



How to Use the QuickBooks Time Clock Kiosk for Employees

Getting Started Using the Kiosk

1. Find your name in the list of team members. Use the search bar to search the list.
2. After tapping your name, you will be prompted to enter a 4-digit PIN. Enter a pin code you will remember as your unique PIN. The screen will refresh prompting you to enter that code again.
3. Enter PIN one more time. Then, tap "Next" at the bottom of the screen. The page will refresh quickly, and you'll be brought back to the main page with your team members listed.
4. Find your name and tap to open.
5. Enter the PIN you created. After entering your PIN, you'll be taken to the clock-in window.
6. Tap "Clock In." After tapping Clock In, you are on the clock and can begin working.

How to Take a Required Meal Break on the Kiosk

1. If you are required to take your lunch (meal break) within 5 hours of your shift., you will receive an email alerting you at 4 hours and 45 minutes as a reminder. The alert will say "You've worked 4 hours and 45 minutes today."
2. Upon receiving this email, promptly take your lunch break.
3. You will receive 3 email reminders every 4 minutes until you take your lunch.
4. To take your lunch break, at the Kiosk, enter your PIN and tap "Take Break."
5. Upon tapping "Take Break," a confirmation window will open. Notice the window says, "You can end your break at ____" (This will vary based on your company's requirements for length of meal breaks).
6. At the end of the required length of time for the meal break, return to the Kiosk, enter your PIN, and then tap "End Break."
7. After tapping "End Break," a confirmation window will display welcoming you back and letting you know that you've been clocked back into your shift total.

Clocking Out at End of Shift

1. At the end of your shift, you'll return to the Kiosk. Find your name and tap on it.
2. Enter your PIN and tap "Clock Out."
3. A confirmation window will display, saying "Goodbye (with your name)."

Submitting Timesheets at End of Week Using Kiosk

1. At the end of each week, you are required to submit your timesheet for payroll. When you clock out at the end of the week, you'll be prompted to submit your timesheet. Click "Submit Time."
2. When you tap, "Submit Time," you'll select the bubbles for the week you are submitting. The current week will display.
3. When you tap the bubbles, they turn blue and indicate the days you are submitting for the hours worked.
4. Tap the red "Submit and Clock Out" box.



Emplomint helps your business maximize its investment in technology by offering comprehensive Implementation as a Service. We work with you to custom configure and implement QuickBooks Time software from its standard settings to meet your company's specific time-tracking needs--ensuring effective use and full value from your QuickBooks Time account.

Implementation as a Service Includes:

- Dedicated implementation specialist to help you with everything you need.
- Direct access via email and mobile phone for support
- 60 days of assistance with extension available after implementation is complete.
- Access to the same implementation specialist each time you call
- A positive, friendly, five-star experience with each interaction or request
- Peace of mind and confidence that your issue or question will be handled immediately

"Mint" Ongoing Monthly Support

Due to popular demand and client requests, Emplomint is now offering ongoing, monthly continued concierge support services once implementation is complete. Pricing is based on your individual needs.

You'll get:

- Exclusive direct concierge access with dedicated exclusive email inbox
- Unlimited support for ongoing assistance with payroll and time tracking
- White-glove service
- 100% satisfaction guaranteed, cancel at anytime

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- * MINT Moments - \$200 per hour for one-off support requests.
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**For more information on which MINT package is right for you,
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