## 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.

# •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

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.

•MY
TIMESHET
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

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.

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.

DO I ADJUST
MY TIMESHEET
FOR HOILDAYS

- 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

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

 CLOCK OUT FOR THE END OF YOU DAY, UPON RETURNING CLOCK BACK IN AND THAN 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

- 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.

- 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

- 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

- 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.

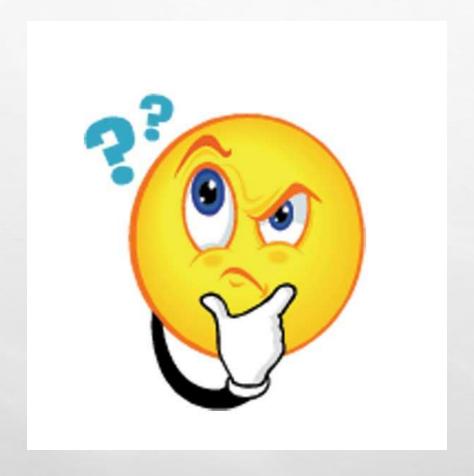
MY SCHOOL **BUSINESS AND** JURY DUTY CODES HAVE A **NEGATIVE BALANCE?** 

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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