

CLOCK IN/OUT via Computer

Employee Access (same as what you use to look up check/pay info)

Click on TRUTIME Tab at top → Click on Quick Entry

IN Lunch Gone for Day (Icons at top of screen)

IN – To clock in → Choose “Primary = Yes” unless working another positions → Hit select (If no box to choose it will clock you in to your regular code.)

Gone for Day – To clock out

EDIT a Missing Record (In/Lunch/Out ARE input but something needs to be changed)

Highlight (by clicking on existing line) in blue line to be edited

Watch AM & PM – highlight & hit “A” key to change to AM & hit “P” key to change to PM
Save

ADD a Missing Record (In/Lunch/Out NOT input & need to be added)

Watch AM & PM – highlight & hit “A” key to change to AM & hit “P” key to change to PM
Save & Back

← Prev Day

Current Day

Next Day →

View/Submit Time Sheets

SUBMIT Time Sheet

Submit Time Sheet Weekly – every Fri if possible

Click on View/Submit Time Sheets

VIEW Time Sheet – to look at time sheet to make sure correct

SUBMIT Time Sheet – to submit time sheet once all In/Lunch/Out are correct – you need to click Submit time sheet again to really submit

PERSONAL/SICK/BEREAVMENT/DOCK DAYS

Time OFF Tab at top next to TruTime

My Request → Click on Add

Time off Code (Personal, Sick, etc - use drop down ↓ to select)

Reason (use drop down ↓ to select)

Description

Type: Single Day OR Day Range

Start & End Date

Start time (optional)

Select Employees to let know – always add Café Managers (Lois Chaudoin & Jane Darr)

Click Save (once you click save you cannot edit, must inform Joyce to request change)

NOTHING CHANGES WITH COMPUTER INPUT – STILL NEED TO KNOW REQUEST FOR TIME OFF AS FAR IN ADVANCE AS YOU CAN

IF YOU ARE ABSENT AND ABSENCE HAS NOT BEEN PRE-APPROVED - YOU CAN PUT IN SICK TIME DAY/NIGHT BEFORE OR MORNING OF DAY – BUT YOU MUST ALSO REPORT ABSENCE FOLLOWING STANDARD PRACTICE

7 ½ minute time frame for +/- quarter hour

DO NOT Clock In more than 7 minutes ahead of your shift without approval

DO NOT Clock Out more than 7 minutes beyond your end time without approval

CLOCK IN/OUT via TIME CLOCK

TIME CLOCK 4 digit ACCESS = Last 4 digits of your social
unless 1st digit is 0 then is last 3 digits of your social

CLOCK IN

Press F1 Type in access code Press Enter Choose IN

CLOCK OUT

Press F1 Type in access code Press Enter Choose GONE FOR DAY

GONE FOR DAY & SUBMIT TIME SHEET

Will show in/out and if correct F1 to submit

If in/out not correct will need to adjust via computer or time clock

INCREMENTS FOR ENTERING PERSONAL/SICK/BEAREAVEMENT/DOCK DAYS IF NOT A FULL DAY

8 hour position

Work or Off 1 hour = .12
Work or Off 2 hours = .25
Work or Off 3 hours = .37
Work or Off 4 hours = .5
Work or Off 5 hours = .62
Work or Off 6 hours = .75
Work or Off 7 hours = .87

7.5 hour position

Work or Off 1 hour = .13
Work or Off 2 hours = .27
Work or Off 3 hours = .4
Work or Off 4 hours = .53
Work or Off 5 hours = .66
Work or Off 6 hours = .8
Work or Off 7 hours = .93

6.5 hour position

Work or Off 1 hour = .15
Work or Off 2 hours = .30
Work or Off 3 hours = .46
Work or Off 4 hours = .61
Work or Off 5 hours = .77
Work or Off 6 hours = .92

6.25 hour position

Work or Off 1 hour = .16
Work or Off 2 hours = .32
Work or Off 3 hours = .48
Work or Off 4 hours = .64
Work or Off 5 hours = .77
Work or Off 6 hours = .96

6 hour position

Work or Off 1 hour = .16
Work or Off 2 hours = .33
Work or Off 3 hours = .5
Work or Off 4 hours = .66
Work or Off 5 hours = .833

5.75 hour position

Work or Off 1 hour = .17
Work or Off 2 hours = .34
Work or Off 3 hours = .52
Work or Off 4 hours = .69
Work or Off 5 hours = .87

5.5 hour position

Work or Off 1 hour = .18
Work or Off 2 hours = .36
Work or Off 3 hours = .54
Work or Off 4 hours = .73
Work or Off 5 hours = .9

5.25 hour position

Work or Off 1 hour = .19
Work or Off 2 hours = .38
Work or Off 3 hours = .57
Work or Off 4 hours = .76
Work or Off 5 hours = .95

4.25 hour position

Work or Off 1 hour = .23
Work or Off 2 hours = .47
Work or Off 3 hours = .7
Work or Off 4 hours = .88

3.75 hour position

Work or Off 1 hour = .27
Work or Off 2 hours = .53
Work or Off 3 hours = .8

3.5 hour position

Work or Off 1 hour = .28
Work or Off 2 hours = .57
Work or Off 3 hours = .85

3.25 hour position

Work or Off 1 hour = .3
Work or Off 2 hours = .61
Work or Off 3 hours = .92

2.75 hour position

Work or Off 1 hour = .36
Work or Off 2 hours = .72

2.5 hour position

Work or Off 1 hour = .4
Work or Off 2 hours = .8