

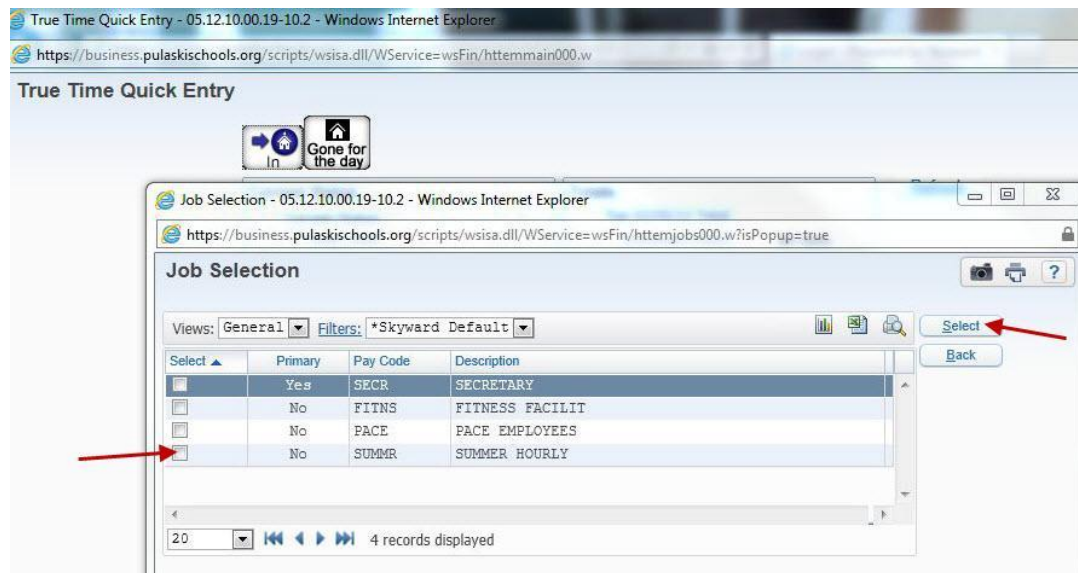
True Time Directions

Punch In

1. Click on True Time under the Quick Links section on the staff home page,
(<http://www.pulaskischools.org/staff/start-page>)
2. Type in your access code assigned by the Business Office



3. Click on Sign in
4. Click on the IN button
5. Click in the check box for the correct job you will be doing, this example Summer Hourly



6. Click on Select
7. Click on Close to exit True Time

Punch Out

1. Repeat steps 1-3 above to login
2. Click on Gone for the day button

True Time Quick Entry

Current Status	Totals
Current Status: IN	Sat 06/07/14 Total: 1h 15m
Start Time: 3:15 PM	Scheduled Hours:
Current Time: 4:24 PM	Lunch Total:
Duration: 1h 09m	Weekly Total: 35h 00m
Scheduled Return:	
Note:	

[<Prev Day](#) [Current Day](#) [Next Day>](#) [View/Submit Time Sheets](#)

[Refresh](#)

3. Click on Close to exit True Time