

VERONA AREA SCHOOL DISTRICT TRUE TIME PROCEDURES

TO LOG IN:

At time/date screen either:

Place proximity card close to card reader or

Place finger on finger print pad or

Press F1 and key in your employee number and press ENTER

Press tab on left side of screen to select “IN”

Once selection is complete, system will say “YOUR STATUS WAS CHANGED SUCCESSFULLY”

TO LOG OUT (long lunch, appointment, end of day):

At time/date screen either:

Place proximity card close to card reader or

Place finger on finger print pad or

Press F1 and key in your employee number and press ENTER

Press tab on left side of screen to select one of the following: “OUT TO LUNCH”

“TEMPORARILY OUT OF OFFICE”

“GONE FOR THE DAY”

Once selection is complete, system will say “YOUR STATUS WAS CHANGED SUCCESSFULLY”

TO LOG OUT AT THE END OF THE WORK WEEK AFTER YOUR DAY IS DONE:

**This option is to be used when you’ve finished working the last day of your work week. This submits your time to your supervisor for approval.

At time/date screen either:

Place proximity card close to card reader or

Place finger on finger print pad or

Press F1 and key in your employee number and press ENTER

Press tab on left side of screen to select the following: “GONE FOR THE DAY SUBMIT TIMESHEETS”

Press F1 to Submit Timesheet

Once complete, system will say “YOUR TIMESHEET WAS SUBMITTED SUCCESSFULLY”

TO MAKE ADJUSTMENTS TO YOUR HOURS FOR THE DAY/WEEK:

At time/date screen either:

Place proximity card close to card reader or

Place finger on finger print pad or

Press F1 and key in your employee number and press ENTER

Press F1 to view “MY HISTORY”

Use up and down arrows to select a day and press ENTER to edit your time for that day. Follow on-screen instructions to make necessary changes.

NOTE: The true time readers at each building are all connected on the same server – if you need to travel between schools, you will be able to log in/log out at whichever school you are at.