KABA – For Temporary Employees

KABA refers to the NC State University timekeeping system used for tracking temporary employee time. Most DELTA locations do not have KABA Wall Clocks. Therefore, temporary employees will need to access the KABA Web Clock instead.

1) **Accessing the Web Clock** – Log into MyPack Portal to access the Web Clock. If the Web Clock does not appear on the For Faculty and Staff page, navigate to the web clock by clicking on Main Menu > Employee Self Service > Time Reporting > Report Time > Punch Clock. The Web Clock can also be accessed at go.ncsu.edu/timeclock.

2) **Using the Web Clock** - After entering your 9-digit employee ID number, the web clock will show three options. You will have the option to Job Clock In/Out (will show the appropriate option based on your last action), Time Record View, or Quit. To clock in at the start of the day or after returning from a break, click Job Clock In. If you have multiple jobs on campus, you will be given a drop down to select the appropriate location. Once you have clocked in, select OK. Select Job Clock Out at the end of your work day or when leaving for a break.

3) **Viewing Time** – From the Web Clock screen, you can select the option for Time Record View to see historical punch data. Select the date you wish to view, then click View Time.

4) **Making Changes** – Employees are not able to make changes to their time once it has been entered through the Web Clock. Check with your supervisor about procedures for recording missed punches and other issues. Your supervisor will be able to make the changes in KABA before the pay period ends. The DELTA Business Office can also make changes if needed.

5) **Pay Periods** – Please refer to the Bi-Weekly Payroll Schedule for the dates of each pay period.

Questions? Contact the DELTA Business Office at delta-business-office@ncsu.edu or X5-4362