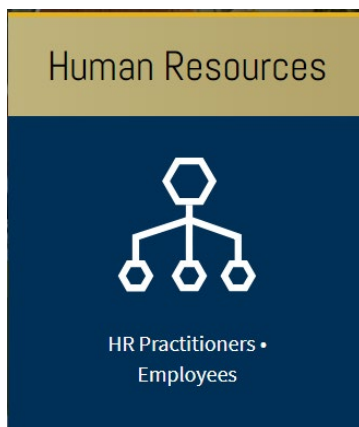


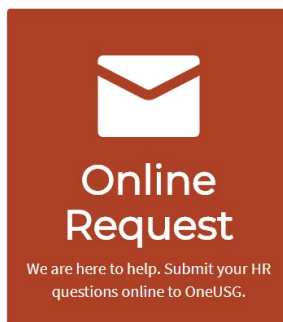
How to Request Temporary Switch from Kaba Time Clock to Web Clock for Employee Working Remotely

Employees working in departments that have been set up to use Kaba time clocks who are working remotely due to concerns about COVID-19 need to be able to report their time. Managers can submit a request through ServiceNow to temporarily switch team member(s) to be Web Clock users.

1. Go to ServiceNow, services.gatech.edu.
2. Select the Human Resources tile



3. Select the Online Request tile



4. Complete the Request Form and submit.

NOTE:

- Enter **Urgent Web Clock Update** in the Short Description field.
- When asked about impact, select the response which indicates a work around is currently available.
- You can attach an excel sheet with all Employee names, Employee ID's and Effective date if desired.

Request Help - Human Resources

Submit an incident related to Human Resources

***Requested By**

***Requested For**


The 'Requested for' user was not listed in the search

***Who is this impacting?**

***How is the ability to learn/teach/work impacted?**

***Short Description - What is your issue or question generally about?**

***Please describe in detail your issue or question**

 Add attachments

SUBMIT

Required information

- Who is this impacting?**
- How is the ability to learn/teach/work i...**
- Short Description - What is your issue or ...**
- Please describe in detail your issue or q...**

5. You will receive email notifications on the status of the request. As always, managers will have the ability to edit the employee's timesheet to add any hours worked.

PLEASE NOTE: Another request will need to be submitted to switch back to the Kaba time clock when the employee is no longer working remotely.