True Time
Extra Hours Employee Timesheets

True Time allows you to quickly enter **selected** hours into Employee Access from your work computer. Once authorized and set up, you will be notified of the correct Pay Code to use to enter your hours. You will **not** submit these same hours to the office manager. *Please note that you will only be using True Time to submit selected extra hours. Any other hours you might work would be turned in to your office manager.*

Each week you must submit your True Time timesheet from the week (Monday through Sunday) for approval. Your supervisor will review and then approve or deny your time. Once approved, it will be electronically sent to Payroll.
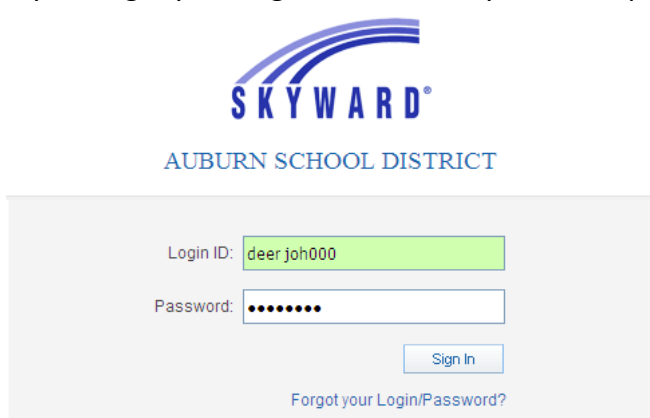
ENTERING YOUR TIME

1. Log on to your Employee Access account.
   www.auburn.wednet.edu\ Staff Access\ Skyward Web Access.
   https://www2.auburn.wa-k12.net/scripts/cgiip.exe/WService=wauburns71/seplog01.w

   If you forget your Login or Password you can request the information from this site.
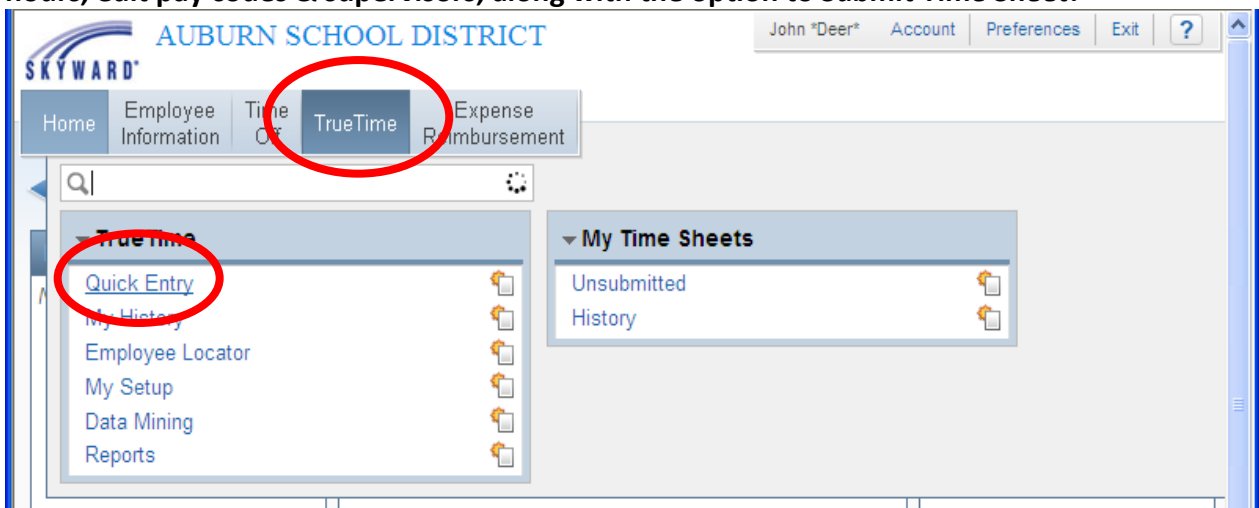

Enter your Login and Password
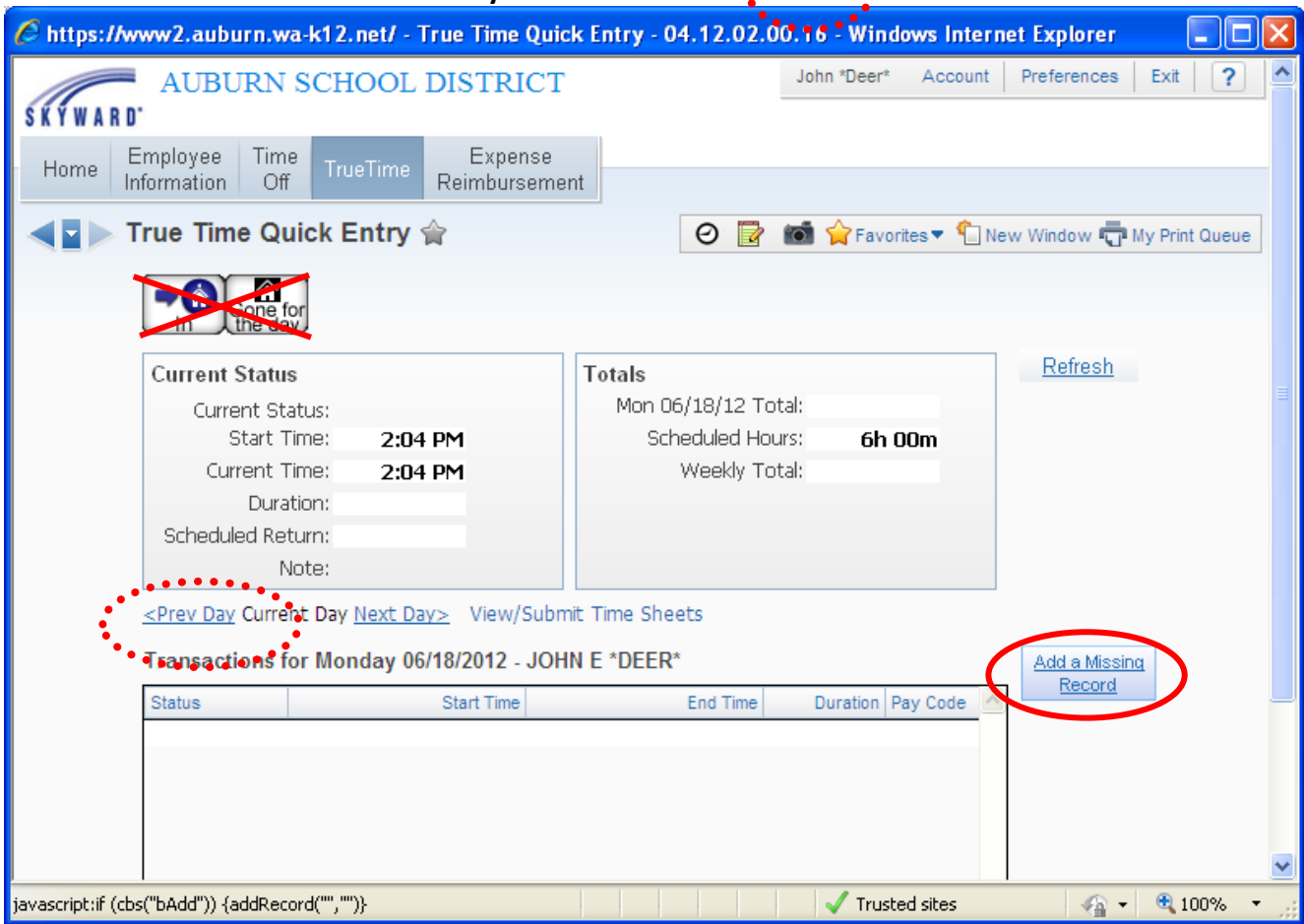
Example:

Login: deerejoh000

Password: XXXXXX

2. Click *True Time* and then *True Time Quick Entry*. **NOTE: You can click on *My Time Sheets* to view *Unsubmitted* & *History*. These allow you to view your timesheets a week at a time, add or edit hours, edit pay codes & supervisors, along with the option to *Submit Time Sheet*.**

3. Click the *Add a Missing Record Enter* button and enter the hours you worked into True Time. The system will automatically be set for the current date. If you need to enter time in for a previous day, click "Prev Day".

NOTE: The "In" and "Gone for the day" links are used for real time. DO NOT CLICK ON EITHER OF THEM.

4. The system will automatically display the current time as your start time. Manually enter your (1) Start Time and (2) End Time. Make sure to mark the correct (3) AM or PM time as well. There is also a (4) Note area to leave comments. *Example: "Forgot to clock in yesterday".* (5) Click the box for the work you are doing. **If you aren't given a choice, it means you only have one True Time pay code.** (6) Click the "Save" button to save.
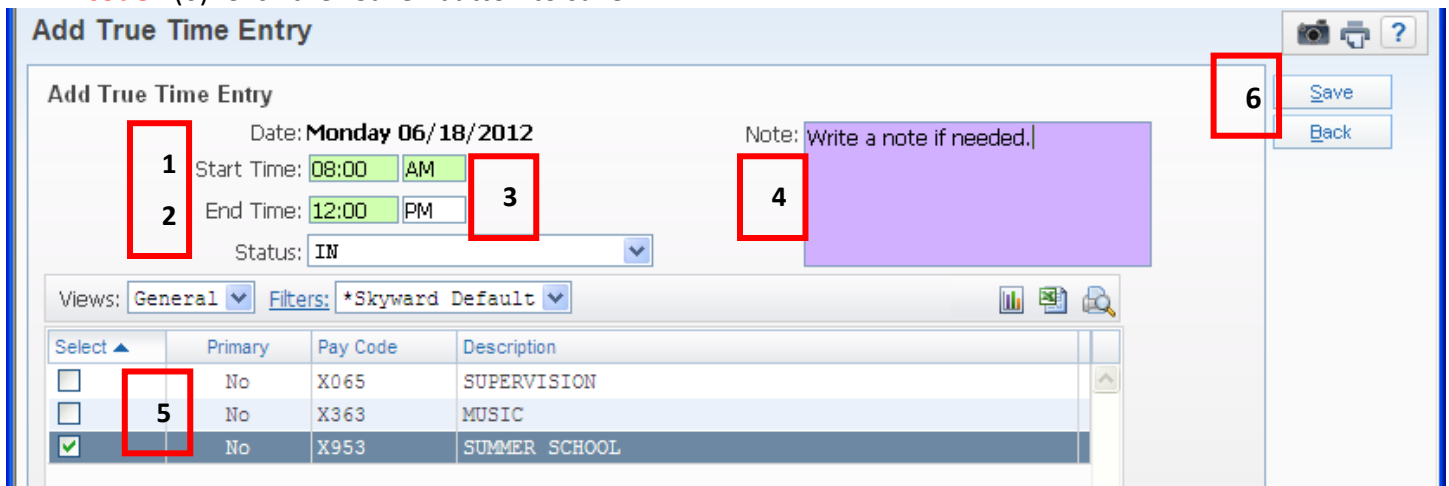
5. You may <u>edit</u> the existing record, <u>delete</u> a record or <u>add</u> a new record if needed. When you have completed your entries click the *Exit button to close out of Employee Access*.

REVIEWING AND SUBMITTING YOUR TIME

6. At the end of each week View and Submit your time. Make sure you have recorded all of your work; ***once your timesheet has been approved for that week you are <u>not</u> able to go back and add any entries.***
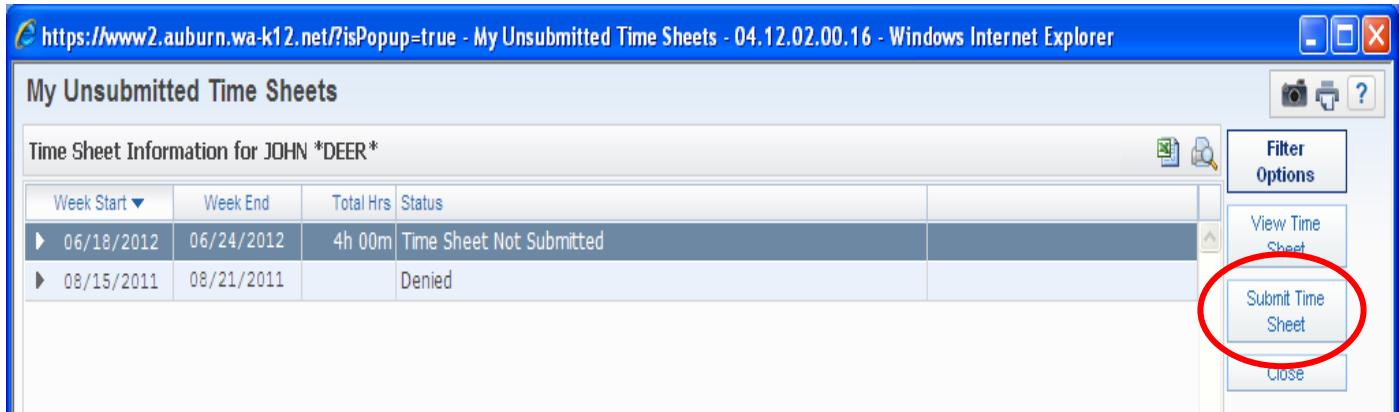
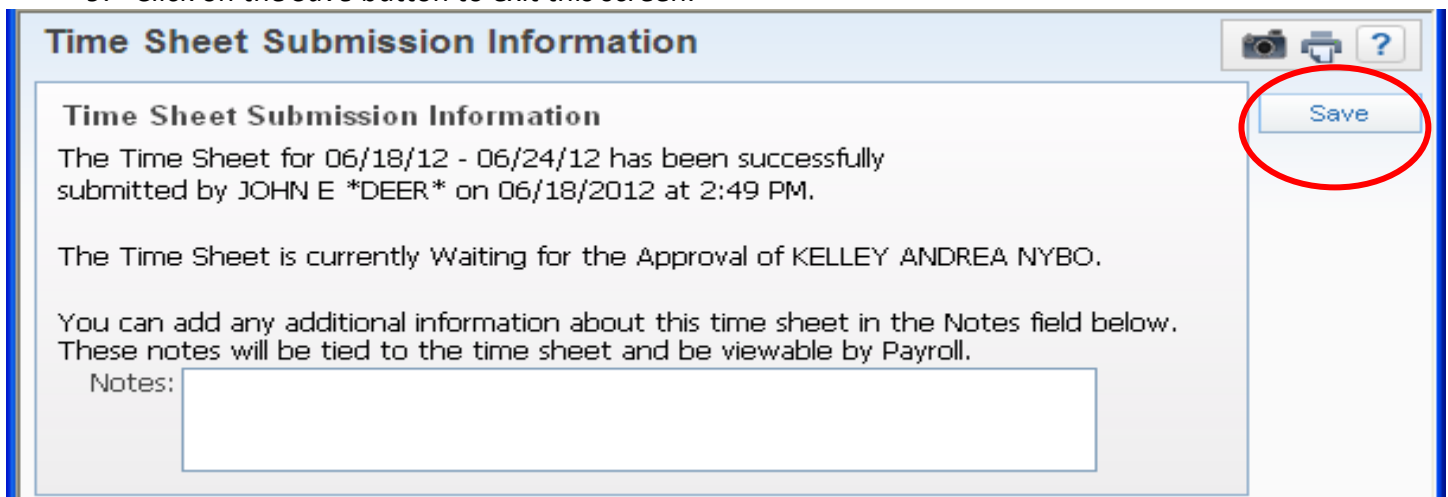7. Click the *Submit Time Sheet* button to submit your time sheet.
   If you need to edit your record click on the *Back button* and then click on the *Close* button. Go back to step #5 to make any changes. Once you have corrected the issues proceed to step #6.

8. Review the time sheet and the click the *Submit Time Sheet* button.
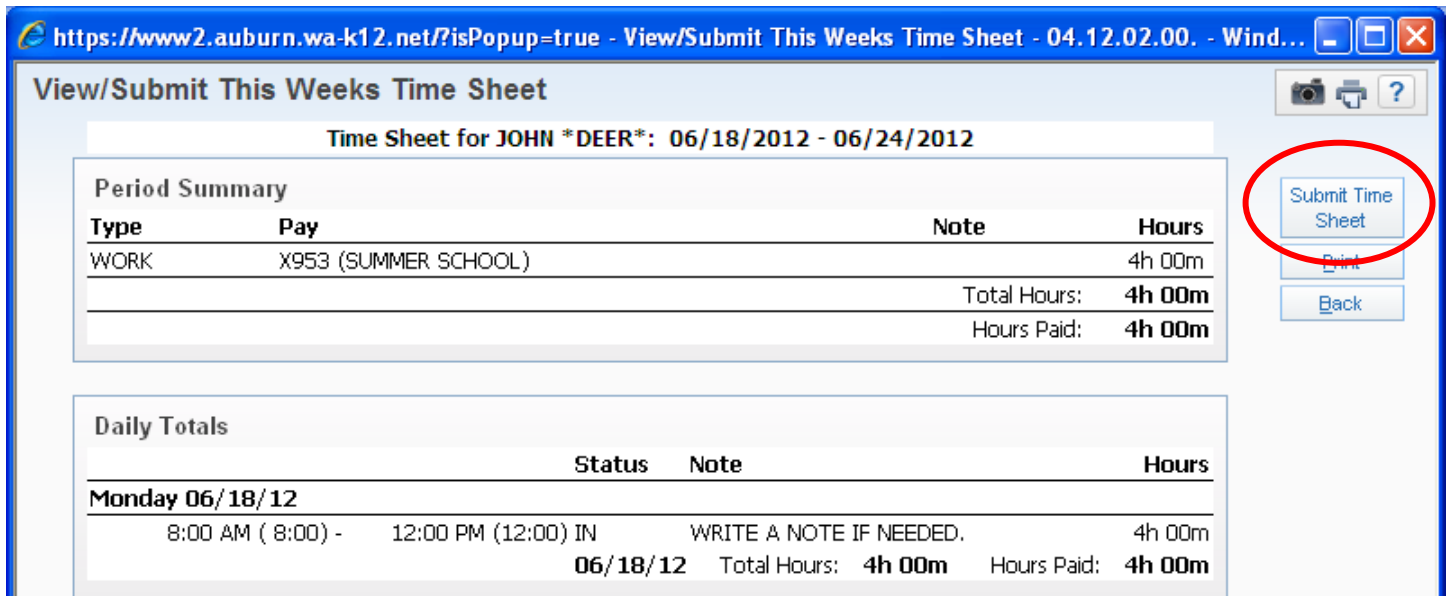
9. Click on the *Save* button to exit this screen.

10. Note that your time sheet information is now blank. Your time sheet has now been sent
electronically to your supervisor for his/her approval. Click on the *Close and then the Exit* button.