TRUE TIME

BASICS AND QUESTIONS
TRUE TIME BASICS

EMPLOYEES MUST SUBMIT THEIR TIME SHEETS WEEKLY!!!!!!

EITHER FRIDAY OR MONDAY.

IF AN EMPLOYEE IS ABSENT ON FRIDAY OR MONDAY, THEY MAY SUBMIT THEIR TIME SHEET WHEN THEY RETURN TO WORK. AN EMPLOYEE CAN REQUEST TIME OFF THROUGH ANY COMPUTER.
ALL EMPLOYEES MUST HAVE 37.50 HRS.

• IF AN EMPLOYEE DOES NOT HAVE 37.50 HRS. THEY MUST SUBMIT A TIME OFF REQUEST IN SKYWARD.

• TIME OFF MUST BE APPROVED BY SUPERVISOR BEFORE SUBMITTING TIMESHEET

• EMPLOYEE WILL RECEIVE EMAIL WITH APPROVAL OF TIMEOFF

• ONCE TIME OFF IS APPROVED EMPLOYEE CAN SUBMIT TIMESHEET

• PLEASE CHECK TO SEE IF YOU HAVE 37.50 HRS.
**COMMON QUESTIONS?**

**I FORGOT TO CLOCK OUT?**

- The system will automatically punch the employee out at midnight. Depending on the employee’s position, it will also generate an auto create lunch in the middle of their day.

- The system will then log them out at 12:00 AM and log them back in at 12:01 AM the next day because it thinks the employee is still working. To correct this, you or the employee will need to modify both days. Note: When a day is modified it does not create an auto lunch so work hours will need to be adjusted to include lunch.
COMMON QUESTIONS?

• HOW DO I DELETE TIMEOFF REQUEST?

• IF AN EMPLOYEE REQUESTS A DAY OFF AND THE REQUEST HAS NOT BEEN APPROVED, THE EMPLOYEE MAY DELETE THE REQUEST.

• IF THE TIME OFF REQUEST HAS BEEN APPROVED, THE EMPLOYEE MUST SUBMIT A REVERSE TIME OFF REQUEST. YOU DO THIS BY ENTERING SAME DAY AND TIME WITH A NEGATIVE TO CANCEL OUT.
COMMON QUESTIONS?

- **MY TIMESHEET WAS DENIED?**
  - PLEASE READ THE NOTES THAT HAVE BEEN ATTACHED AS TO WHY IT HAS BEEN DENIED.
  - TIME NEEDS TO BE A TOTAL OF 37.50 HRS. PER WEEK FULL TIME
    - 18.75 PART TIME.
  - HOURS MUST BE MADE UP WITHIN THE SAME WEEK THEY ARE SHORT.
  - EX MONDAY 7.25 HRS. 5 MIN SHORT
  - TUESDAY WORK 5 MIN OVER
COMMON QUESTIONS?

• I NEED TO CHANGE MY TIME.

• EDITING MAY BE NECESSARY IF AN EMPLOYEE FORGETS TO CLOCK IN OR OUT, NEEDS TO ADD A MISSING RECORD, OR NEEDS TO DELETE AN AUTOMATIC LUNCH DEDUCTION. PLEASE MAKE NOTES IF NOT TAKING A LUNCH!

• EMPLOYEES MAY EDIT USING THE TIME CLOCK ICON. TRUE TIME WILL KEEP A RECORD OF ALL ADJUSTMENTS MADE TO EACH TIME SHEET. EMPLOYEES THAT EDIT THEIR TIMESHEETS WILL SHOW UP AS RED TRANSACTIONS TO THE SUPERVISOR.
COMMON QUESTIONS?

- **HOURS WORKED ON NON-SCHEDULED DUTY DAYS**

- DO NOT USE TRUE TIME TO CLOCK IN AND OUT AFTER YOUR SCHEDULED DUTY DAYS

- EX. IF YOUR CONTRACT IS FROM AUGUST 17TH – FRIDAY JUNE 3RD ANY DAYS WORKED AFTER JUNE 3RD WILL BE DOCUMENTED ON A PAPER TIMESHEET.

- ALSO INCLUDES SDCE HRS.
COMMON QUESTIONS?

• **DO I ADJUST MY TIMESHEET FOR HOLIDAYS?**

• NO, TRUETIME IS AWARE OF HOLIDAYS

• DO NOT CLOCK IN OR ADJUST OR ADD HOURS. ONLY ADD TIME IF YOU WORKED

• EX. IF MONDAY IS A HOLIDAY IT WILL REMAIN BLANK ALL YOU WILL NEED IS 30 HRS. THAT WEEK
COMMON QUESTIONS?

• I HAVE TO COME BACK AFTER MY HOURS TO HELP WITH OPEN HOUSE?

• CLOCK OUT FOR THE END OF YOUR DAY, UPON RETURNING CLOCK BACK IN AND THEN CLOCK OUT AGAIN.

  • EX: 7:30-3:30 CLOCK OUT AT 3:30
  • NEED TO RETURN FOR OPEN HOUSE AT 7:00 CLOCK IN
  • OPEN HOUSE OVER AT 8:30 CLOCK OUT
COMMON QUESTIONS?

• I DON’T HAVE ANY TIME OFF AVAILABLE?

• YOU WILL STILL ENTER A TIMEOFF REQUEST BUT UNDER THE CODE OF DOCK

• THIS IS STILL DONE IF YOU ARE ON FMLA.
COMMON QUESTIONS?

• CAN I SEE WHAT TIMESHEETS I HAVE OPEN?

• YES YOU CAN SEE ALL TIMESHEETS OPEN, DENIED AND APPROVED.

• UNDER TRUETIME IN EMPLOYEE ACCESS CLICK ON UN-SUBMITTED TIMESHEETS, THESE ARE OPEN.

• UNAPPROVED WILL HAVE DENIED TIMESHEETS

• TIMESHEET HISTORY WILL SHOW ALL APPROVED TIMESHEETS
COMMON QUESTIONS?

• I HAVE MY SDCE HOURS WHAT DO I DO?

- You can enter a time off request for the future.
- If you know that you need 6 hrs. for May 30th 2016 place time off request any time in advance.
- You must have the hours in the system before requesting.
- All SDCE hours must be submitted via paper timesheet.
COMMON QUESTIONS?

• I HAVE JURY DUTY, HOW DO I ENTER THIS?

- YOU CAN ENTER A TIME OFF REQUEST UNDER THE CODE OF JURY DUTY
- SUBMIT PROOF TO YOUR SUPERVISOR OF JURY NOTICE.
COMMON QUESTIONS?

- MY SCHOOL BUSINESS AND JURY DUTY CODES HAVE A NEGATIVE BALANCE?

- CERTAIN CODES SUCH AS SCHOOL BUSINESS AND JURY DUTY WILL BE A RUNNING TOTAL AND ALWAYS BE NEGATIVE, YOU WILL NOT BE DOCKED!
ALL EMPLOYEES MUST SUBMIT TIMESHEETS

• EVERY EMPLOYEE MUST SUBMIT ALL THEIR TIMESHEETS BY END OF DAY JUNE 3\textsuperscript{RD} IF A 186 EMPLOYEE.
MORE QUESTIONS?
I STILL HAVE QUESTIONS?

No Problem Contact
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