LINQ

Connecting the K-12 Community

Dear Employees,

Great News! Managing your timesheets just got a lot easier. You will now be able to electronically clock in and clock out, automatically creating timesheet entries for payroll approval.

With the new Employee LINQ portal you will no longer have to keep up with paper timesheets and you save time not having to submit or fill out paper forms. You will even be able to view and print your pay stubs and W2s from Employee LINQ. It will also save your history so you can refer back at any time to view and print pay information. You will have access to your employee portal 24 hours a day, 7 days a week.

How Do You Get Started? It's simple!

- Go to https://employeelinq.linq.com/ in your web browser
- Employees can register for **Employee LINQ** by entering the following information:
    - **Username**
    - **Email Address**
    - **Unit ID = ASHE**
    - **Birthdate**
    - **Last 4 of Social**
    - **Password- must be at least 8 characters, must contain at least one uppercase letter and must contain at least one numeric digit**
    - **Confirm Password**

Once you create your account, you will be taken to the login page. After successfully logging-in you will have access to Employee LINQ. If you will be clocking in and out, you will see the clock in/out button on your main homepage.

For a step by step on registering for **Employee LINQ** please go to https://content.linq.com/el/Content/Registration.htm.

Once registered please navigate to https://content.linq.com/el/Content/HomePage.htm for help files and getting started guides for Employee LINQ.