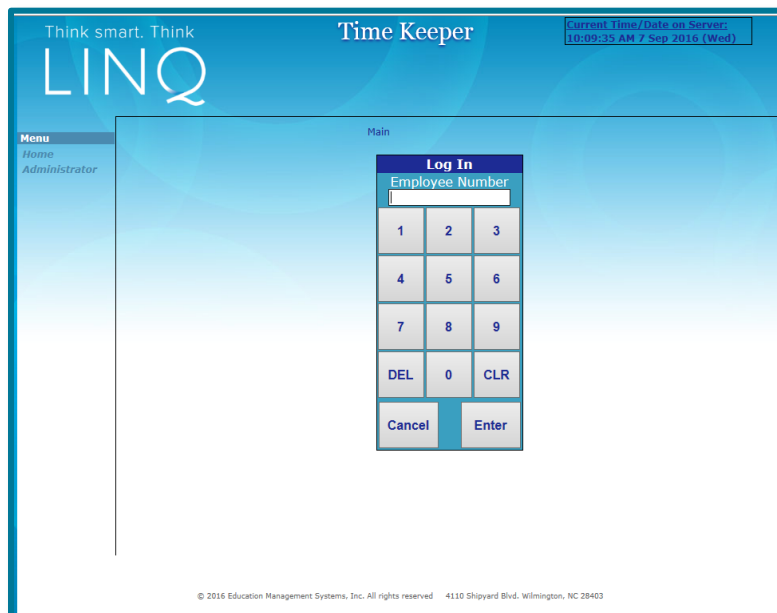


TimeKeeper Employee Portal Payroll - LINQ Version 6.0



In LINQ V6, employees will access the TimeKeeper employee portal website to clock in and clock out as required for their jobs.



Think smart. Think LINQ

Time Keeper

Current Time/Date on Server:
10:09:35 AM 7 Sep 2016 (Wed)

Menu
Home
Administrator

Main

Log In

Employee Number

| | | |
|--------|-------|-----|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| DEL | 0 | CLR |
| Cancel | Enter | |

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Employees will also be able to obtain information and submit changes to information from the TimeKeeper employee portal. They will be able to:

- View and request changes to their personal demographic information
- View and request changes to the W4 and NC4 income tax withholding information
- View and request leave.
- In the HR Module, register for workshops and request CEUs from out of district workshops.
- View and print their time sheets and request changes to their time sheets
- View their leave balance, earnings, escrow balance, and year-to-date deduction total
- View and print their check history and employee reimbursement check history
- View their W2s in the tax year following conversion.

When you log into TimeKeeper for the first time after LINQ V6 Conversion, you will be required to change your PIN number. The PIN number must be a 4-digit number that is not the same as your Employee Number, and it cannot start with a zero (must be greater than 1000).

Think smart. Think LINQ Time Keeper

Current Time/Date on Server: 10:11:45 AM 7 Sep 2016 (Wed)

Logout MARY ABRAHAM Main > Change Pin

Please change your PIN.

Change Pin (4 Digits)

Old PIN Number: ●●●

New PIN Number: _____

Confirm New PIN: _____

| | | | |
|------|--------|-----|-----|
| 1 | 2 | 3 | Tab |
| 4 | 5 | 6 | |
| 7 | 8 | 9 | |
| DEL | 0 | CLR | |
| Back | Submit | | |

Step 1 – Enter Employee Number

Step 2 – Enter Employee Number again as PIN

Step 3 – Enter and Confirm new PIN number and Click on Submit.

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For the first log in after conversion, enter your Employee Number as both the Employee Number and the Employee PIN. You will be prompted to change your PIN as above. This is a one-time change all employees must make the first time clocking into TimeKeeper.

Once you have logged in, you will see the clock-in screen for your employee jobs. To clock in, click on “Clock In” for the job you are performing and the site where you are currently working. TimeKeeper will show the dates and times you last clocked in for each job.

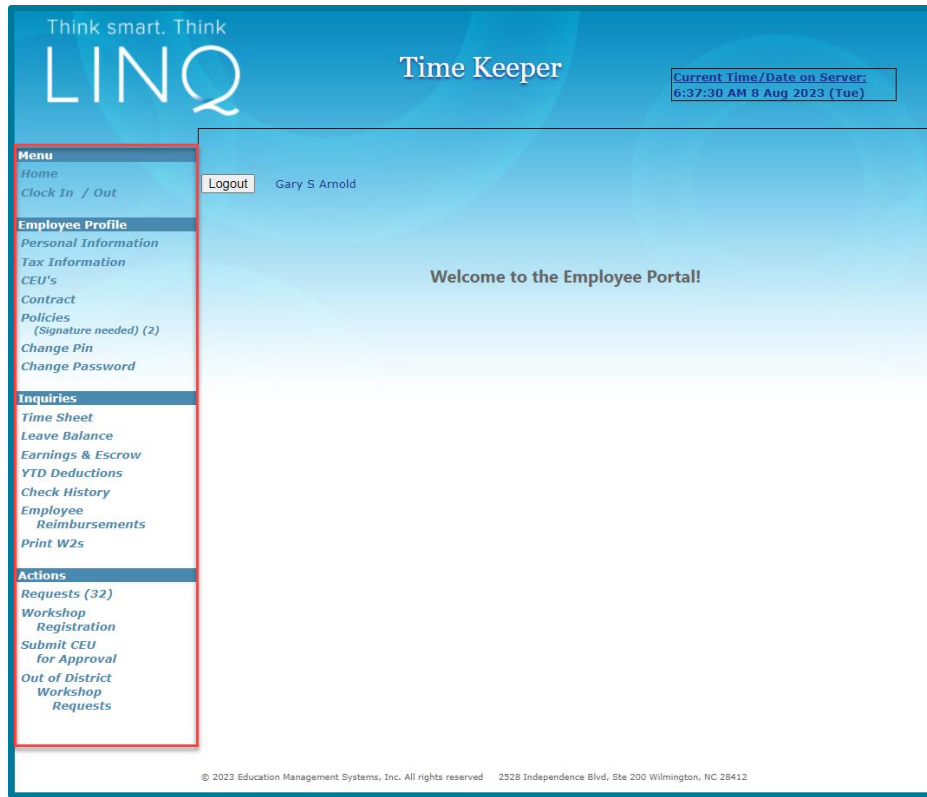
To clock out of TimeKeeper, choose “Clock In/Out” under the Inquiries menu on the left side of the screen. The clock out screen will again show the job and site, and the clock-in time. Click on “Clock Out.”

The screenshot shows the LINQ Time Keeper interface. At the top, it says "Think smart. Think LINQ" and "Time Keeper". The current time/date on the server is 10:14:31 AM 7 Sep 2016 (Wed). The user is MARY ABRAHAM. The breadcrumb trail is Main > Inquiries > Clock In / Out. The left sidebar contains a menu with sections: Menu (Home, Clock In / Out), Employee Profile (Personal Information, Tax Information, CEU's, Contract, Policies, Change Pin), Inquiries (Time Sheet, Leave Balance, Earnings & Escrow, YTD Deductions, Check History, Employee Reimbursements, Print W2s), and Actions (Requests (1), Workshop Evaluations (4), Workshop Registration, Submit CEU for Approval, Out of District Workshop Requests). The main content area shows a table with columns: Job, Site, Date, Last In, Last Out. The first row is: CERTIFIED 10 MO TEACHER, 304 : Smith Creek Elementary School, 9/1/2015, 03:23 PM. A "Clock In" button is next to the site name. A callout box with the text "Click on Clock In" points to this button.

The screenshot shows the LINQ Time Keeper interface. At the top, it says "Think smart. Think LINQ" and "Time Keeper". The current time/date on the server is 10:16:02 AM 7 Sep 2016 (Wed). The user is MARY ABRAHAM. The breadcrumb trail is Main > Inquiries > Clock In / Out. The left sidebar contains a menu with sections: Menu (Home, Clock In / Out), Employee Profile (Personal Information, Tax Information, CEU's), Inquiries (Time Sheet, Leave Balance, Earnings & Escrow, YTD Deductions, Check History, Employee Reimbursements, Print W2s), and Actions (Requests (1), Workshop Evaluations (4), Workshop Registration, Submit CEU for Approval, Out of District Workshop Requests). The main content area shows a table with columns: Job, Site, Date, Last In, Last Out. The first row is: CERTIFIED 10 MO TEACHER, 304 : Smith Creek Elementary School, 9/7/2016, 10:16 AM. A "Clock Out" button is next to the site name. A callout box with the text "Click on Clock Out" points to this button.



Click on menu items on the left to use other features of the TimeKeeper Employee Portal.



Click on **Personal Information** to see Employee Demographic Information, Dates of Service and Direct Deposit information:



Click on **Time Sheet** to view or print current or past time sheets:

The screenshot shows the LINQ Time Keeper interface. The header includes the LINQ logo and the text "Think smart. Think LINQ". The current time/date on the server is 10:20:11 AM 7 Sep 2016 (Wed). The user is MARY ABRAHAM, and the page title is "Main > Inquiries > Time Sheet". The date range is 9/5/2016 to 9/11/2016. A table shows one entry for 9/7/2016: CERTIFIED 10 MO TEACHER, Time In: 10:16 AM, Time Out: 0.0000, and Hours: 0.0000. Summary statistics show Tot. Unpaid Leave: 0, Tot. Paid Leave: 0, Total Hours: 0, and Total Paid Hours: 0. There are buttons for "Print" and "Print Timesheets by Date Range ...".

Click on **Leave Balance** to view real time available leave balances.

REMINDER: in LINQ, leave is expressed in HOURS:

The screenshot shows the LINQ Time Keeper interface for "View Leave Balance". The header includes the LINQ logo and the text "Think smart. Think LINQ". The current time/date on the server is 10:20:50 AM 7 Sep 2016 (Wed). The user is MARY ABRAHAM, and the page title is "Main > Inquiries > View Leave Balance". The section is titled "Leave Balances". A table displays the following data:

| Description | Beginning | Earned | Used | Adjustment | Balance | Accrual Rate |
|-----------------------|-----------|--------|------|------------|---------|--------------|
| 2013-2014 BONUS LEAVE | 60.00 | 0.00 | 0.00 | 0.00 | 60.00 | 0.00 |
| Annual Leave | 232.31 | 0.00 | 0.00 | 0.00 | 232.31 | 2.15 |
| Bonus Leave 2012 | 487.50 | 0.00 | 0.00 | 0.00 | 487.50 | 5.00 |
| Donated Leave | 15.00 | 0.00 | 0.00 | 0.00 | 15.00 | 0.00 |
| Donated Leave Used | -7.50 | 0.00 | 0.00 | 0.00 | -7.50 | 0.00 |
| Donated Sick Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Personal Leave | 20.00 | 0.00 | 0.00 | 0.00 | 20.00 | 0.20 |
| Sick Leave | 90.08 | 0.00 | 0.00 | 0.00 | 90.08 | 1.25 |



Click on **Earnings & Escrow** to view real time YTD balances:

Think smart. Think

LINQ

Time Keeper

Current Time/Date on Server:
10:22:36 AM 7 Sep 2016 (Wed)

Menu

[Home](#)
[Clock In / Out](#)

Employee Profile

[Personal Information](#)
[Tax Information](#)
[CEU's](#)
[Contract](#)
(Signature needed)
[Policies](#)
(Signature needed)
[Change Pin](#)

Inquiries

[Time Sheet](#)
[Leave Balance](#)
[Earnings & Escrow](#)
[YTD Deductions](#)
[Check History](#)
[Employee Reimbursements](#)
[Print W2s](#)

Logout
MARY ABRAHAM
[Main](#) > [Inquiries](#) > Earnings & Escrow

Earnings & Escrow

Calendar Year:

| | | Actual | Adjustments | Total |
|---------------|-----------------------------------|-----------|-------------|-----------|
| Gross | | 12,450.00 | 0.00 | 12,450.00 |
| Retirement | Earnings | 12,450.00 | 0.00 | 12,450.00 |
| | Withheld | 747.00 | 0.00 | 747.00 |
| Federal | Earnings | 11,258.00 | 0.00 | 11,258.00 |
| | Withheld | 1,227.46 | 0.00 | 1,227.46 |
| State | Earnings | 11,258.00 | 0.00 | 11,258.00 |
| | Withheld | 660.00 | 0.00 | 660.00 |
| Soc. Security | Earnings | 12,450.00 | 0.00 | 12,450.00 |
| | Withheld | 771.90 | 0.00 | 771.90 |
| Medicare | Earnings | 12,450.00 | 0.00 | 12,450.00 |
| | Withheld | 180.53 | 0.00 | 180.53 |
| Escrow | <input type="text" value="2015"/> | 1,749.99 | 0.00 | 1,749.99 |

Click on **YTD Deductions** to view real time YTD balances:

Think smart. Think

LINQ

Time Keeper

Current Time/Date on Server:
10:23:33 AM 7 Sep 2016 (Wed)

Menu

[Home](#)
[Clock In / Out](#)

Employee Profile

[Personal Information](#)
[Tax Information](#)
[CEU's](#)
[Contract](#)
(Signature needed)
[Policies](#)
(Signature needed)
[Change Pin](#)

Inquiries

[Time Sheet](#)
[Leave Balance](#)
[Earnings & Escrow](#)
[YTD Deductions](#)
[Check History](#)

Logout
MARY ABRAHAM
[Main](#) > [Inquiries](#) > YTD Deductions

YTD Voluntary Deductions

Calendar Year:

| Deduction | YTD | YTD (Employer) |
|---------------------|--------|----------------|
| 401K HARTFORD | 400.00 | 0.00 |
| 401K LOAN REPAYMENT | 200.00 | 0.00 |
| ANNUITY | 0.00 | 0.00 |
| DENTAL | 45.00 | 0.00 |
| NC SECU | 600.00 | 0.00 |
| NC TAX GARNISHMENT | 400.00 | 0.00 |



Click on **Check History** to view and print paycheck history and check copies:

Think smart. Think **LINQ** Time Keeper

Current Time/Date on Server: 10:23:58 AM 7 Sep 2016 (Wed)

Logout MARY ABRAHAM [Main](#) > [Inquiries](#) > View Paycheck

Check History (Last 24 Months)

| Check \ Deposit # | Check \ Deposit Date | |
|-------------------|----------------------|----------------------|
| 40 | 10/31/2015 | View |
| 34 | 07/31/2015 | View |
| 36 | 02/28/2015 | View |
| 32 | 01/31/2015 | View |
| 30 | 09/30/2014 | View |

Click on **Employee Reimbursements** to view and print reimbursement history and check copies:

Think smart. Think **LINQ** Time Keeper

Current Time/Date on Server: 10:24:30 AM 7 Sep 2016 (Wed)

Logout MARY ABRAHAM [Main](#) > [Inquiries](#) > Employee Reimbursements

Period:

Checks Found:

| Check # | Check Date | Void Date | Pay Type | Description | Total |
|---------|------------|-----------|----------|-------------|------------|
| 60 | 07/18/2016 | | CHECK | | \$1,000.00 |
| 64 | 10/01/2015 | | ACH | travel | \$60.00 |



Click on **Requests** to submit requests for timesheet changes, absence requests, tax information changes and personal information updates:

The screenshot shows the LINQ Time Keeper web application interface. At the top, it says "Think smart. Think LINQ" and "Time Keeper". The current time/date on the server is 10:25:27 AM 7 Sep 2016 (Wed). The user is MARY ABRAHAM, and the current page is Main > Inquiries > Requests.

Create Request Form:

- Request:** Absence Request (dropdown)
- Job:** CERTIFIED 10 MO TEACHER (304) (dropdown)
- Message:** (text input)
- Absence Type:** Select (dropdown)
- Start:** 09/07/2016 (calendar)
- End:** 09/07/2016 (calendar)
- Substitute Name:** (text input)
- Absence Hours:** 7.50 (text input)

Request Board:

View: New Pending Authorized Declined

| Request | Request Date | Status | |
|--|--------------|------------|-------------------------------------|
| <input type="checkbox"/> Absence Request | 7/29/2016 | Authorized | <input type="button" value="View"/> |

Check All

Request: (text input)

Response: (text input)

- Select the type of **Request** from the dropdown list.
- Enter a date in the **Date** field or select the date using the calendar.
- If you have multiple jobs, select the correct one from the **Job** dropdown list.
- Enter a message in the **Message** field, if necessary.
- Click **Send Request** to submit the request.
- Click **Clear Request** to delete the request by clearing the box.



Click on **Workshop Evaluations** to submit evaluations for workshops created in the HR module.

The screenshot shows the LINQ Time Keeper web application. At the top, it says "Think smart. Think LINQ" and "Time Keeper". The current time/date on the server is 10:27:21 AM 7 Sep 2016 (Wed). The user is MARY ABRAHAM, and the page is titled "Main > Workshop Evaluations".

Menu

- Home
- Clock In / Out

Employee Profile

- Personal Information
- Tax Information
- CEU's
- Contract (Signature needed)
- Policies (Signature needed)
- Change Pin

Inquiries

- Time Sheet
- Leave Balance
- Earnings & Escrow
- YTD Deductions
- Check History
- Employee Reimbursements
- Print W2s

Actions

- Requests (1)
- Workshop Evaluations (4)

Workshop Evaluations Table

| Completion Date | Course Code | Description | Facilitator | | |
|-----------------|-------------|--------------------------|-------------|------------|---------|
| 05/07/2015 | 584784 | Reading | | Evaluation | Dismiss |
| 09/03/2015 | SUB Cert | Substitute Certification | Smith | Evaluation | ! |
| 09/18/2015 | SUB Cert | Substitute Certification | Smith | Evaluation | ! |
| 10/16/2015 | 54621 | Technology | Susie | Evaluation | Dismiss |

The Evaluation form created in the HR module for each workshop will appear when the Evaluation button is clicked:

The screenshot shows the "Workshop Evaluation" form. It has a title bar "Workshop Evaluation" and buttons for "Submit" and "Save/Close".

Workshop Evaluation

Please answer the following questions.

Employee #: 108
Course Code: 584784 Course Description: Reading
Facilitator:

= required field

Please answer the following questions.

Part 1

Any question you'd like to ask? Yes No Maybe

Part 2

Type a summary question here?

Comments



Click on **Workshop Registration** to register for workshops created in the HR module.

Think smart. Think LINQ Time Keeper

Current Time/Date on Server: 10:29:01 AM 7 Sep 2016 (Wed)

Logout MARY ABRAHAM Main > Inquiries > Workshop Registration

Available Workshop(s)

| Course Code | Description | Workshop Date(s) | Credits | Registered |
|------------------------|-------------|------------------|---------|------------|
| No records to display. | | | | |

Course Code: [] Description: [] Source: [] Facilitator: []

Workshop Schedule

| Date | Start Time | End Time | Subject |
|------------------------|------------|----------|---------|
| No records to display. | | | |

Workshop Registration

| Start Date | End Date |
|------------------------|----------|
| No records to display. | |

Course Type(s)

| Type |
|------------------------|
| No records to display. |

Credits: []
Maximum Capacity: []
Remaining Capacity: []

Credit Breakdown

| Type | Credits |
|------------------------|---------|
| No records to display. | |

Academic Qualifier(s)

| Lic. Area Code |
|------------------------|
| No records to display. |

Syllabus: []
Directions/Locations: []

Menu
Home
Clock In / Out

Employee Profile
Personal Information
Tax Information
CEU's
Contract (Signature needed)
Policies (Signature needed)
Change Pin

Inquiries
Time Sheet
Leave Balance
Earnings & Escrow
YTD Deductions
Check History
Employee Reimbursements
Print W2s

Actions
Requests (1)
Workshop Evaluations (4)
Workshop Registration
Submit CEU for Approval
Out of District Workshop Requests

Click on **Submit CEUs for Approval** to submit workshop completion information and requests for CEU approval for workshops created in the HR module.

View/Submit CEU for Approval

Submitted CEU's for Approval [Add New]

| Completion Date | Course Code | Description | Location | Facilitator | Type of Credits | Credits | Approval Status |
|-----------------|-------------|-------------|----------------------|-------------|-----------------|---------|-----------------|
| 07/24/2016 | | test 2 | test | | CEU | 3.00 | Pending |
| 07/25/2016 | | test | test | | CEU | 3.00 | Pending |
| 07/29/2016 | | Test | TEST | Mary Smith | CEU | 3.00 | Pending |
| 09/02/2016 | | Test 33 | Test New Description | Test Person | CEU | 3.00 | Pending |

Completion Date: 7/25/2016

Course Code: [Enter Course Code] Description: test

Location: test Facilitator: []

Type of Credit: CEU Credits Credits: 3.00

Course Types: HQ Staff Development

Workshop Expense Account: [] Substitute Expense Account: []

Credit Breakdown

| Type | Credits |
|--------------|---------|
| Content | 3.00 |
| Literacy | 0.00 |
| Technology | 0.00 |
| Other | 0.00 |
| School Admin | 0.00 |

Supporting Document:

Description: []
File Name: []


Admin Notes: Originated from request test for dates 7/25/2016 to 7/25/2016.

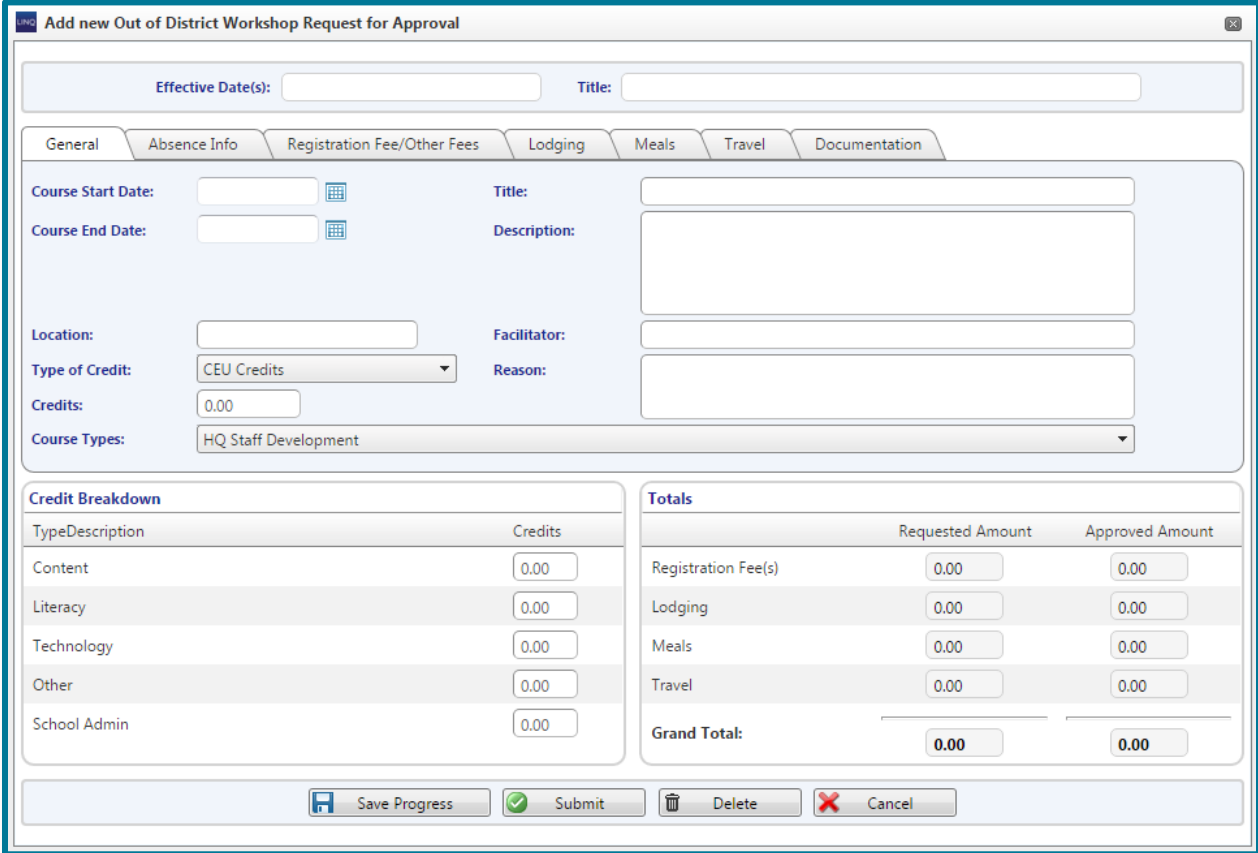


Out of District Workshop Requests

- After logging into Time Keeper, select Out of District Workshop Requests from the left side menu.

Adding a New Request

- Click the Add New button . The Add New Out of District Workshop Request for Approval form will open.



Effective Date(s): **Title:**

General | Absence Info | Registration Fee/Other Fees | Lodging | Meals | Travel | Documentation

Course Start Date: **Title:**

Course End Date: **Description:**

Location: **Facilitator:**

Type of Credit: **Reason:**

Credits:

Course Types:


| Credit Breakdown | |
|------------------|-----------------------------------|
| Type/Description | Credits |
| Content | <input type="text" value="0.00"/> |
| Literacy | <input type="text" value="0.00"/> |
| Technology | <input type="text" value="0.00"/> |
| Other | <input type="text" value="0.00"/> |
| School Admin | <input type="text" value="0.00"/> |

| Totals | | |
|---------------------|-----------------------------------|-----------------------------------|
| | Requested Amount | Approved Amount |
| Registration Fee(s) | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Lodging | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Meals | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Travel | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Grand Total: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

General Tab

- The form can be saved at any point by clicking the “Save Progress” button.
- Course Start Date, Title, Description, Location or Facilitator, and a total for Credits is required before saving or submitting.
- Enter the Course Start Date, Course End Date, Title of the Workshop and a Description.
- Choose an existing location by clicking on the Search button, or enter a new location.
- Enter the name of the workshop Facilitator.
- Choose the type of Credits from the dropdown menu.
- Enter the number of credits obtained in this workshop.
- Choose the Course Type from the dropdown menu.
- Enter the Reason for the workshop.



- Complete the Credit Breakdown by entering the number of credits awarded for each Type/Description.
- After saving, the form and each tab in the form can be added to or edited by clicking the pencil icons . Any field can be edited before the request is submitted.
- Once the Request is submitted and reviewed by Human Resources, the General Information and Credit Breakdown values can no longer be changed.

Absence Info Tab

- Absences entered here are treated like an *Absence Request*. Payroll will receive the request if approved by Human Resources personnel.
- Click the green plus button to add an absence.

View \ Edit Out of District Workshop Request for Approval

Effective Date(s): 4/18/2016 Title: Hybrid Classroom

General Absence Info Registration Fee/Other Fees Lodging Meals Travel Documentation

Absence Information

| From Date | To Date | Day Type | Substitute | Account # |
|---------------------------------|-------------------------------|--------------------------------|----------------------------------|---------------------------------|
| Adding new record... | | | | |
| From Date: <input type="text"/> | To Date: <input type="text"/> | Day Type: <input type="text"/> | Substitute: <input type="text"/> | Account #: <input type="text"/> |
| No records to display. | | | | |

Credit Breakdown

| TypeDescription | Credits |
|-----------------|-----------------------------------|
| Content | <input type="text" value="2.00"/> |
| Literacy | <input type="text" value="1.00"/> |
| Technology | <input type="text" value="1.00"/> |
| Other | <input type="text" value="1.00"/> |
| School Admin | <input type="text" value="1.00"/> |

Totals

| | Requested Amount | Approved Amount |
|---------------------|-----------------------------------|-----------------------------------|
| Registration Fee(s) | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Lodging | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Meals | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Travel | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |
| Grand Total: | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> |

Save Progress Submit Delete Cancel

- Fill in the From and To Dates.
- The Day Type, Substitute name, and Account # fields are optional. A list of account codes and substitute names can be accessed by clicking the search icon.

Absence Information

| From Date | To Date | Day Type | Substitute | Account # |
|---------------------------------|-------------------------------|--------------------------------|----------------------------------|---------------------------------|
| From Date: <input type="text"/> | To Date: <input type="text"/> | Day Type: <input type="text"/> | Substitute: <input type="text"/> | Account #: <input type="text"/> |

Search for Substitute

Insert Cancel

- Click Insert to add the absence request.



Registration Fee/Other Fees Tab

- Click the green plus button to add fee reimbursement requests.

View \ Edit Out of District Workshop Request for Approval

Effective Date(s): 4/18/2016 Title: Hybrid Classroom

General | Absence Info | **Registration Fee/Other Fees** | Lodging | Meals | Travel | Documentation

Fees

Expense Type Amount Details Reimbursement Approval Status

Adding new record...

Expense Type: Registration Fee Amount: Details (If Other):

Will you need reimbursement? Expense Information Notes Insert Cancel

No records to display.

| Credit Breakdown | |
|------------------|---------|
| Type/Description | Credits |
| Content | 2.00 |
| Literacy | 1.00 |
| Technology | 1.00 |
| Other | 1.00 |
| School Admin | 1.00 |

| Totals | | |
|---------------------|------------------|-----------------|
| | Requested Amount | Approved Amount |
| Registration Fee(s) | 0.00 | 0.00 |
| Lodging | 0.00 | 0.00 |
| Meals | 0.00 | 0.00 |
| Travel | 0.00 | 0.00 |
| Grand Total: | 0.00 | 0.00 |

Save Progress Submit Delete Cancel

- Enter the Expense Type, the Amount, and Details (if the Expense Type is not a Registration Fee).
- Answering YES to the “Will you need reimbursement?” dropdown will generate an invoice for the employee in Fund Management.
- Answering NO to the “Will you need reimbursement?” dropdown will cause a box to pop up for entering information about the vendor that is owed payment.

NOTE: The Expense Information link will perform the same function.

Please enter related expense information if applicable.

Business \ Vendor Name: Address 1: Address 2: City: State: Zip Code: Phone: () - -

Ok

Current Time/Date on Server: 10:52:03 AM 10 May 2016 (Tue)

Title: Hybrid Classroom

Meals | Travel | Documentation

Reimbursement Approval Status

Details (If Other): Manual Expense Information Notes Insert Cancel

Will you need reimbursement? NO



- The employee will type in what information they have for the vendor, but Business\Vendor Name is required. Click 'OK' when finished.
- Click Insert when the information is complete.

Lodging Tab

- Click the green plus sign to add a new lodging request.

View \ Edit Out of District Workshop Request for Approval

Effective Date(s): 4/18/2016 Title: Hybrid Classroom

General | Absence Info | Registration Fee/Other Fees | **Lodging** | Meals | Travel | Documentation

Lodging

| Hotel Name | # of Nights | Nightly Rate (Tax/Fees included) | Stay Total | Reimbursement | Approval Status |
|---------------------------------|----------------|---|-------------------|-------------------------------------|-----------------------|
| Adding new record... | | | | | |
| Hotel Name: Hilton | # of Nights: 1 | Nightly Rate (Tax/Fees included): 79.22 | Stay Total: 79.22 | | |
| Will you need reimbursement? NO | | | | Expense Information | Notes |
| | | | | Insert | Cancel |
| No records to display. | | | | | |

Lodging Rate(s):

In-State: 4,000.0

Out-of-State: 40.00

Credit Breakdown

| Type/Description | Credits |
|------------------|---------|
| Content | 2.00 |
| Literacy | 1.00 |
| Technology | 1.00 |
| Other | 1.00 |
| School Admin | 1.00 |

Totals

| | Requested Amount | Approved Amount |
|---------------------|------------------|-----------------|
| Registration Fee(s) | 57.49 | 0.00 |
| Lodging | 0.00 | 0.00 |
| Meals | 0.00 | 0.00 |
| Travel | 0.00 | 0.00 |
| Grand Total: | 57.49 | 0.00 |

Save Progress | Submit | Delete | Cancel

- Enter the Hotel Name, # of Nights, and Nightly Rate.
- Answering YES to the “Will you need reimbursement?” dropdown will generate an invoice for the employee in Fund Management.
- Answering NO to the “Will you need reimbursement?” dropdown will cause a box to pop up for entering information about the vendor that is owed payment.

NOTE: The Expense Information link will perform the same function.

- The employee will type in what information they have for the vendor, but Business\Vendor Name is required. Click 'Ok' when finished.
- Click Insert when the information is complete.



Meals Tab

- Rates for Meals are set up in **Human Resources**.

View \ Edit Out of District Workshop Request for Approval

Effective Date(s): 4/18/2016 Title: Hybrid Classroom

General | Absence Info | Registration Fee/Other Fees | Lodging | **Meals** | Travel | Documentation

Meals Out-of-State? Approval Status: Pending

| | # of Meals | Amount |
|---------------|------------|-------------|
| Breakfast | 1 | 9.75 |
| Lunch | 0 | 0.00 |
| Dinner | 0 | 0.00 |
| Total: | 1 | 9.75 |

| | In-State | Out-of-State |
|-----------|----------|--------------|
| Breakfast | 9.75 | 12.00 |
| Lunch | 1.00 | 0.50 |
| Dinner | 5.00 | 0.50 |

| TypeDescription | Credits |
|-----------------|---------|
| Content | 2.00 |
| Literacy | 1.00 |
| Technology | 1.00 |
| Other | 1.00 |
| School Admin | 1.00 |

| | Requested Amount | Approved Amount |
|---------------------|------------------|-----------------|
| Registration Fee(s) | 57.49 | 0.00 |
| Lodging | 79.22 | 0.00 |
| Meals | 9.75 | 0.00 |
| Travel | 0.00 | 0.00 |
| Grand Total: | 136.71 | 0.00 |

Save Progress Submit Delete Cancel

- Enter the number of meals for each section. The amount can be changed if desired.

Travel Tab

- Click the green plus sign to add the request(s).

View \ Edit Out of District Workshop Request for Approval

Effective Date(s): 4/18/2016 Title: Hybrid Classroom

General | Absence Info | Registration Fee/Other Fees | Lodging | Meals | **Travel** | Documentation

Travel

| Travel Type | Mileage | Total Cost | Reimbursement | Approval Status |
|-------------------------------|-------------------------------------|--------------------|-----------------------|-----------------|
| Adding new record... | | | | |
| Travel Type: Personal Vehicle | Mileage: 14 | Total Cost: 378.00 | | |
| Will you need reimbursement? | Expense Information | | Notes | Insert Cancel |
| No records to display. | | | | |

Travel Rate(s): Rate per mile: 27.00

| TypeDescription | Credits |
|-----------------|---------|
| Content | 2.00 |
| Literacy | 1.00 |
| Technology | 1.00 |
| Other | 1.00 |
| School Admin | 1.00 |

| | Requested Amount | Approved Amount |
|---------------------|------------------|-----------------|
| Registration Fee(s) | 57.49 | 0.00 |
| Lodging | 79.22 | 0.00 |
| Meals | 35.75 | 0.00 |
| Travel | 0.00 | 0.00 |
| Grand Total: | 136.71 | 0.00 |

Save Progress Submit Delete Cancel



- Select a Travel Type.

Note for Admin: Travel Type options are entered in **Travel Type Setup** of the **CEU's/Workshops** menu option in the **Human Resources** module.

- Enter the Mileage.

Note for Admin: The Mileage Reimbursement Rate is entered in the Control File of the **Human Resources** module.

- The Total Cost can be modified.
- Click Insert.

The reimbursement requests for fees, Lodging, Meals, and Travel will go to Fund Management after approval from Human Resources personnel. Invoices will be created there for employees and vendors.

Documentation Tab

- Click the green plus button to add documents.

The screenshot shows a software window titled "View \ Edit Out of District Workshop Request for Approval". At the top, there are fields for "Effective Date(s): 4/18/2016" and "Title: Hybrid Classroom". Below this are several tabs: "General", "Absence Info", "Registration Fee/Other Fees", "Lodging", "Meals", "Travel", and "Documentation". The "Documentation" tab is selected, displaying a table with columns "File Name" and "Description". A green plus button labeled "Adding new record..." is positioned above the table. Below the table are input fields for "File Name:" and "Description:", followed by an "Upload File" button. To the right of these fields are "Insert" and "Cancel" buttons. Below the table, it says "No records to display." At the bottom of the window, there are four buttons: "Save Progress", "Submit", "Delete", and "Cancel".

| Type/Description | Credits |
|------------------|---------|
| Content | 2.00 |
| Literacy | 1.00 |
| Technology | 1.00 |
| Other | 1.00 |
| School Admin | 1.00 |

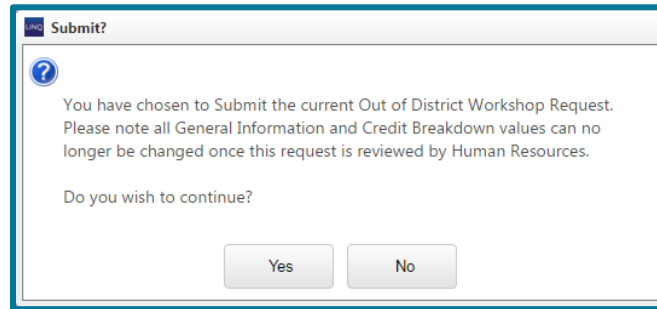
| | Requested Amount | Approved Amount |
|---------------------|------------------|-----------------|
| Registration Fee(s) | 57.49 | 0.00 |
| Lodging | 79.22 | 0.00 |
| Meals | 35.75 | 0.00 |
| Travel | 3.78 | 0.00 |
| Grand Total: | 176.24 | 0.00 |

- Click the Upload File button to browse for documents to upload. They can be .jpeg, .jpg, .png, .doc, .docx, .xls, .xlsx, .pdf, .txt, .bmp, .rtf.
- Once the document has uploaded, enter a Description.
- Click the Insert button to add to the Request.



Submitting the Request to Human Resources

- After everything has been completed by the employee, they will need to submit their request to HR. Click the Submit button and answer Yes if the request is complete.



Approval Request to Human Resources

- Once Human Resources has approved or denied the request, the Approval Status will show in the TimeKeeper screen.

Think smart. Think **Time Keeper** LINQ

Current Time/Date on Server: 8:20:59 PM 14 Aug 2016 (Sun)

Logout MARY ABRAHAM Main > Inquiries > Out of District Workshop Requests

Out of District Workshop Request(s)

[Add New](#)

| Course Start Date | Title | Type of Credits | Credits | Submit Date | Approval Status |
|-------------------|---------------|-----------------|---------|-------------|-----------------|
| 09/01/2016 | Test 33 | CEU | 3.00 | 08/14/2016 | Approved |
| 08/01/2016 | Test Workshop | CEU | 3.00 | 07/20/2016 | Denied |
| 07/29/2016 | Test | CEU | 3.00 | 07/20/2016 | Approved |
| 07/25/2016 | Test 3 | CEU | 3.00 | 07/20/2016 | Approved |
| 07/24/2016 | TEST | CEU | 3.00 | 07/20/2016 | Approved |

Course Start Date: **Title:**
Location: **Facilitator:**
Type of Credit: **Credits:**
Course Types:

Credit Breakdown

| Type | Credits |
|------------------------|---------|
| No records to display. | |

Description:

Admin Notes:



- Notes from the Human Resources department will appear under Admin Notes.

Out of District Workshop Request(s)
+ Add New

| | Course Start Date | Title | Type of Credits | Credits | Submit Date | Approval Status |
|---|-------------------|----------------------|-----------------|-------------|-------------------|-----------------|
| ✎ | 09/01/2016 | Test 33 | CEU | 3.00 | 08/14/2016 | Approved |
| ✎ | 08/01/2016 | Test Workshop | CEU | 3.00 | 07/20/2016 | Denied |
| ✎ | 07/29/2016 | Test | CEU | 3.00 | 07/20/2016 | Approved |
| ✎ | 07/25/2016 | Test 3 | CEU | 3.00 | 07/20/2016 | Approved |
| ✎ | 07/24/2016 | TEST | CEU | 3.00 | 07/20/2016 | Approved |

| | | | |
|--------------------|---|--------------|--|
| Course Start Date: | <input type="text" value="08/01/2016"/> | Title: | <input type="text" value="Test Workshop"/> |
| Location: | <input type="text" value="Test"/> | Facilitator: | <input type="text"/> |
| Type of Credit: | <input type="text" value="CEU"/> | Credits: | <input type="text" value="3.00"/> |
| Course Types: | <input type="text" value="HQ Staff Development"/> | | |

Credit Breakdown

| Type | Credits |
|--------------|---------|
| Content | 3.00 |
| Literacy | 0.00 |
| Technology | 0.00 |
| Other | 0.00 |
| School Admin | 0.00 |

Description:

Test

Admin Notes:

Please provide certificate.

- If the request is denied, reenter with the changes noted by the Human Resources department and submit.

