Click on True Time Box to Punch In and Out.

If you have favorites available, just click on the description that you want to do.

Click on IN button to punch in.
Click on 'Gone for the Day' when leaving for the day.
If you are instructed to punch out for lunch, click the 'Lunch' button when you leave and the 'IN' button when you return.
Most positions will deduct a half hour lunch at the midpoint of your day if you work over 6 hours.
If you are employed for multi-positions in the District, you will need to select the position you are currently punching in to work at.

You will then click on the 'Select' button.

If you are a multi-position employee and you go from one position to the next, you will need to punch into the next position with the 'Change Job' button.
At the end of your work week, you will need to submit your timesheet. You will submit your timesheet by clicking on the ‘View/Submit Time Sheets’ button.

When submitting timesheet, click on the week to be submitted. Then, click on ‘Submit Time Sheet’. If you have a printer available, you can print your timesheet before submitting.

Review timesheet before submitting, you will be paid the amount of hours on the timesheet. If time is incorrect, select the ‘Back’ button and fix incorrect time, then ‘Submit Time Sheet’ again.

It is your responsibility to get your timesheet(s) submitted and to your supervisor for approval. If timesheets are not submitted in time to be processed for the current payroll, they will be paid on the next payroll check run. The payroll schedule will be posted on the STMA website under “Staff Info” - “Payroll – Pay Schedule”.

If you click on True Time, you have a few options. If you need to correct a punched time on your timesheet, you could use ‘My History’ (see example below). If you would like to see if all your timesheets have been submitted, you could click on ‘Unsubmitted’ under ‘My Time Sheets’. Also, a history of timesheets is available under ‘History’.

If you need to correct punches, click on ‘My History’, then click ‘Expand All’. Click on the date you need to correct.
To make corrections, click on ‘Edit the Existing Times’ button. Click on ‘Add a missing Record’ to add missed punches. **Any changes you make will be recorded and visible under ‘Adjustments History’ on your timesheet. Adjustment history is also available on a report that your supervisor can create and run.

After all corrections are completed, Click the ‘Close’ button.

If a lunch was not deducted and it should have been, this is how you correct that. Make a note of the time you punched out for the day (ie...3 01 pm). Highlight the first ‘End Time’, change it to the time you left for lunch (ie...12:00pm)...SAVE. Next, ‘Add a Missing Record’ for the time you would have returned from lunch (ie...12:30pm=start time) and for the original ‘End Time’... SAVE. The screen will look like the next page...Continued.
Next, you will need to click on the 'Add Record' on the screen.

Then, you will need to click on the drop down arrow and click on 'LUNCH'. See results on next screen.
SAVE...
This is how your screen will look after the lunch status is entered.

Your timesheet will look like this after the lunch is added. You could now click on 'CLOSE' now.