

Important Human Resources and Payroll Information - Effective 11/17/2020

As we move into distance learning for elementary and secondary schools, all staff are expected to be working regular hours in order to continue being paid.

Pay beginning November 17, 2020 – Paras, EA's, Clerical and Non Unit Hourly staff will be given access to clock in and out and submit timesheets from home or the building depending upon where they are working.

- **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 you are working in the building you should be clocking in and out from the TrueTime timeclock in the building. If you are working from home you will be able to clock in and out from home.
 - Time sheets must be submitted through TrueTime each Friday.
- **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

All staff

- Hourly staff that use TrueTime are responsible for clocking in and out of TrueTime each day at the beginning and end of your shift and accurately reporting hours worked. Employees who do not accurately report time worked will be subject to disciplinary action. As a reminder your travel time to and from work is not to be reported as time worked.
- 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 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.

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