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:
Enter your 9 digit employee ID# then click OK
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.
If you have multiple jobs, select the appropriate clock (job) location from the drop down list.
Welcome Employee

Successful clock punch (clock in)
Click on the “Job Clock Out” link for breaks or the end of your work day.
Kaba Web Clock

B-COMM for PeopleSoft Time and Labor 7
Friday, June 24, 2011

Successful clock punch (clock out)
Kaba Web Clock: To View Your Time Record

To view historical punch data click on “Time Record View”.
Select the date you want to view and click the “View Time” link.
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”
### Timesheet Summary with Project IDs & Signatures

**Employee ID:** TKL  
**Employee Name:** Valeska  
**Department:** Communication  
**Pay Period:** 06-07-2014 - 06-20-2014  
**Pay Day:** 07-04-2014  

<table>
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<th>Sat 06-07-2014</th>
<th>Sun 06-08-2014</th>
<th>Mon 06-09-2014</th>
<th>Tue 06-10-2014</th>
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<th>Thurs 06-12-2014</th>
<th>Fri 06-13-2014</th>
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**Week Ending 06-13-2014**  
**Total Hours Worked:** 8.00  
**Holiday:**  

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**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.

**VYVITTEK**  
**Employee Signature:** 06-24-2014 04:22 PM  
**Electronic Signature on File:** 06-24-2014 02:21 PM

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**Period Ending:** 06-20-2014  
**Total:** $252.00