

## Add a Missing Record to Time Sheet (True Time)

Sign in to True Time

1. To add a missing record on the current day, Click on Add a Missing Record
2. To add a missing record for a previous day, click on Prev Day until you get to the day for which you want to add a missing record.

The screenshot shows the True Time interface. At the top left are icons for 'Change Job' and 'Gone for the day'. Below these are two main sections: 'Current Status' and 'Totals'. The 'Current Status' section shows: Current Status: **IN**, Start Time: **7:30 AM**, Current Time: **1:32 PM**, Duration: **6h 02m**, Scheduled Return: (empty), and Note: (empty). The 'Totals' section shows: Thu 02/28/13 Total: **5h 30m\***, Scheduled Hours: **8h 00m**, Lunch Total: (empty), and Weekly Total: **29h 30m\***. To the right of the 'Totals' section is a 'Refresh' button. Below these sections are navigation links: '<Prev Day', 'Current Day', 'Next Day>', and 'View/Submit Time Sheets'. The main section is titled 'Transactions for Thursday 02/28/2013 - SANDRA J BORING'. It contains a table with columns: Status, Start Time, End Time, Duration, and Pay Code. The first row shows: IN, 7:30 AM ( 7:29), 6h 02m, and SECR -. To the right of the table is a vertical menu with buttons: 'Edit the Existing Times', 'Add a Missing Record', 'Delete', and 'Close'. Red arrows point from the 'Add a Missing Record' button to the 'Add True Time Entry' window in the next screenshot.

Status	Start Time	End Time	Duration	Pay Code
IN	7:30 AM ( 7:29)		6h 02m	SECR -

3. Select the job for which you are adding the record.

The screenshot shows the 'Add True Time Entry' window. At the top is the title 'Add True Time Entry'. Below it are fields for: Date: **Thursday 02/28/2013**, Start Time: **01:34 PM**, End Time: **01:34 PM**, and Status: **IN**. To the right of these fields is a 'Note:' text area. Below the date and time fields are 'Views: General' and 'Filters: \*Skyward Default'. Below these are four rows of job selection data. The first row is selected. To the right of the job selection data are buttons: 'Check Spelling', 'Save', and 'Back'. Red arrows point from the 'Add a Missing Record' button in the previous screenshot to the 'Add True Time Entry' window, and from the 'SUMMR' job entry to the 'Save' button.

Select	Primary	Pay Code	Description
<input checked="" type="checkbox"/>	Yes	SECR	SECRETARY
<input type="checkbox"/>	No	FITNS	FITNESS FACILIT
<input type="checkbox"/>	No	PACE	PACE EMPLOYEES
<input type="checkbox"/>	No	SUMMR	SUMMER HOURLY

4. Change the start and end times as needed. Make sure to adjust the AM and PM as needed.
5. Enter a reason why you are adding the missing record in the note section.
6. Click on Save