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1.0 TIME KEEPER WEB WEBSITE

1.1 TIME KEEPER WEB MAIN PAGE
To access the Time Keeper Web website, go to: http://tk.ems-isis.com/Default.aspx.

![Time Keeper Website Screenshot]

NOTE: The Current Time/Date on Server is displayed on the Sign In/Sign Out screen is static.

1.1.1 SIGNING IN/OUT
- Enter the Employee Number in the Log In: Employee Number field.
- Click Enter.
- Enter the employee’s PIN Number in the PIN number field.
- Click Enter. The Clock In/Out page opens.
- Any Alerts for the employee will appear here.
2.0 MENU

2.1 EMPLOYEE PROFILE
The Employee Profile section is for informational purposes only. Information cannot be edited from here. If anything is incorrect, please contact your Administrator.

2.1.1 PERSONAL INFORMATION
This screen displays all of your employee information.

2.1.2 TAX INFORMATION
This screen displays the selected tax exemptions.
2.1.3 **CHANGE PIN**

- Click **Change PIN** to update your PIN.
- Enter your old **PIN** number in the **Old PIN Number** field.
- Enter a new **PIN** number in the **New PIN Number** field.
- Re-enter the new **PIN** number in the **Confirm New PIN** field.

2.2 **INQUIRIES**

2.2.1 **CLOCK IN/OUT**

- Click the **Clock In** button next to the appropriate **Job**.
- **Time Keeper** will ask you if you want to log off.

![Image of the Clock In/Out interface]

- Click **Yes** to exit **Time Keeper** or click **No** to continue working in **Time Keeper**.
- Click the **Clock Out** button to clock out. The **Clock Out** button will appear next to the **Job** that was clocked in, if there are multiple jobs.
• **Time Keeper** will again ask you if you want to log off. Click **Yes** to exit **Time Keeper** or click **No** to continue working in **Time Keeper**.

### 2.2.2 Time Sheet

This screen displays the employee’s current Timesheet. The pay period dates default for display. The District’s defined work week begin day will be reflected in the start date of the date ranges displayed. So, if your District has Monday set as the first day of the work week, the date range displayed will be Monday through Tuesday.

- Click the **or** buttons to display a different timesheet.
- Click **Approve** to mark all unapproved time timesheets as approved by you. Or,
- Click the **button to navigate to the page that allows the user to enter custom date range for report.

- Select dates from the **Start Date** and **End Date** fields.
- Click **Print** to print a copy of your time sheet.

### 2.2.3 Leave Balance

This screen displays your current leave balances.
2.2.4 **Check History**
This screen allows you to view any available checks.

- Select a time period from the **Period** dropdown list. A list of checks for that period will display.
- Click **View** next to the **Check #** to display that check.
- The check will display as a PDF in Internet Explorer.
2.2.5 Requests

Create Request
This is where you create and submit a request.

- Select the type of Request from the dropdown list.
- Enter a date in the Date field or select the date using the calendar.
- If you have multiple jobs, select the correct one from the Job dropdown list.
- Enter a message in the Message field, if necessary.
- Click Send Request to submit the request.
- Click Clear Request to delete the request by clearing the box.

Request Board
This displays requests made by others, i.e. Administrator, ISIS software, etc.

- Select a View by clicking the appropriate button next to All, Pending, Authorized or Declined.
  - All is the default view but can be changed.
- Click View in the Request line to display the comments in the Request field.
- Enter a Response, if desired, in the Response field.
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