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)

Enter your 9 digit employee ID# then click OK
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.
Successful clock punch (clock out)
Kaba Web Clock: To View Your Time Record

To view historical punch data click on “Time Record View”.

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

Employee Name

Job Clock in  Time Record View  Quit
Kaba Web Clock

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

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”
## Timesheet Summary with Project IDs & signatures

### Timesheet – Biweekly

**NC STATE UNIVERSITY**  
Employee ID: TKL  
Employee Name: Jane Doe  
Department: Computer Science  
Curr Supervisor: Joe Doe  
As Of: 06-24-2014 04:23 PM  
Pay Period: 06-07-2014 – 06-20-2014  
Pay Day: 07-04-2014  
Payroll Run ID: 20152R01

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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.

**Jane Doe**  
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  
21.00  
$252.00