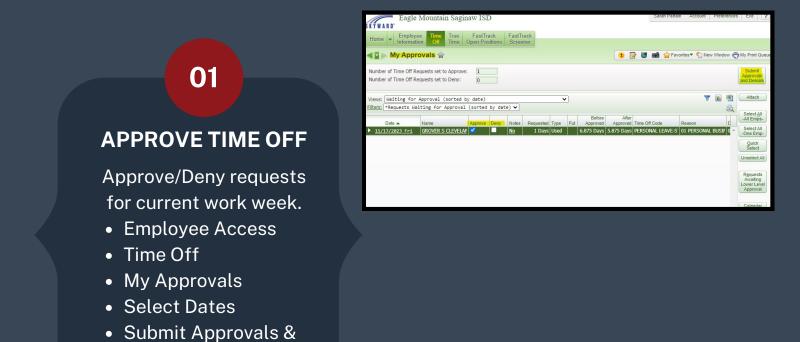


True Time Approving Timesheets **Quick Reference Guide**



Eagle N	Aountain	Saginaw ISD					Sarah Partai	n Account F	Preferences	Exit
ome - Employee Information		True FastTrack Time Open Position	FastTrack Screener							
Superviso	or Access	s 😭				• 🛛	🛃 💼 😭 Favi	orites 🔻 🐔 New V	Vindow 👘	My Print Q
ws: Adjustments -	By Name		Filters: *0	nly Show Empl	oyees That Repo	rt Directly t	o Me 🗸	7 🔟 📝	B 🕰	Refresh
Name 🔺	First	Middle	SSN Status		1) (1) kday Type	(1) Status	(1) Adjusted Start Time	(1) (1) Adjusted Adju End Time Pay	sted Code	
CLEVELAND	GROVER	S	9999 *TOF	N 05/2	L/2019 MODIFI	ED IN	8:20 AM	11:59 PM TEC	H ^	
Expand All Collapse	All Modify	Details (displaying 8 of	8) View Print	able Details						
Current Status										
 Workweek Totals 										
<< 06/11/2023 - 06	/17/2023 >>	Return to Current Week			View/Submit Tim	e Sheet				
Workday 06/11/2023 Sun	Start Time	e End Time	Lunch	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours	Di	
06/12/2023 Mon	8:00 AN	3:00 PM					7h 00m			
06/13/2023 Tue	8:00 AN						7h 00m			
06/14/2023 Wed										
06/15/2023 Thu										
06/16/2023 Fri										
06/17/2023 Sat										

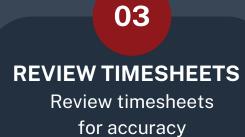
Denials



Review and make requested adjustments.

02

- Employee Access
- True Time
- Supervisor Access
- My Employee True Time



- Employee Access
- True Time
- My Employees Timesheets
- Unapproved
- View/Approve/Deny Individual Time Sheet

Eagle M	Iountain Sag	ginaw ISD						Sarah P	artain 🖌	ccount	Prefere	nces Exit ?
Home - Employee Information	Time Off Time	FastTrack Open Positic		astTrack creener								
My Employ	yees Unapp	roved Time	e She	ets 🏫			•	· 💻 📾 😭	Favorites	🖞 New	Windov	w 📩 My Print Queu
Views: Unapproved Tim	e Sheets - By	Name 🗸	Filters:	*Status - All	Unapproved		~]	7 🔟	29		Refresh
Last Name 🔺	First	Middle	SSN	Week Start	Week End	Status	Level	Org Chart Level		Buildi	ng C	View/ Approve/ Deny Individual
CLEVELAND	GROVER	S	9999	05/28/2023	06/03/2023	WFM	5	6-21-23-4-1		999	-	Time Sheet
												Mass Approve Time Sheets Waiting For My Approval
												Mass Print Time Sheets

04

APPROVE/DENY TIMESHEETS

- Employee Access
- True Time
- My Employees Timesheets
- Unapproved
- View/Approve/Deny Individual Timesheet
- Approve/Deny
- Save

Period Summary					
Supervisor	Туре	Pay		Note	Hours
SARAH PARTAIN	Work	sumsc (SUMMER SCHOOL PROFESSIONA	L)		28h 54m
1997 - 19			an fara	Total Hours:	28h 54m
				Hours Paid:	29h 00m
Daily Totals					
	Status	Note			Hours
Tuesday 05/30/23	3				
7:30 AM - 9:21	AM IN	7:30 am - forgot to clock in			1h 51m
9:21 AM - 11:59	PM IN				14h 38m
9:21 AM - 9:21	AM IN				0h 00m
9:21 AM - 9:21	AM LNCH				0h 00m
			05/30/23	Total Hours:	16h 29m
Wednesday 05/31	/23				
9:43 AM - 9:43	AM IN	7:30 am - forgot to clock in			0h 00m
9:43 AM - 9:43	AM IN				0h 00m
9:43 AM - 9:43	AM LNCH				0h 00m
10.53 444 10.53	AM IN	10:20 am forgot to clock in			0h 00m
10:53 AM - 10:53					
10:53 AM - 10:53 11:34 AM - 11:59	PM IN	11:15 am forgot to clock in			12h 25m