

COMPUTER SCIENCE (CSC) EMPLOYEE KABA QUICK GUIDE

HOW DO I ACCESS THE SYSTEM

- **The Kaba web clock is...**
 - Accessible from the MYPACK Portal through Employee Self Service. (*Navigation: Time Reporting->Report Time->Punch Clock*)
 - Employees with a valid NCSU ID # can login to the web clock to punch In/Out.
 - Employees can access with a computer, laptop, or personal IP (smart phone/tablet) device with access to the internet.



Employee Responsibilities

- HERE IS THE BIGGEST CHANGE!: Punch In/Out (Clock In/Out) on the Kaba Web clock each time you start or end work.
NOTE: you must also punch in and out for lunch and breaks.
- Follow the onscreen instructions to punch In/Out
- If you have multiple jobs on campus, make sure you select the correct job at punch in

IMPORTANT POINTS

- Your Punch (Clock In/Out) is your WORD that you are working—just like your signature on the paper timesheet—this is your certification.
- To work on a holiday, you must have prior approval
- To work over 40 hours in a week, you must have prior approval
- You will be required to also submit a paper timesheet.
- The following slides show the screen shots of punching in and out and viewing your time entered:

Kaba Web Clock: Punch In (Clock In/Out)

KABA

B-COMM for PeopleSoft Time and Labor 7



Friday, June 24, 2011

1:52:59 PM

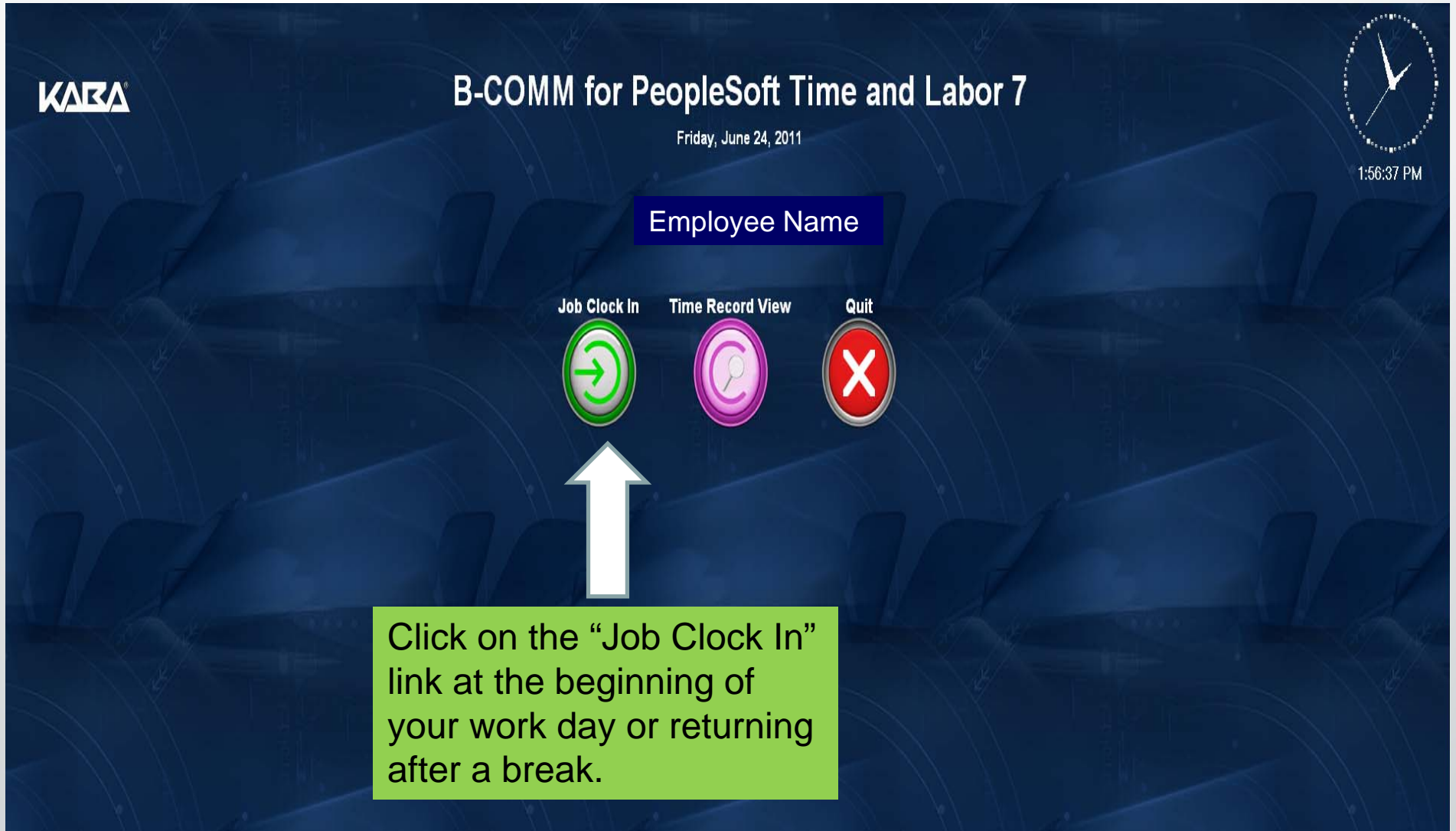
Enter your 9 digit employee ID# then click OK

Employee ID

OK Clear

Kaba Web Clock: Punch in (Clock In/Out)



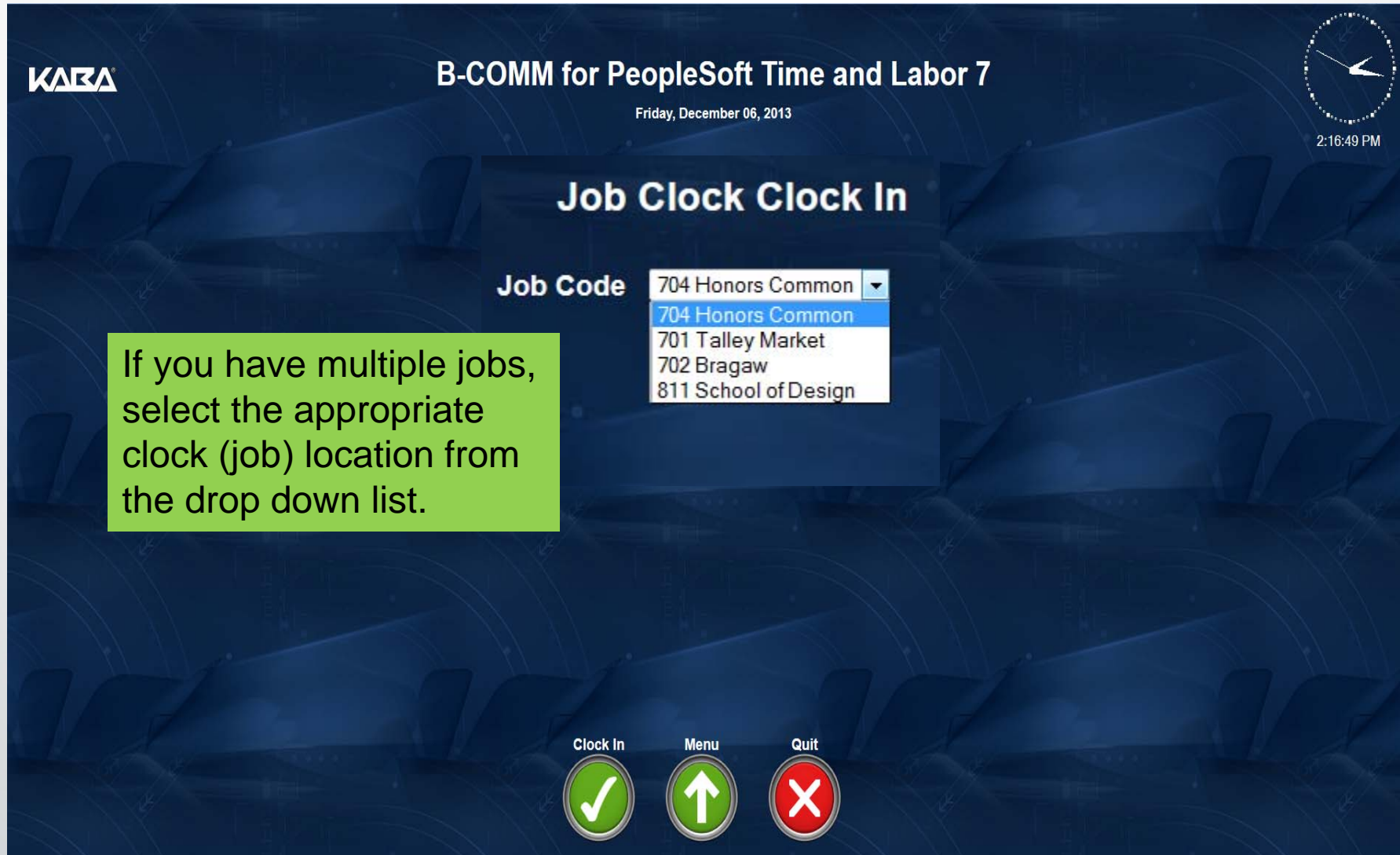
The screenshot shows the KABA web clock interface. At the top left is the KABA logo. The main heading is "B-COMM for PeopleSoft Time and Labor 7". Below this is the date "Friday, June 24, 2011". In the top right corner, there is a clock icon and the time "1:56:37 PM". The interface features a dark blue background with a pattern of office chairs. A white arrow points to the "Job Clock In" button, which is a green circle with a white right-pointing arrow. Other buttons include "Time Record View" (a purple circle with a magnifying glass) and "Quit" (a red circle with a white 'X').

Employee Name

Job Clock In Time Record View Quit

Click on the "Job Clock In" link at the beginning of your work day or returning after a break.

Kaba Web Clock



KABA

B-COMM for PeopleSoft Time and Labor 7

Friday, December 06, 2013

2:16:49 PM

Job Clock Clock In

Job Code 704 Honors Common

- 704 Honors Common
- 701 Talley Market
- 702 Bragaw
- 811 School of Design

If you have multiple jobs, select the appropriate clock (job) location from the drop down list.

Clock In **Menu** **Quit**

Kaba Web Clock

KABA

B-COMM for PeopleSoft Time and Labor 7

Friday, June 24, 2011



2:48:53 PM

Successful clock
punch (clock in)

Good Bye VANCE PRINCE (Job Clock Successful)
Welcome Employee

OK

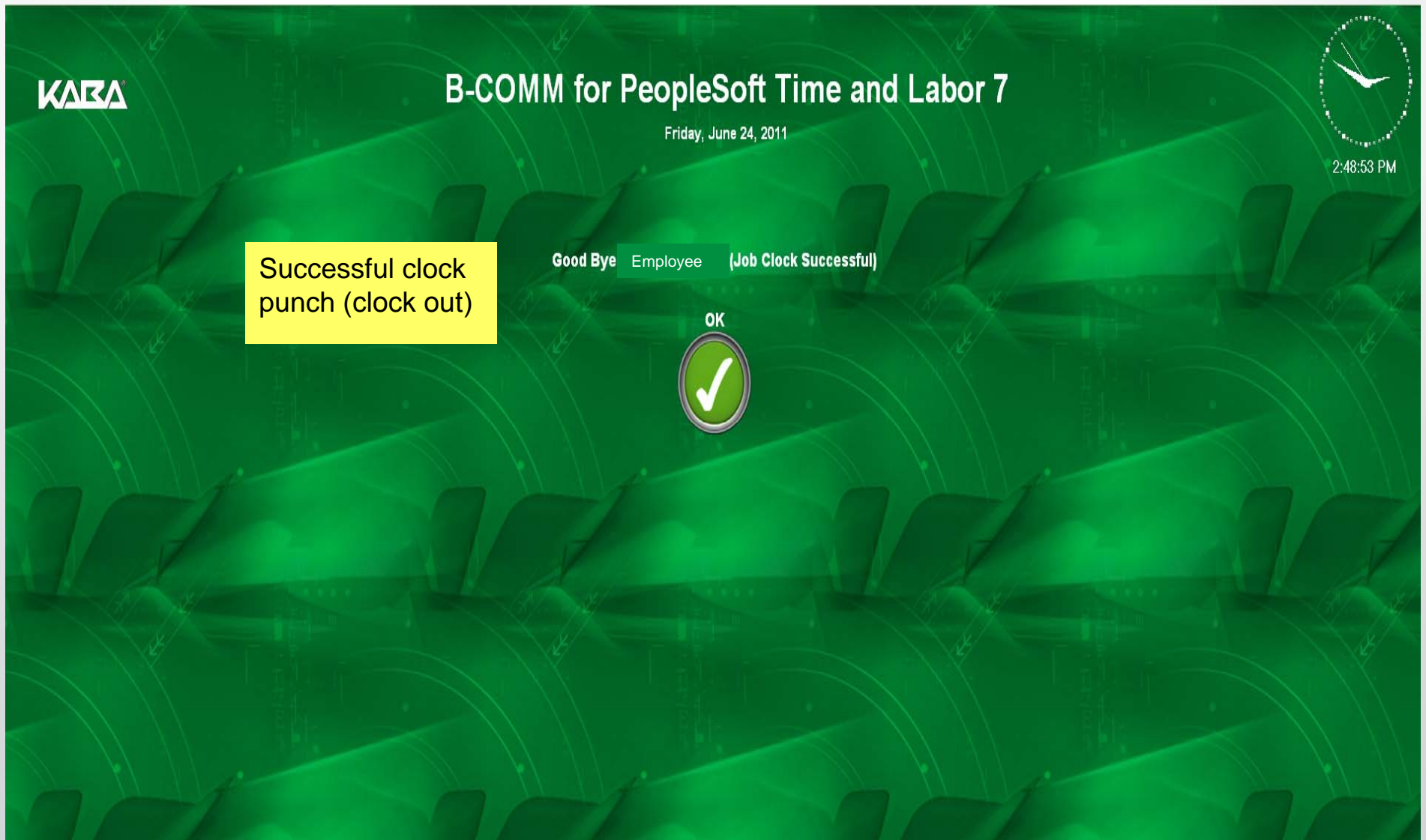


Kaba Web Clock: Punch Out (Clock Out)

The screenshot shows the KABA web clock interface. At the top left is the KABA logo. The main header reads "B-COMM for PeopleSoft Time and Labor 7" with the date "Friday, June 24, 2011" below it. In the top right corner, there is a clock icon and the time "2:34:30 PM". Below the header, there is a blue box labeled "Employee Name". Underneath, there are three circular icons: "Job Clock Out" (a red circle with a white arrow pointing right), "Time Record View" (a purple circle with a white magnifying glass), and "Quit" (a red circle with a white 'X'). A white arrow points from a green text box below to the "Job Clock Out" icon.

Click on the "Job Clock Out" link for breaks or the end of your work day.

Kaba Web Clock



KABA

B-COMM for PeopleSoft Time and Labor 7

Friday, June 24, 2011



2:48:53 PM

Successful clock
punch (clock out)

Good Bye Employee (Job Clock Successful)

OK



Kaba Web Clock: To View Your Time Record

The screenshot shows the KABA web clock interface. At the top left is the KABA logo. In the center, it says "B-COMM for PeopleSoft Time and Labor 7" and "Friday, June 24, 2011". At the top right is a clock icon and the time "1:56:37 PM". Below the date is a blue box labeled "Employee Name". Underneath are three buttons: "Job Clock In" with a green circular arrow icon, "Time Record View" with a purple magnifying glass icon, and "Quit" with a red 'X' icon. A white arrow points from a green callout box at the bottom to the "Time Record View" button. The callout box contains the text: "To view historical punch data click on 'Time Record View'".

To view historical punch data click on "Time Record View".

Kaba Web Clock

KABA

B-COMM for PeopleSoft Time and Labor 7
Time Record View

2:57:29 PM

Posting Date 2013 /12 /06

Dec 2013


<<	<	Today	>	>>		
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Close


Select the date you want to view and click the "View Time" link.

View Time Menu Quit

Kaba Web Clock




B-COMM for PeopleSoft Time and Labor 7 Punch Time




Event	Stage	Punch Time Stamp
Job Clock In	Start	2013-12-04 06:32:49 AM
Job Clock Out	End	2013-12-04 12:15:48 PM
Job Clock In	Start	2013-12-04 02:55:11 PM
Job Clock Out	End	2013-12-05 06:32:49 AM

Punch (clock in/out) time activity for a specific date. When you finish view click "Done".


Done



Menu



Quit



WHAT TO DO IF I HAVE AN ERROR

Please contact

Camille Cox

or

Wei-Ling Chou

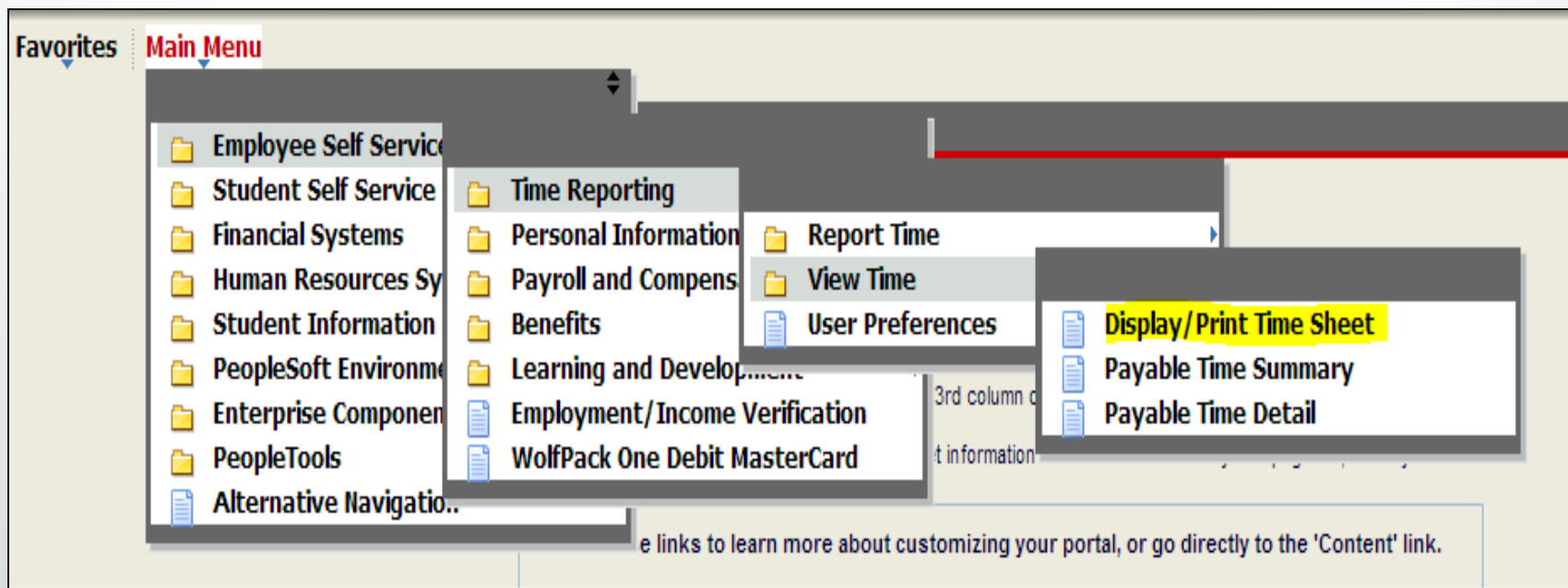
Located in EB2, Room 3320

VIEW AND OR PRINT A COPY OF A TIMESHEET

To **view and/or print a copy of their timesheet** : Navigating to Employee Self Service in the MYPACK Portal.

Navigation Path:

Main Menu->Employee Self Service->Time Reporting->View Time-> Display/Print Time Sheet




Employee Self Service Timesheet

When the Display/Print Time Sheet panel opens (below) the user can click on the high-lighted search icon then select the specific paycheck date the user wants to view or print. After the date is select then click “**Generate Time Sheet**” to view and/or print. **DON'T FORGET TO CLICK THE BOX “INCLUDE PROJECT DETAILS”**

Display/Print Time Sheet

Please choose a Check Date from the drop down list below, then click on Generate Time Sheet. A Time Sheet displaying your in and out punches for the pay period will be displayed as a PDF.

Include Project Details

Check Dt 

Look Up Check Dt

Search by: Paycheck Issue Date =

[Advanced Lookup](#)

Search Results

1-13 of 13

Paycheck Issue Date	Pay Period Beqin Date	Pay Period End Date
03/31/2014	03/01/2014	03/31/2014
02/28/2014	02/01/2014	02/28/2014
01/31/2014	01/01/2014	01/31/2014
12/23/2013	12/01/2013	12/31/2013
11/27/2013	11/01/2013	11/30/2013
10/31/2013	10/01/2013	10/31/2013
09/30/2013	09/01/2013	09/30/2013
08/30/2013	08/01/2013	08/31/2013
07/31/2013	07/01/2013	07/31/2013
06/28/2013	06/01/2013	06/30/2013
05/31/2013	05/01/2013	05/31/2013
04/30/2013	04/01/2013	04/30/2013
03/29/2013	03/01/2013	03/31/2013

Timesheet Summary with Project IDs & signatures

NC STATE UNIVERSITY

Timesheet – Biweekly

Employee ID TKL C27 - COMGrader As Of 06-24-2014 04:23 PM
 Employee Name Jane Doe Curr Supervisor: Joe Doe
 Department Computer Science Payroll Run ID 20152R01
 Pay Period 06-07-2014 - 06-20-2014 Pay Day 07-04-2014 Exp End Date _____

Sat 06-07-2014		Sun 06-08-2014		Mon 06-09-2014		Tue 06-10-2014		Wed 06-11-2014		Thurs 06-12-2014		Fri 06-13-2014	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
						09:00AM	05:00PM						
Total		Total		Total		Total	8.00	Total		Total		Total	

Week Ending 06-13-2014 Total Hours Worked 8.00 * Holiday

Sat 06-14-2014		Sun 06-15-2014		Mon 06-16-2014		Tue 06-17-2014		Wed 06-18-2014		Thurs 06-19-2014		Fri 06-20-2014	
In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out
						08:00AM	03:00PM	08:00AM	02:00PM				
Total		Total		Total		Total	7.00	Total	6.00	Total		Total	

Week Ending 06-20-2014 Total Hrs Worked 13.00 Total Hrs for Pay Period 21.00 Total All Jobs = 21.00

I certify that all hours have been recorded accurately

JaneDoe 06-24-2014 04:22 PM Electronic Signature on File. 06-24-2014 02:21 PM
 Employee Signature Date Supervisor Signature Date

Date	Project ID	Hours	Hourly Rt	Total
06-10-2014	2XXXXX	8.00	\$12.00	\$96.00
06-17-2014	2XXXXX	7.00	\$12.00	\$84.00
06-18-2014	2XXXXX	6.00	\$12.00	\$72.00

Period Ending: 06-20-2014 21.00 \$252.00