



Informed K12 Guide for Oakdale JUSD Staff



- **You do not need an account to fill out forms** — for context, Informed K12 accounts are reserved for office managers and administrators who manage or approve forms
- **All you need is a link** to fill out a form online with Informed K12

How to complete and submit a form for approval with Informed K12

1. **Access your form:** Links to your form can be found on the OJUSD website or by clicking on the links below

[Classified Payroll Voucher](#)
[ELP Payroll Voucher](#)
[Comp Time Form](#)



Note: You must submit a different timecard for each site at which you work! With the exception of Central Kitchen and M&O.

2. **Enter your name + district email:** Then click on "Go to Form"
3. **Complete the form:** Red fields are required, while yellow fields are optional
 - Click "Save Progress" in the top right corner of the form, it's advised you **enter** your time daily, if applicable.
 - You'll get a link to the draft by email, so you can edit/add dates and **submit** the final timesheet **on the 16th of month.**
4. **Sign it:** Add your signature at the bottom of the form.
5. **Submit the form to the next approver:** Find "Continue" to submit your completed form.
 - Select the Site Secretary at your school site. You must submit a *different timecard* for each of your sites! With the exception of Central Kitchen and M&O.
6. **Check your email:** You'll get a copy of your initial responses now, then a copy of the completed form later — refer back to this link at any point to check on its progress!

Questions?

Check out our [Help Center](#) or email Support@InformedK12.com.