

Empower Timekeeping Quickguide

Employee Access to Empower Timekeeping via Web Browser

1. On a KSU campus computer, open a web browser (such as *Internet Explorer, Firefox, or Chrome*)
2. Type the URL: <http://timekeeping.kent.edu>
3. Enter your **KSU FlashLine ID** and **Password**
4. (A) Click the **Punch** button to enter a punch
(B) Click the **Login** button for other options

Employee Access to Empower Timekeeping Through FlashLine

1. Sign in to FlashLine
2. Select the **My HR** tab
3. In the **Empower Timekeeping** window select **Employee Self Service**



Supervisor Access to Empower timekeeping via Web Browser

1. On a KSU campus computer, or via VPN, open a web browser (such as Internet Explorer)
2. Type the URL: <http://ksuwfm.kent.edu>
3. Enter your **KSU FlashLine ID** and **Password**
4. Click the **Login** button



Supervisor Access to Empower Timekeeping via FlashLine

1. Sign in to FlashLine
2. Select the **My Action Items** tab
3. In the **Empower Timekeeping** window select **Time Approval & Scheduling (Supervisor)**

Access an Individual Employee Timecard

1. Open the **Modules Menu** 
2. Select the **Timecard** module 
3. From the **Employee** drop-down, select the name
4. Use the **Filter Icon** to select the desired pay period

Access All Employee Timecards

1. Open the **Modules Menu** 
2. Select the **Crew Sheet** module 
3. From the **View** drop-down, select **Timecards**
4. Click the employee name to view each timecard
5. Click the **Crew Sheet** button to return to the employee list

Add a New Punch

1. Open the employee timecard
2. Click the cell for the day that requires the punch
3. Type the time for the punch (8a, 6p, 8am, 8:30A, etc.)
4. Click the **Save** icon
5. Once the punch is saved, click the corresponding **Comment** cell to add a note If desired

Edit a Clock Punch

1. Open the employee timecard
2. Click the cell that contains the punch to be edited
3. Type the correct time to edit, or press the **Spacebar** or **Delete** key to remove the punch
4. Click the **Save** icon

Transfer Hours to a Different Assignment

1. Open the employee timecard
2. Click the cell in the **Pos** column corresponding to the punch
3. From the **Drop-Down** select the appropriate position
4. Click the **Save** icon

Transfer Hours to a Different Location

1. Open the employee timecard
2. Click the cell in the **Site** column corresponding to the punch
3. From the **Drop-Down** select the appropriate location
4. Click the **Save** icon

Enter Leave time and Other Amounts

1. Open the employee timecard
2. Click the cell in the **Special code** column for the selected day
3. From the **Drop-Down** select the type of leave
4. Click the corresponding cell in the **Time** column
5. Enter the number of leave hours
6. Click the **Save** icon

Add a Comment (*Punches must be saved to add a comment)

1. Open an employee timecard
2. Click in the cell in the **Comment** column for the corresponding day with a **saved punch**
3. Type the note
4. Click the **Save** icon

Delete a Comment

1. Open an employee timecard
2. Click cell of the **Comment** to be deleted
3. Press the **Spacebar**, or **Delete** to remove the note
4. Click the **Save** icon

Cancel a Meal Deduction (*Must be entered in "Detail" view)

1. Open an employee timecard
2. From the **View** drop-down select **Detail**
3. In the **Cncl Meal** column, click on one **Checkbox** for the corresponding day
4. Click the **Save** icon

Add a Meal Deduction For An Additional Break During The Day

1. Open an employee timecard
2. From the **View** drop-down select **Summary**
3. Click the cell in the **M/B OUT** column for the appropriate day
4. Enter the punch-out time
5. Press the **Tab** key to navigate to, or click in the cell in the **M/B IN** column for the corresponding punch
6. Type the punch-in time
7. Click the **Save** icon

Approve a Timecard

1. Open an employee timecard
2. Verify that all exceptions have been resolved
3. Ensure the accuracy of the total hours
4. Click in the **Supervisor** checkbox to approve