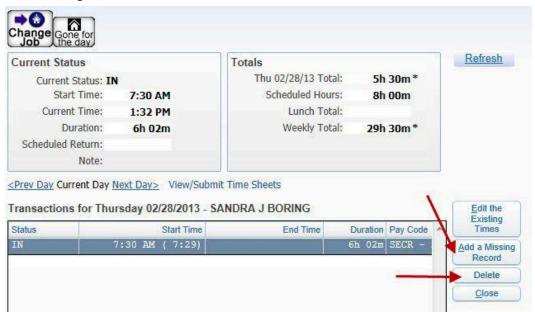
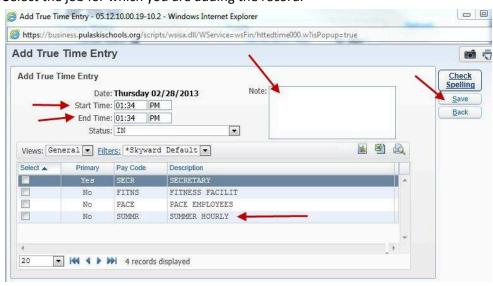
Add a Missing Record to Time Sheet (True Time)

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.



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



- 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