

## **Important Human Resources and Payroll Information - Effective 10/4/2020**

As we move into our hybrid learning model, all staff are expected to be working regular hours in order to continue being paid.

### **Pay beginning October 4, 2020:**

#### **True Time is turned back on effective October 4, 2020**

- **Salaried staff** - sick/vacation/personal time must be utilized if you are not working on any given day
- **Hourly staff paid via True Time electronic time sheets\***
  - You must clock in and out each day
  - Sick/vacation/personal time must be utilized if you are not working on any given day
  - If your school directs you to work from home on any given day you will need to adjust your hours in TrueTime on the day that you return to the building (see instructions below for adjusting time)
  - Time must be submitted through TrueTime each Friday. If you are not in the building to submit your timesheet you must work with your supervisor to adjust your time for the week.
- **Hourly staff paid with paper time sheets**
  - Complete paper time sheets for hours actually worked
  - Submit paper time sheets to your supervisor as directed by your supervisor

#### **Wednesdays**

- Because many staff are working from home on distance learning days you will not have access from home to clock in and out of True Time. You will need to enter your hours worked on Wednesday as soon as you return to the building. The attached instructions highlight how to adjust your time.

#### **All staff**

- Please be regularly checking your district email for updates related to pay and TrueTime.
- Contact Human Resources if you are unable to work and would like to request a leave or an accommodation. Forms and additional information can be found on the Human Resources website, [www.isd622.org/hr](http://www.isd622.org/hr) and click on COVID Employee Resources.
- This guidance is subject to change at any time and staff will be notified via email of any changes.

**\*Please Note:** If you are a new hourly hire, you may not have access to TrueTime as access was not able to be set up during the time TrueTime was not in use. To activate your ID Badge for TrueTime access you need to come into the Human Resources office with your ID badge anytime Monday - Friday, between 8:00 a.m. - 4:30 p.m.

## True Time

### CLOCKING IN, CLOCKING OUT, AND MAKING CHANGES ON THE COMPUTER

Each day when you arrive for work, log in to the Skyward Online Payroll Information System

- Click **True Time** in the upper left area of your screen
- Click **Quick Entry** in the upper left area of your screen
- Click **In** in the upper left area of your screen
- When you leave for the day, click **Gone for the day**

**Monday – Thursday:** Click **Exit** in the upper right corner of your screen

**Friday:** Click **View/Submit Time Sheets** in the center of your screen

- Click **View Time Sheet**
- Review all transactions for accuracy, edit as necessary, click **Back** on the right side of your screen
- Click **Submit Time Sheet** on the right side of your screen
- Verify your supervisor's name and click **Continue** on the right side of your screen
- Click **Submit Time Sheet** on the right side of your screen
- Click **Save** on the right side of your screen
- Click **Exit** in the upper right corner of your screen

**\*To edit a transaction:** On the True Time – Quick Entry Screen

- Current day transactions appear – Click **Prev Day or Next Day** in the center of your screen to choose the day with the transaction you need to edit
- Highlight the transaction that needs to be edited
- Click **Edit the Existing Times** on the right side of your screen
- Type in the correction
- Click **Save** on the right side of your screen

**\*\*To add a transaction:** On the True Time – Quick Entry Screen

- Current day transactions appear – Click **Prev Day or Next Day** in the center of your screen to choose the day with the transaction you need to add
- Click **Add a Missing Record**
- Type in the times and from the dropdown menu, select In, Lunch, or Gone for Day
- Click **Save** on the right side of your screen