

# **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 17<sup>TH</sup> –FRIDAY JUNE 3<sup>RD</sup> ANY DAYS WORKED AFTER JUNE 3<sup>RD</sup> 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 30<sup>TH</sup> 2016 PLACE TIMEOFF 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<sup>RD</sup> IF A 186 EMPLOYEE.**

**MORE QUESTIONS?**



**I STILL HAVE QUESTIONS?**

**No Problem Contact**

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