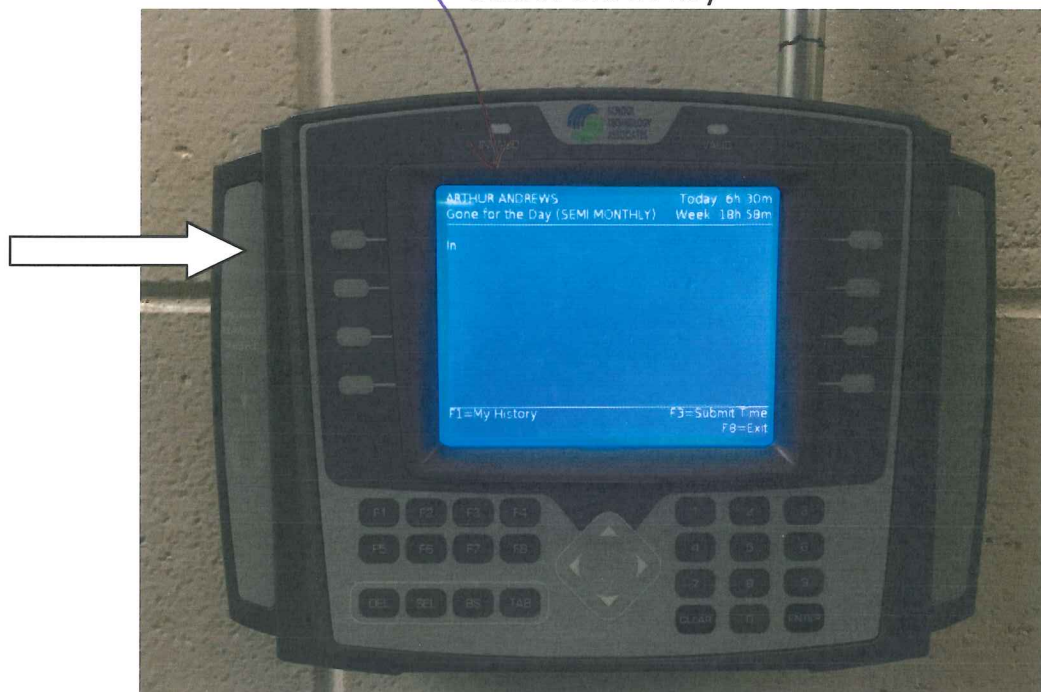# TRU TIME How to use the Time Clock

Please continue to do a paper time sheet in during this trial period

To clock IN hold your Prox Card to the time clock
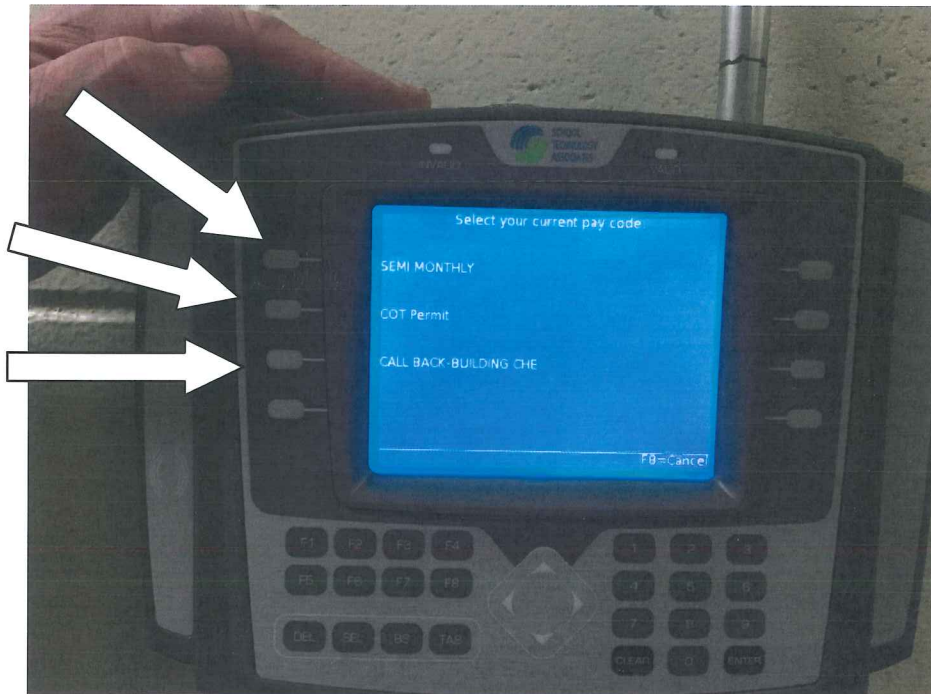

check name!

Select the IN key

Select one of the 3 and you can now start your day/night
* **SEMI MONTHLY** *(regular everyday schedule)* (July 1st this will change to "CUST HOURLY")
* **COT PERMIT** *(for over time)*
* **CALL BACK – BUILDING CHECK** *(automatic 2 hours for building check, call back alarm, etc)*

At the end of your day hold your card up to the time clock and choose GONE FOR THE DAY
If it is the end of your week you can SUBMIT TIME SHEET
If you are working OT for the weekend DO NOT submit your time sheet
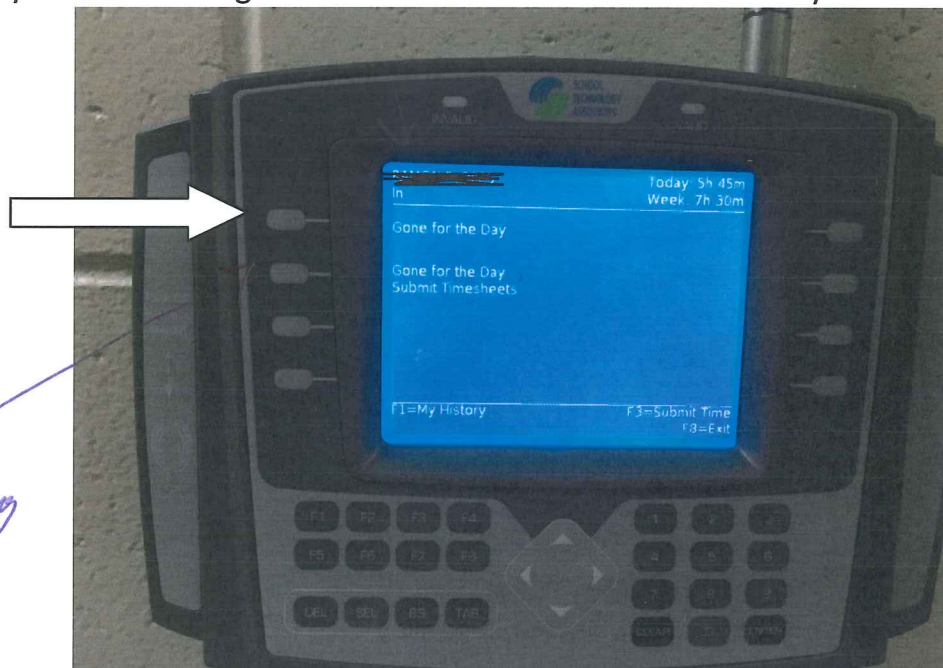
Push this
when done working
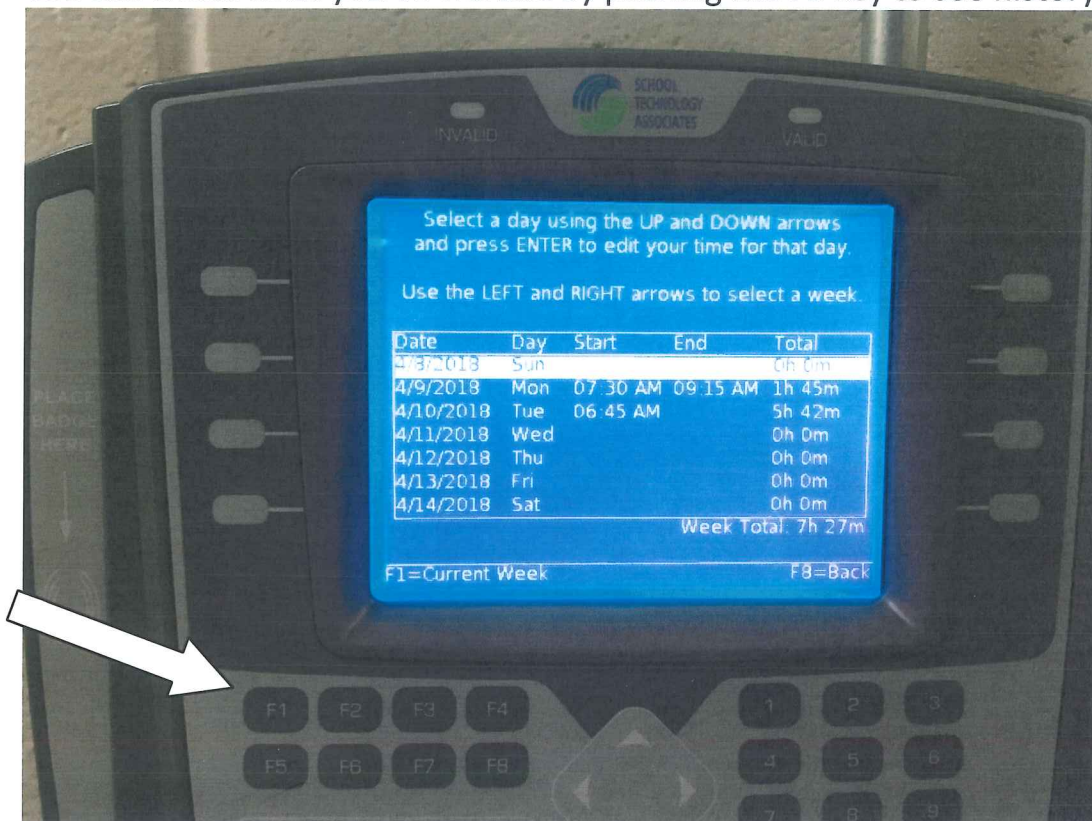for work week
(Sun – Sat)
Every week

Note: You will want to take note how many hours you have in for the today and the week. Your time is linked to your time off in Skyward. If you do not have 40 hours on Friday make sure you have time in Skyward before submitting.
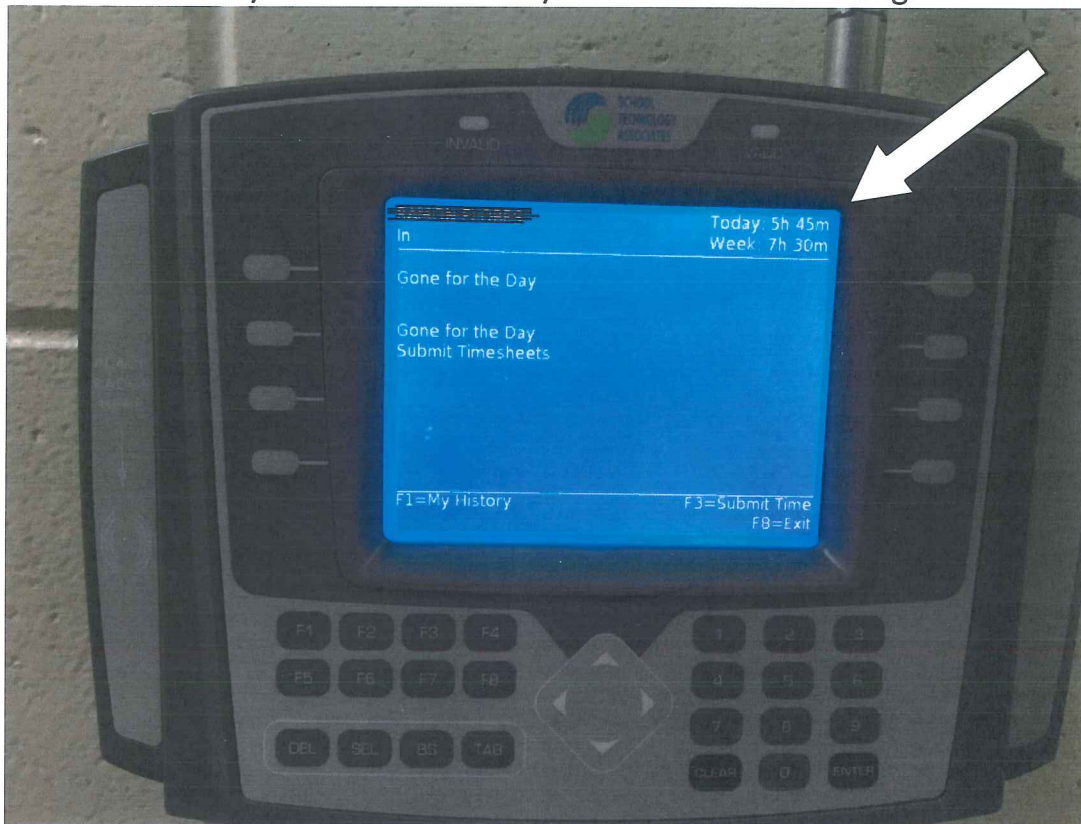
If you get an error repeat the steps
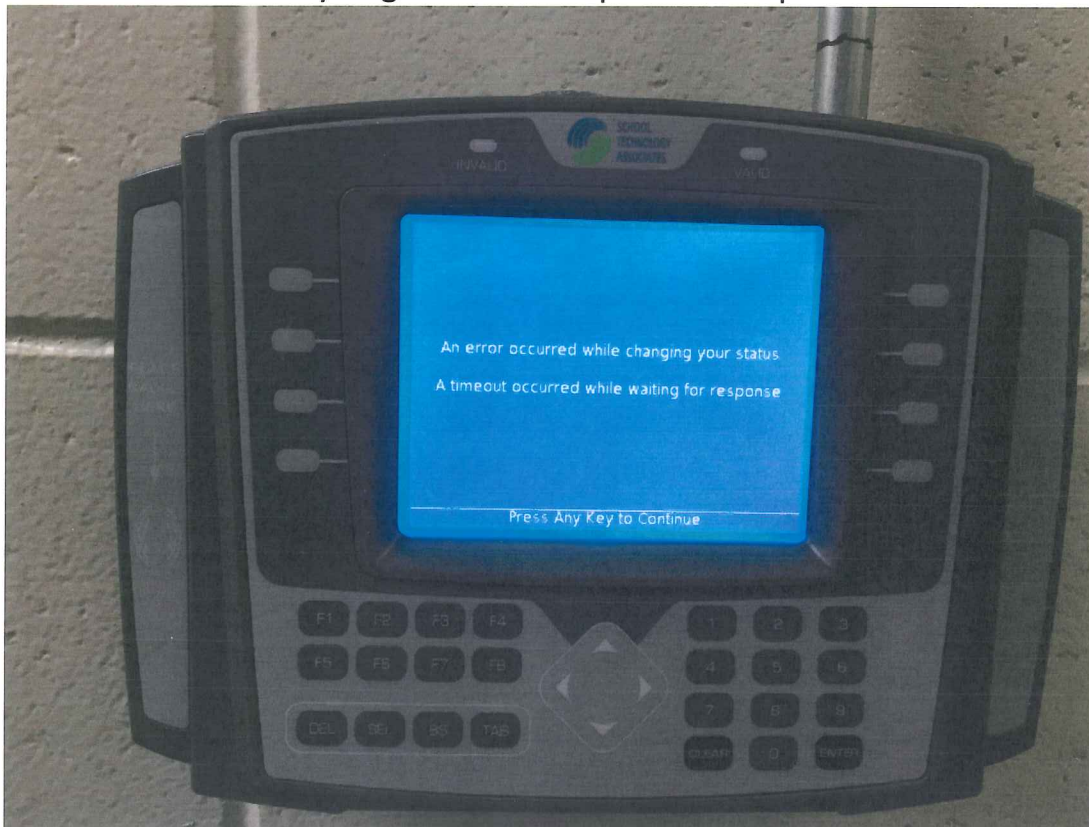
You can check what you've worked by pushing the F1 key to see history

You can see your day also by pressing ENTER (bottom right corner)