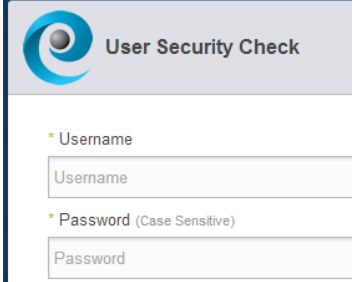
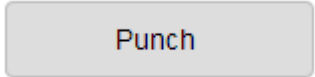





Empower Employee Web Punch Procedure

PUNCH IN/PUNCH OUT

1.	<p>You must be using a computer on a KSU campus to use the Empower web tool.</p> <p>Open a web browser. Go to http://timekeeping.kent.edu/</p>	 <p>The image shows a 'User Security Check' login form. It has a header with a blue circular logo and the text 'User Security Check'. Below the header, there are two input fields: one for 'Username' and one for 'Password (Case Sensitive)'. The 'Password' field has a small asterisk next to the label.</p>
2.	<p>OPTION 1 = Quick Punch:</p> <p>Type your FlashLine username and password, and click on the Punch button.</p> <p>You're done!</p>	 <p>The image shows a grey rectangular button with the word 'Punch' in black text.</p>
3.	<p>OPTION 2 = Punch with options:</p> <p>Type your FlashLine username and password. Click Log In.</p>	 <p>The image shows a blue rectangular button with the word 'Login' in white text.</p>
4.	<p>Click the Clock icon in the upper right corner to punch. If you have more than one job, please select the appropriate site and position.</p>	 <p>The image shows a circular icon with a clock face, representing the 'Clock' icon mentioned in the text.</p>
5.	<p>To log out, click the wheel icon.</p>	 <p>The image shows a circular icon with a gear or wheel inside, representing the 'wheel icon' mentioned in the text.</p>