scanners found attached to PC	

- If you are using your fingerprint:
 - Place your finger/thumb on the scanner and hold it there until K-Time indicates whether a match is found.
- If you are using a PIN to clock in:
 - Touch the **[Use PIN]** button on the clock in window..
 - K-Time will display the “Enter PIN” window (see below).
 - Use the keypad to enter your PIN.
 - Touch the **[OK]** button.

Enter PIN		
1	2	3
4	5	6
7	8	9
Cancel	0	OK
Reset		

- After you scan your finger or enter your PIN, 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 one to four active job types linked to your employee record.
- After a few seconds, if you have not selected a job type, K-Time will complete the clock-in process using the job type at the top of the list.

Employee Time Review, Approval and Disputation

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

1. **PREFERRED APPROACH:** Touch the [Time Review] button prior to scanning your fingerprint or entering your PIN. When you identify yourself with your fingerprint or PIN, 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 above (“Employee Clock In”). 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:

Review

Employee Name: **KOMPUTROL TECHNICIAN**

For the Week Ending: **Fri, Jun. 6, 2008**

<u>CO ADMINISTRATOR</u>	Sat	0.00
	Sun	0.00
	Mon	0.00
	Tue	0.00
	Wed	0.00
	Thu	0.00
	Fri	0.00
Time Worked		0.00

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.

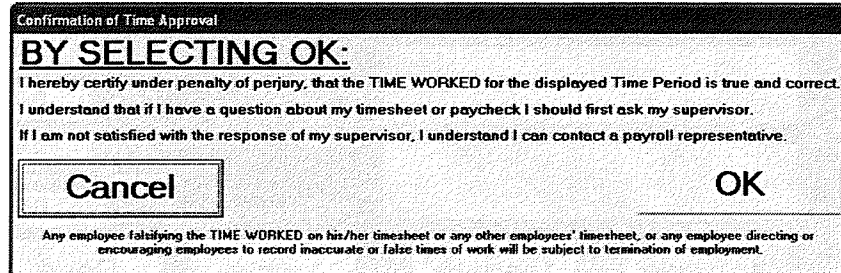
- You can only review the time logged to one job type at a time.
- When K-Time first brings up the "Time Review" window, the job type at the top of the list will be selected, as indicated by the underscore.
- If you want to review the time you logged to a different job type, touch the large button for that job type.
- K-Time will display the time logged for the oldest work week that has not been approved by you, a supervisor or the Administrator. The work week is identified by its Week Ending Date. The seven days of that week are listed along with the amount of time you logged to each day. Below the daily times is the total Time Worked for the work week.
- Review the listed times and decide whether you want to approve, dispute or review them later:
- Select the LEAVE button and a screen will appear that shows the current balance for each leave day (see screen below).
- Select the DONE button to exit when finished.

Review

Employee Name: **KOMPUTROL TECHNICIAN**

Bank	Allocated	Used	Balance
► <u>SICK</u>	8	1	7
PERSONAL	5	0	5
VACATION	10	2	8
LOST TIME	0	0	0
BENEFIT DAYS	0	0	0

- 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.

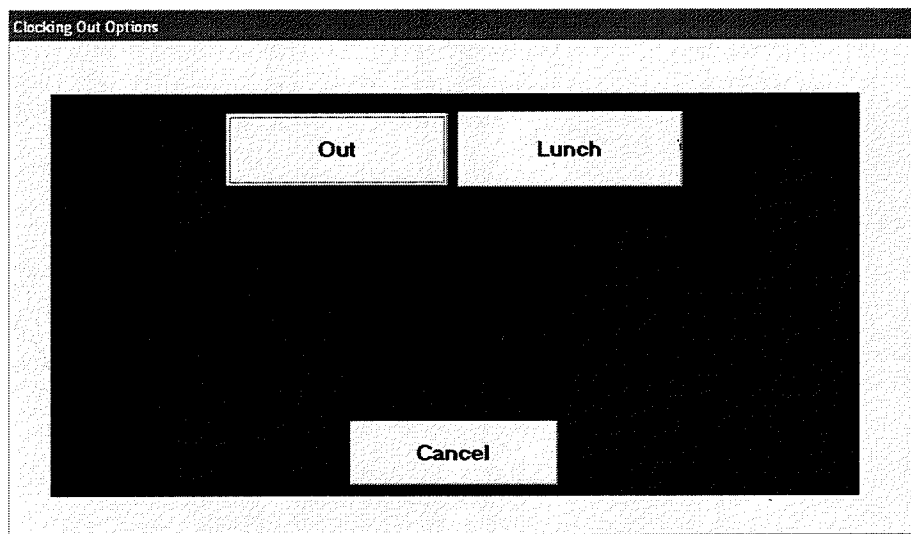
- To DISPUTE the times:
 - Touch the [**Dispute**] button.
 - Touch the [**Done**] button.
- To EXIT, without approving or disputing the times:
 - Touch the [**Done**] button.

Employee Clock Out

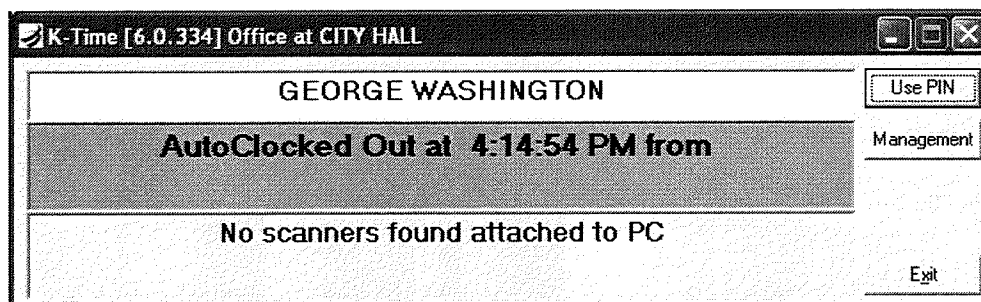
When an employee wants to clock out, she will identify herself in the same way she identified herself when clocking in (see the above section titled “Employee Clock In” for details).

When an employee is currently clocked in, what happens after she identifies herself is 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:



- You must touch one of the clock out reason buttons or the [**Cancel**] button, very quickly. Otherwise, K-Time will automatically use the first clock out reason displayed.
- 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.