



Bus Drivers Quick Reference Guide

1. LOGGING INTO TIME & ATTENDANCE

URL	Access Time & Attendance via the official website at: https://dekalbctsdgaimpl2.aws.executetime.com/ExecuTime/Logout.action
Authentication	Log in using your District-issued username & password. You will be redirected to OKTA .
Time Clock	Log in using your Munis ID.

2. REQUESTING TIME OFF

Step 1	From the main screen, tap Request Time Off .
Step 2	Select Benefit Type you would like to use: Tap Type (+) to choose benefit from drop-down menu
Step 3	Select Dates: • From: Tap calendar icon to select the first day. • To: Tap calendar icon to select the last day. <i>Note: For a single day request, 'From' and 'To' dates must be identical.</i>
Step 4	Enter Hours (Amount): • Tap Amount (+) and enter hours PER DAY being used.
Step 5	Review all entries for accuracy and tap Submit for approval.

3. REVIEWING & APPROVING TIMECARDS

Step 1	From the main menu screen, tap Review & Approve timecard .
Step 2	Review submitted benefit time hours for accuracy.
Step 3	Tap Approve at the bottom right corner of the screen.
Step 4	Confirm that the 'Time card approved' pop-up with a green check mark is displayed.

CRITICAL REMINDERS:

Timecard approval is only required when a time-off request has been submitted.