ForLink Time Employee Quick Start

Use your own name and private PIN on an approved branch kiosk.

Start work and breaks

1. Check the branch name and select your own name.

2. Enter your private PIN and select Start work.

3. Use Start break and End break for your actual break.

4. Use Finish work at the end of your shift.

5. Wait for the recorded confirmation and time, then select Done.

First use or a reset

Use the temporary PIN from your manager, then choose and confirm a private PIN of 4 to 6 digits when prompted. A temporary PIN expires after seven days. Keep your PIN private and clock only for yourself.

Visiting another branch

End any break at the previous branch. At the destination, select Other staff, enter your employee number and PIN, then select Record arrival. It keeps an existing clock-in; if you have not started today, work starts on arrival. Do not clock out solely to transfer. Continue clocking at the destination.

If something goes wrong

No recorded confirmation means you must not assume the action saved. Record the actual time and branch, tell your manager, and check the status before trying again. If your name is missing or your PIN fails, ask your manager. Do not use another employee's record.

Need help Ask your branch manager. Full guide time.forlink.com.au/help