

# Time Keeper Requests

## Step 1:

### Time Keeper Requests

- \* Log into Time Keeper
- \* Choose "Requests" tab

The screenshot shows the LINQ Time Keeper interface. At the top, it says "Think smart. Think LINQ Time Keeper". The current time/date on the server is 11:34:31 AM 16 Aug 2016 (Tue). The user is logged in as ELENA G BOGAN. The left sidebar has a "Menu" section with "Home" and "Administrator". Below that is "Employee Profile" with "Personal Information", "Tax Information", and "Change Pin". The "Inquiries" section is expanded, showing "Clock In / Out", "Time Sheet", "Leave Balance", "Earnings & Escrow", "YTD Deductions", "Check History", "Employee Reimbursements", and "Requests (5)" which is highlighted with a black arrow. Below "Requests (5)" is "Print W2s". The main content area shows a table with columns: Job, Site, Date, Last In, Last Out. The table contains one row: SUPPORT STAFF - 12 MONTH, 304 : A.T. ALLEN ELEMENTARY, Clock Out, 8/16/2016, 06:54 AM. At the bottom, it says "© 2016 Education Management Systems, Inc. All rights reserved 4110 Shipyard Blvd, Wilmington, NC 28403".

## Step 2:

### Request Type

- \* Choose Request Type using the drop down box.

The screenshot shows the LINQ Time Keeper interface. At the top, it says "Think smart. Think LINQ Time Keeper". The current time/date on the server is 12:07:11 PM 16 Aug 2016 (Tue). The user is logged in as ELENA G BOGAN. The left sidebar is the same as in Step 1. The main content area is titled "Create Request". It has a "Request:" dropdown menu with a black arrow pointing to it, showing a list of options: Select, Absence Request, Missed/Adjust Clock In, Missed/Adjust Clock Out, Tax Withholding Change (NC4), Tax Withholding Change (W4), and Timesheet Adjustment. Below the dropdown are "Date:", "Job:", and "Message:" fields. There are "Send Request" and "Clear Request" buttons. Below this is the "Request Board" section. It has a "View:" section with radio buttons for "New", "Pending", "Authorized", and "Declined". Below that is a table with columns: Request, Request Date, Status, and View. The table contains five rows: Absence Request (8/11/2016, Authorized), Missed Clock Out (8/3/2016, Authorized), Absence Request (8/2/2016, Authorized), Absence Request (8/2/2016, Authorized), and Missed Clock Out (7/28/2016, Authorized). Below the table are "Check All" and "Delete" buttons. To the right of the table are "Request:" and "Response:" text boxes. At the bottom, it says "© 2016 Education Management Systems, Inc. All rights reserved 4110 Shipyard Blvd, Wilmington, NC 28403".

**Step 3:**

Absence Request: To put in an absence that was not previously in AESOP. Can only use full hours.

- \* Choose Job
- \* Choose Absence Type
- \* Enter correct Start and End date
- \* Enter number of Absence Hours
- \* Please take a moment to review Request.
- \* Send Request

Teachers and TAs please DO NOT use this form if a sub was called in for your absence. See Mrs. Bogan for assistance.

Think smart. Think LINQ Time Keeper

Current Time/Date on Server: 11:37:51 AM 16 Aug 2016 (Tue)

Logout ELENA G BOGAN Main > Inquiries > Requests

**Create Request**

Request: Absence Request Absence Type: Select

Job: SUPPORT STAFF - 12 MONTH (304) Start: 08/16/2016 End: 08/16/2016

Message:

Substitute Name:  Absence Hours: 8.00

Buttons: Send Request, Clear Request

**Request Board**

View:  New  Pending  Authorized  Declined

Request	Request Date	Status	
<input type="checkbox"/> Absence Request	8/11/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Missed Clock Out	8/3/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Absence Request	8/2/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Absence Request	8/2/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Missed Clock Out	7/28/2016	Authorized	<input type="button" value="View"/>

Check All

Request:

Response:

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**Step 4:**

Missed/ Adjust Clock In: To be used when a Clock in time has been missed.

- \* Choose Job
- \* Choose Date Clock in was missed.
- \* Enter Start Time
- \* Please take a moment to review Request.
- \* Send Request

Think smart. Think LINQ Time Keeper

Current Time/Date on Server: 11:37:36 AM 16 Aug 2016 (Tue)

Logout ELENA G BOGAN Main > Inquiries > Requests

**Create Request**

Request: Missed/Adjust Clock In Date: 08/16/2016 Start Time: 12:00 AM

Job: SUPPORT STAFF - 12 MONTH (304)

Message:

Buttons: Send Request, Clear Request

**Request Board**

View:  New  Pending  Authorized  Declined

Request	Request Date	Status	
<input type="checkbox"/> Absence Request	8/11/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Missed Clock Out	8/3/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Absence Request	8/2/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Absence Request	8/2/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Missed Clock Out	7/28/2016	Authorized	<input type="button" value="View"/>

Check All

Request:

Response:

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**Step 5:**

Missed/ Adjust Clock Out: To be used when a Clock Out time has been missed.

- \*
- \*
- \*
- \* Please take a moment to review Request.
- \*

This Request only applies to hourly employees who are required to clock in and out.

Think smart. Think

# LINQ

Time Keeper

Current Time/Date on Server:  
12:21:33 PM 16 Aug 2016 (Tue)

**Menu**

Home  
Administrator

**Employee Profile**

Personal Information  
Tax Information  
Change Pin

**Inquiries**

Clock In / Out  
Time Sheet  
Leave Balance  
Earnings & Escrow  
YTD Deductions  
Check History  
Employee Reimbursements  
**Requests (5)**  
Print W2s

LogoutELENA G BOGAN[Main](#) > [Inquiries](#) > [Requests](#)

### Create Request

Request:  Date:  End Time:

Job:

Message:

### Request Board

View:  New  Pending  Authorized  Declined

Request	Request Date	Status	
<input type="checkbox"/> Absence Request	8/11/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Missed Clock Out	8/3/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Absence Request	8/2/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Absence Request	8/2/2016	Authorized	<input type="button" value="View"/>
<input type="checkbox"/> Missed Clock Out	7/28/2016	Authorized	<input type="button" value="View"/>

Check All

Request:

Response:

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