

TrueTime Training



The Chrome Box

- The Chrome Box is attached to the back of a monitor and will have a keyboard and mouse attached to use
- The Chrome Box will run TrueTime only
- Each location will have 2 except the District office which will have 1
- You can use TrueTime on any computer within the District

Help	
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Login Area: All Areas	-
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Log into Employee Access

- Enter your Login ID and Password
- Click on Sign In
- Keep the Login Area set to "All Areas"



Click on the True Time tab at the top of the screen



Click on Quick Entry

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Add the Quick Entry to your Favorites

• Adding the Quick Entry option to your favorites, will add this option to your Home page on Employee Access.

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My Status	1				
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Employee Access Home Screen

• Now when you click on the Home button, top left, you will see the Quick Entry option on your home screen, under your Favorites.

Employee Access - 05.15.02.00.09 - Mozi	illa Firefox				
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Quick Entry

- Use the Quick Entry anytime you need to clock in/clock out for the day.
- Click on Quick Entry

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TrueTime Entry

• To clock in for the day, Click the "In" Button

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- If you have more then 1 option to clock into, you will be given this screen
- Check the box of the job you are clocking into
- Click on Select

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Verify your Clock In

- A line item will be added showing the time you clocked in
- Once complete, click on the Exit, top right, before you leave the computer.

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Clock out for Lunch

• To clock out for Lunch, Click on the "Lunch" Button

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Verify Lunch Time

- Verify your Lunch clock out entry.
- Once complete, Exit out of Employee Access

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Click on "In" when returning from Lunch

- You may or may not need to check mark the job you are clocking into
- Verify your clock in
- Once complete, exit out of Employee Access

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Editing your Entries

- Highlight your clock in
- Click on Edit the Existing Times

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- Enter the correct start time and/or end time
- Tab over and enter a reason for the Edit
- Click on Save

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Add a Missing Record

• Click on "Add a Missing Record"

Add True Time Entry Date: Monday 05/19/2014 Start Time: 11:30 AM End Time: 12:00 PM Status: LUNCH Select Job for Corrective Transaction Select A Primary Pay Code Description Vess HOURS HOURSY PAY Status Status: STORE STOREROOM HOURS View of Monday Workday Schedule for TRUETIME TRAINING Workday Work Start Work End Lunch Start Lunch End Detail Hours Hou	add Tru	e Time Enti	у							?
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- Enter the correct start and end times, including the correct AM or PM
- Enter a reason in the notes section. Ex: Forgot to clock in
- In status, check the correct option
- Check the box of the Job you are adding a missing record for
- Click on Save

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- Verify the record you just added
- One complete, sign out of Employee Access

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Clocking Out for the Day

- Click on "Gone for the Day"
- This enters an End Time to finish your day

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Verify "Clock Out" Time

• Once complete, Exit out of Employee Access

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Current Stat	us	Totals			Refresh	
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Dur	ation:		Weekly Total:	4h 02m		
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Transactions	for Monday 05/19/20	14 for TRAINTRU00	0 TRAINING, TR	RUETIME		
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Work Out of Office

- Planned future absence for attending a conference or training out of the District
- Click on "Enter Future Out of Office Record"

🥹 Out of Office Schedule - 05.14.02.00.07-10.2 - Mozilla Firefox		x
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Out of Office Schedule	11	?
* This employee has no future TrueTime 'Out of Office' records setup. *		
Out of Office Schedule - TRUETIME TRAINING	Filte	er ons
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Click on "Add Woof"

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Enter Out Of Office Record

- Enter the start and end dates of your conference/out of District Training
- Verify the start and end times of your absence
- Should TrueTime Auto-Create a Lunch Record for you?
- Check the Job for which you are attending this for
- Click on Save

6	Out of Office Schedule	e - 05.14.0	2.00.07-10.2 -	Mozilla Fire	fox					- 0 X
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Verify Information Entered

- From here you can edit and or delete any record
- Or close out to return to Quick Entry

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TrueTime, History

- Click on Expand All
 - Current Status for the week
 - Workweek Totals what you have worked thus far this week
 - Previous Timesheets View prior timesheets
 - Unsubmitted and Timesheet History
 - Upcoming Scheduled Tracked Time- View any WOOF entries of Time Off
 - Exception Notes Any notes you have entered for your Supervisor on your Timesheet
 - Workweek Schedule You can Edit this to follow your current schedule
 - Adjustments to be Read-This is a listing of edited, deleted and or added entries
 - Adjustment History

3	True Time Reports - 05.14.02.00.07-10.2 - Mozill	a Firefox	and Phillip and	-	_	20	lagence -		x
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Timesheets

• Click on unsubmitted



You have 2 Options – View and Submit

• To view any timesheet, highlight the timesheet you want to view, click on View Timesheet or expand the timesheet

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in finite officer	Time Sheet	for TRUETIME T	RATINING: 05/	18/2014 - 05	5/24/2014				·	
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- View the Timesheet
- Print The Timesheet
- Or close out of this screen



Submit Timesheet

• Click on Submit Time Sheet

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- View Timesheet for accuracy
- Must equal your total standard hours per week including Time Off
- Per the Support Handbook, you have Comp time available, click on Request Comp Time

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y rule, clock hours over 40h 0(y rule, any Comp Time submit ou are eligible for 0h 00m of c he maximum amount of Time our current Time Off balance	Im are always deducted first. ted for clock hours greater than 40h 00m will be allocated 1.5 times the hours submitted. clock hours based on this rule. Off you can accrue for Comp Time is 80h 00m. for Comp Time is 0h 00m.	

- If you have worked over 40 hours in any given week, it will show the hours over 40 that are eligible for Comp Time
- Enter these hours in the "Clock Hours to be converted to Comp Time" and click on Save

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• Timesheet is ready for Supervisor approval, click on Submit Time Sheet

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	Time Sheet Submission Information	0	Save	
	The Time Sheet for 05/18/14 - 05/24/14 has been successfully submitted by TRUETIME TRAINING on 05/19/2014 at 4:14 PM.			
	The Time Sheet is currently Waiting for the Approval of HEATHER L MEYER.			
	You can add any additional information about this time sheet in the Notes field below. These notes will be tied to the time sheet and be viewable by Payroll.			
	Notes:			

- You can add additional notes to your supervisor and then click on Save
- Once you click on Save, your supervisor will receive an email that you have a timesheet waiting for approval

Employee Access - 05.14.02.00.07-10.2 - Mozilla Firefox	sporter receive and an Convers	and and	
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View Submitted Timesheets

• Click on My True Time, History

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20 • 1 records displayed Week Start :	-

- Highlight Timesheet to View, Click on View Time Sheet and or Resubmit Timesheet to your Supervisor
- Once complete, Exit out of Employee Access