

Empower Employee Web Punch Procedure

PUNCH IN/PUNCH OUT

<p>1.</p>	<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>2.</p>	<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>3.</p>	<p>OPTION 2 = Punch with options:</p> <p>Type your FlashLine username and password. Click Log In.</p>	
<p>4.</p>	<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>5.</p>	<p>To log out, click the wheel icon.</p>	