TRUE TIME

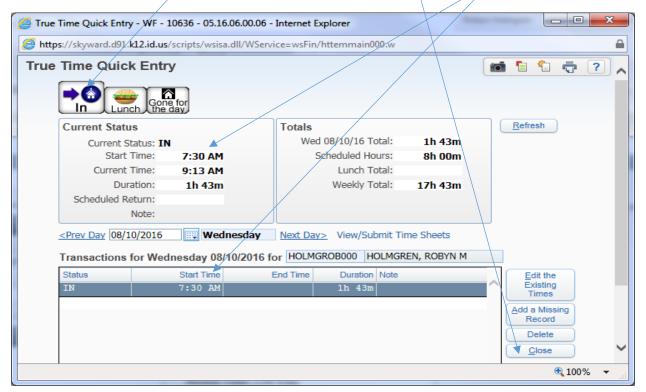
With the advancement of technology, our district has adopted a new "Time clock" system called True Time. Using this system will allow more accurate pay of all Classified Employees as well as account for hours that are required for the Affordable Care Act.

Every school will have a Chromebook at the front desk for employees to use. Below is an example of where you will enter your Employee Number. If you do not know your Employee number, or have forgotten it, please contact the payroll department (525-7514 or 525-7515) and we can help you.

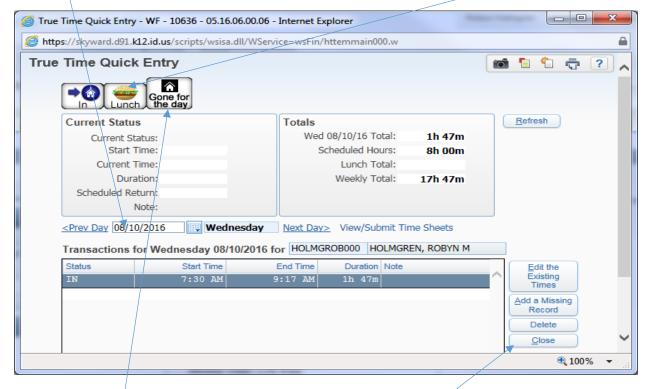


You will then click on "IN" when you begin your work day. Notice the time appears when you log in.

Click "Close" to allow other employees to clock in.

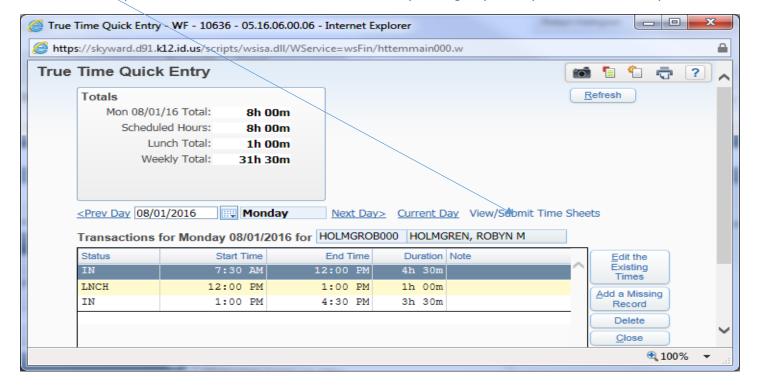


The day is displayed here. You will log out during your lunch time by clicking the lunch button then log back in when you are finished with lunch.

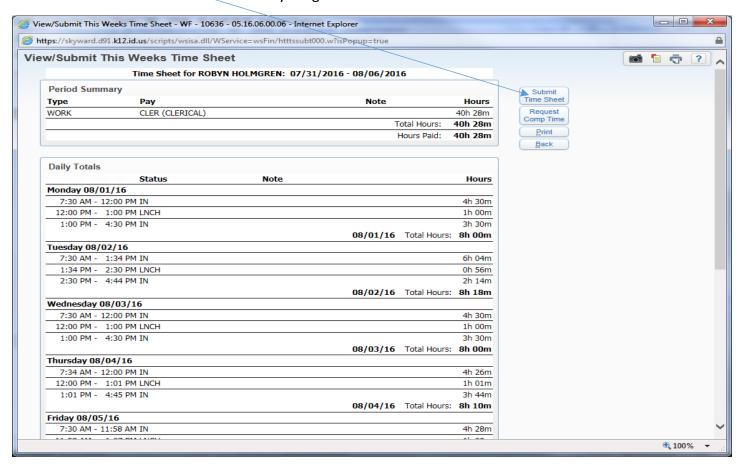


Click on "Gone for the day" when your work day is over. Click "Close".

You will submit your time sheet at the end of each week. If you forget, you may submit on Monday.



After you click on "Submit" it automatically allows you to view your time sheet. You can print this for your records then "Submit Time Sheet" if everything looks correct.



After you submit your time sheet select the "close" button to close your profile to allow the next employee to clock in.