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.

NORTH CAROLINA STATE UNIVERSITY   FIND PEOPLE | LIBRARIES | NEWS | CALENDAR | GIVING | CAMPUS MAP

MYPACK PORTAL

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 <u>will</u> 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 Web Clock: Punch in (Clock In/Out)

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

Kaba Web Clock

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

Kaba Web Clock

B-COMM for PeopleSoft Time and Labor 7

Friday, June 24, 2011

2:48:53 PM

Good Bye VANCE PRINCE (Job Clock Successful)

Welcome Employee

OK

Successful clock punch (clock in)

Kaba Web Clock: Punch Out (Clock Out)

Kaba Web Clock

Kaba Web Clock: To View Your Time Record

KABA

B-COMM for PeopleSoft Time and Labor 7

Friday, June 24, 2011

1:56:37 PM

Employee Name

Job Clock In   Time Record View   Quit

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

Kaba Web Clock

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

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

WHAT TO DO IF I HAVE AN ERROR

<u>Please contact</u>

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
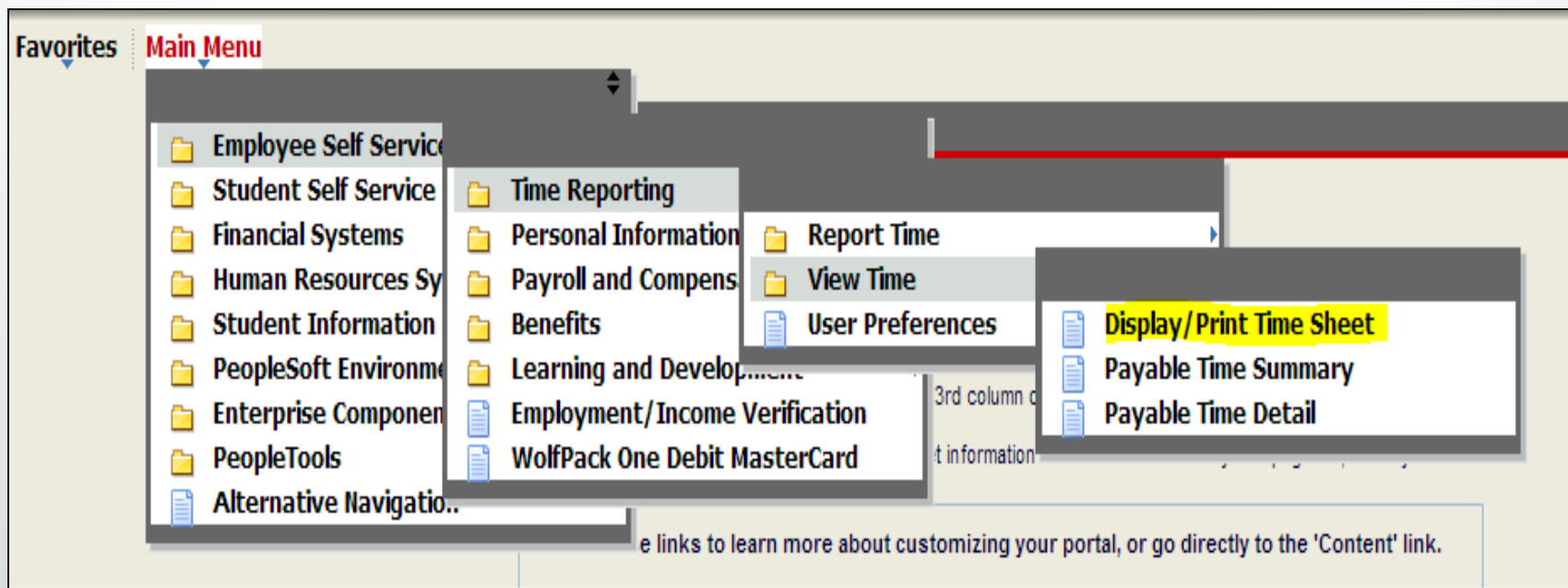
Employee Self Service Timesheet

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 [   ] 🔍

Generate Time Sheet

Look Up Check Dt ☒

Search by: Paycheck Issue Date = [   ]

Look Up   Cancel   Advanced Lookup

Search Results

◄ 1-13 of 13 ►

| Paycheck Issue Date	Pay Period Begin 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