

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

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 meals and breaks which are required if working over 4 hours in a day.

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-this is your certification.

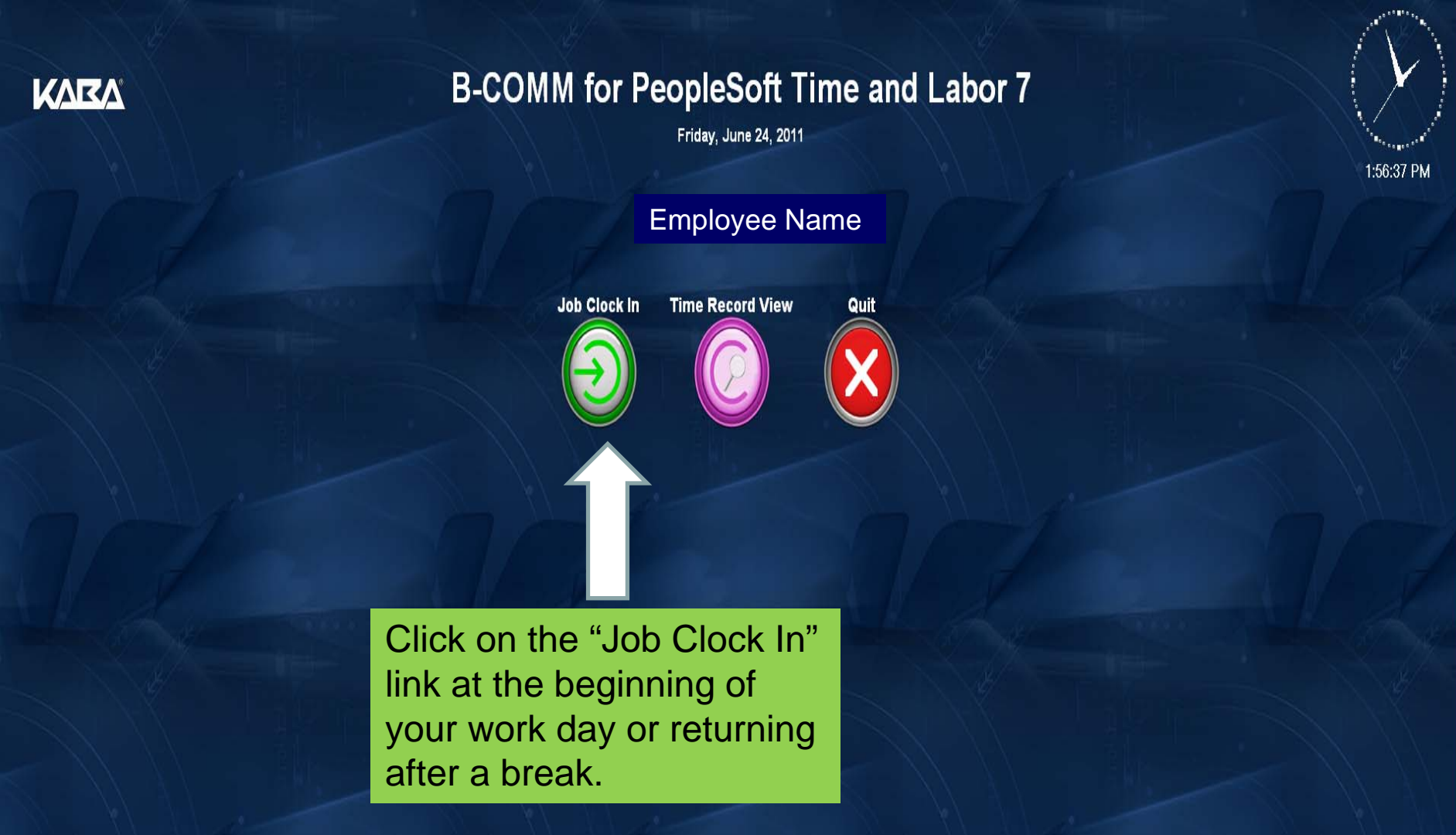
To work on a holiday, you must have *prior* written approval.

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)

The screenshot shows the KABA web clock interface. At the top left is the KABA logo. The main title is "B-COMM for PeopleSoft Time and Labor 7". Below the title is the date "Friday, June 24, 2011". In the top right corner, there is a clock icon and the time "1:52:59 PM". A green callout box on the left contains the instruction: "Enter your 9 digit employee ID# then click OK". To the right of this box is an "Employee ID" label followed by a white input field. Below the input field are two buttons: "OK" with a green checkmark icon and "Clear" with a red X icon.

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



The screenshot displays 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". A dark blue box labeled "Employee Name" is positioned above three buttons: "Job Clock In" (a green button with a right-pointing arrow), "Time Record View" (a purple button with a magnifying glass), and "Quit" (a red button with a white 'X'). A white arrow points upwards to the "Job Clock In" button. A green text box at the bottom contains the instruction: "Click on the 'Job Clock In' link at the beginning of your work day or returning after a break."

KABA

B-COMM for PeopleSoft Time and Labor 7

Friday, June 24, 2011

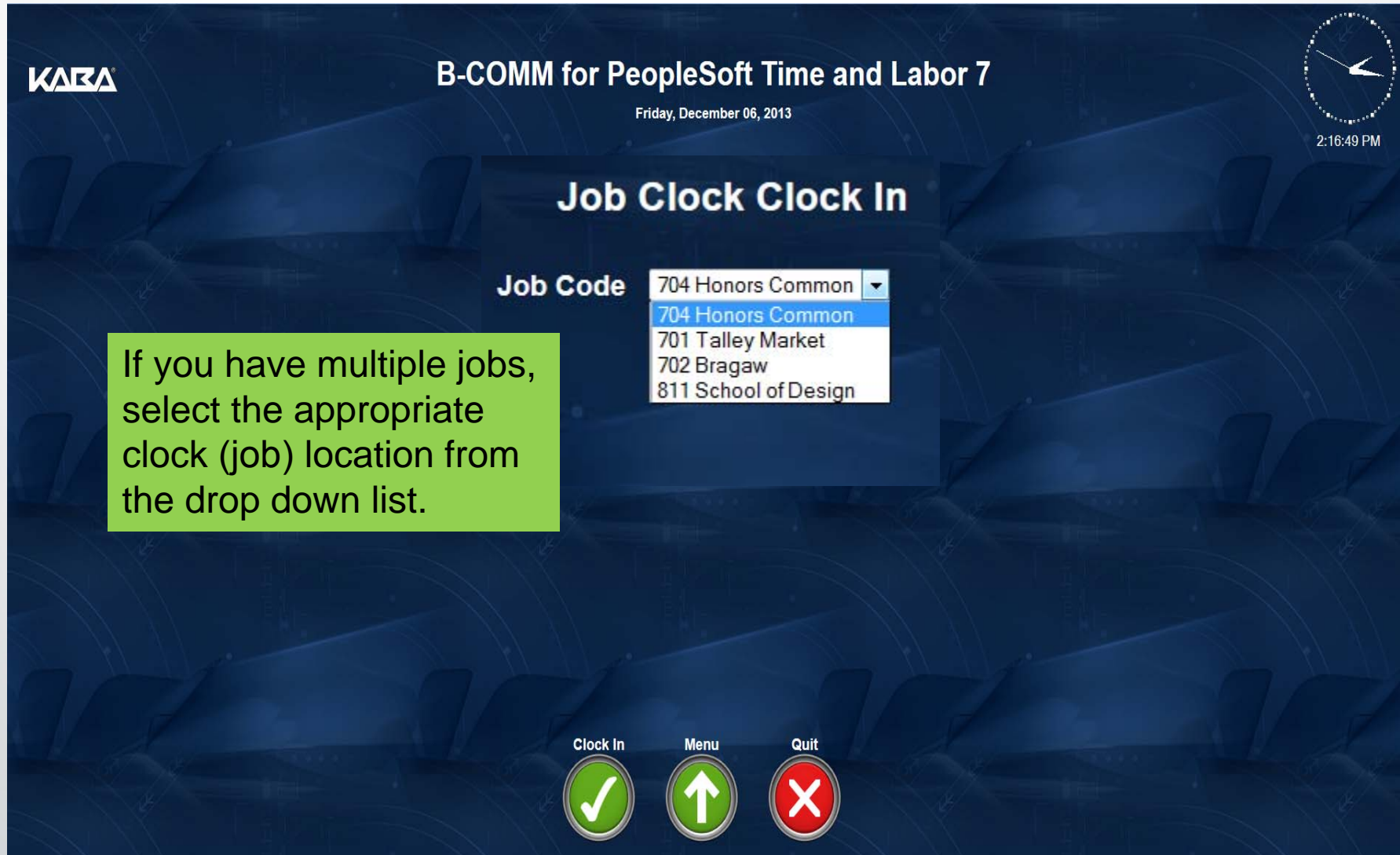
1:56:37 PM

Employee Name

Job Clock In Time Record View Quit

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

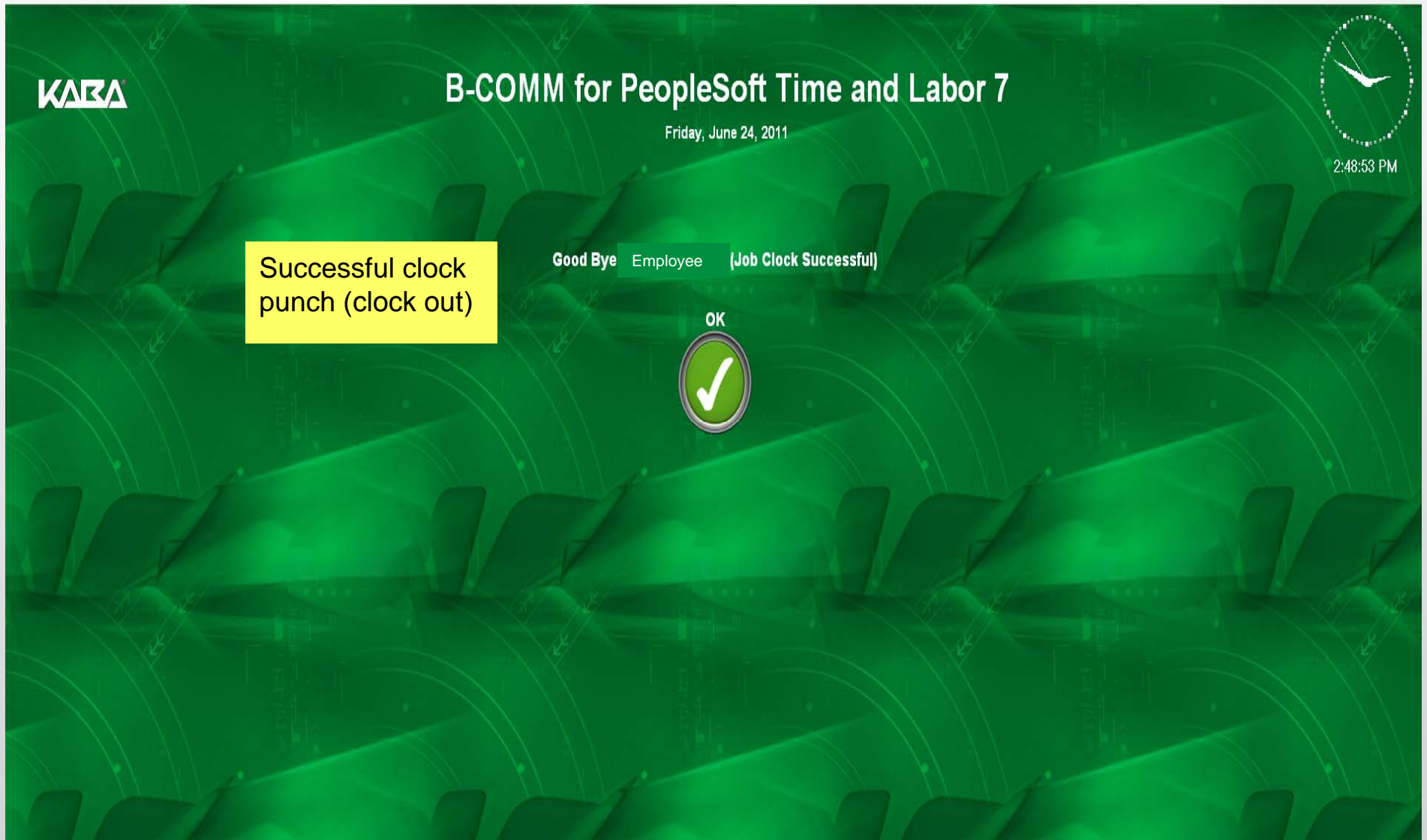
OK



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 buttons: "Job Clock Out" (with a red circular icon containing a white 'C' and a right-pointing arrow), "Time Record View" (with a purple circular icon containing a white magnifying glass), and "Quit" (with a red circular icon containing a white 'X'). A white arrow points from a green callout box at the bottom to the "Job Clock Out" button. The callout box contains the text: "Click on the 'Job Clock Out' link for breaks or the end of your work day."

Kaba Web Clock



Successful clock punch (clock out)

Good Bye Employee (Job Clock Successful)

OK



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

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



3:51:35 PM

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".



WHAT TO DO IF I HAVE AN ERROR

Please contact

Camille Cox or Marcus Bullett

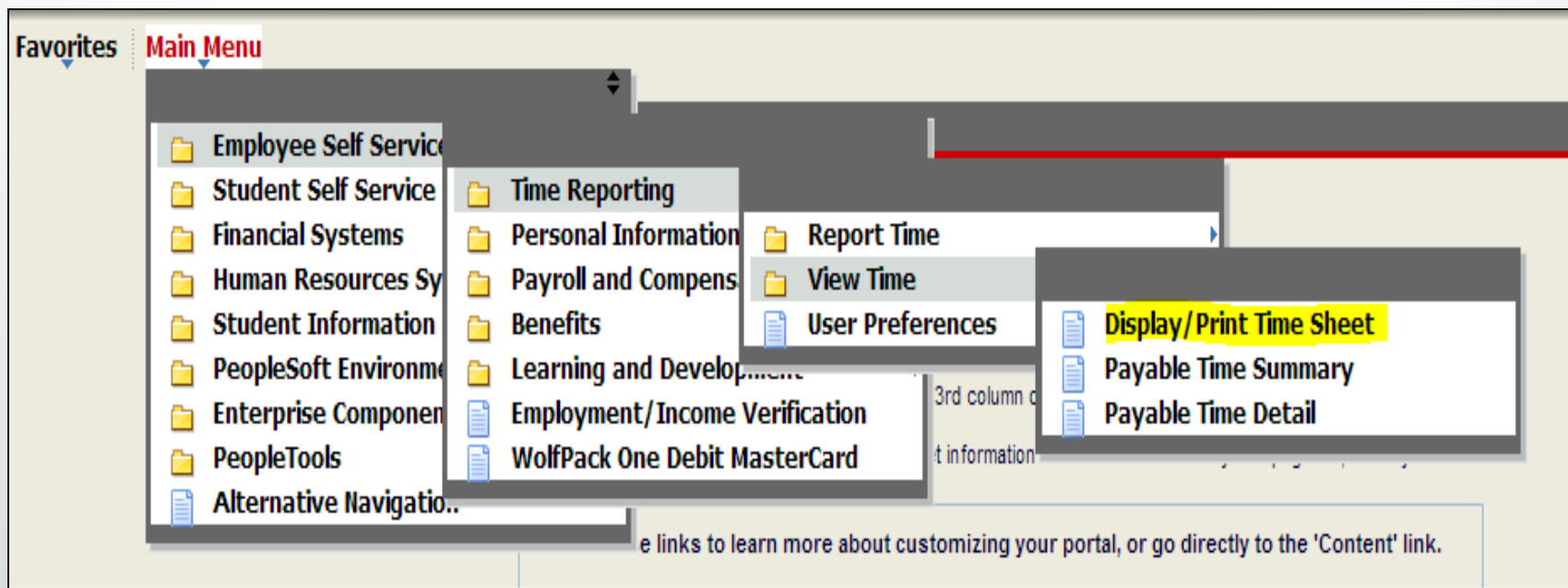
Located in EB2, Room 3320

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 highlighted 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 Valeska Curr Supervisor: Robert Schrag
 Department Communication 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

VVWITTEK

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	201555	8.00	\$12.00	\$96.00
06-17-2014	201555	7.00	\$12.00	\$84.00
06-18-2014	201555	6.00	\$12.00	\$72.00

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