

Employee Time Card Online Submission Guide

Beginning in November 2020, all extra duty, extra hours, overtime, and substitute time cards will need to be submitted digitally through an online system named Informed K12.

Please note that all the time cards have been consolidated into one time card for both Certificated and Classified Staff. For some employees, this time card may look different than what you are used to using.

This guide will walk you through how to fill it out.

Please use this link, or navigate through the District Website to access the form:

<u>https://app.informedk12.com/link_campaigns/employee-timecard-electronic-form?token=QDGfbWJdwn52ExtcZBJJgvLM</u>

This link will take you to this page.

Employee Timecard	E	SULPHUR SPRI	NGS UNION SCHOO PLOYEE TIME CAR	DI DISTRICT
OUR FULL NAME / SU NOMBRE COMPLETO	NAME JOB T	тиг	LOCAT	OH
Cristina Fiock		TIME IN TIME OUT	HOURS	PURPOSE
YOUR EMAIL / SU CORREO ELECTRÓNICO				
cfiock@sssd.k12.ca.us				
Enter to receive confirmation of submission.				
Go to form / Ir al formulario				
	I HEREBY CENTY	Y that I have worked for the Sulphs	Total T ar Springs Union School Dir	ime trict on the days and hours as stated above.
	Signature	Date		

- 1. Enter your Full Name
- 2. Enter your Email Address.
- 3. Click "Go to Form"

Em	ployee Time	card				Ini	tiated 1 minute ago		
Curre	ntly on Step 1 of 3								
Pleas	e fill out the following fo	orm and subm	nit it below.						
					🕹 Vi	ew/Print Blank Form	Save progress		
				~ Page 1 / 1 ~					
	SULPHUR SPRINGS UNION SCHOOL DISTRICT								
	NAME								
	JOB TIT	'LE		LO	CATION Select	~			
	CHARGE TO								
	DATE	TIME IN	TIME OUT	HOURS	PUR	POSE			
	mm/dd/yyyy	00:00 AM	00:00 AM						
	mm/dd/yyyy	00:00 AM	00:00 AM						
	mm/dd/yyyy	00:00 AM	00:00 AM						

Please complete the highlighted red sections.

- a. **Select** from the drop down menu if you are a Certificated or Classified employee.
- b. Select from the drop down menu the reason why you are completing this time card.
 - a. Teachers- Extra Duty
 - b. Teacher Substitutes
 - c. Classified Additional Hours
 - d. Classified Substitutes Hours
 - e. Classified Overtime Hours
- c. Enter your full name (First Name and Last Name)
- d. Enter the Job Title for which these hours are for.
- e. Select your School/Department
- f. Enter the Date(s) with Time In and Time Out as well as the Purpose (reason) for these additional or sub hours. The program will automatically calculate the hours for each day and total the hours at the bottom of the card.

Please note that you are able to **save your progress** every day. Please click on "**Save Progress**" to do this. You can come back on a different day to complete and submit it.

Employee Timecard Initiated 26 minutes ago	
Currently on Step 1 of 3 Please fill out the following form and submit it below.	
★ View/Print Blank Form Save progress	
~ Page 1 / 1 ~	
SULPHUR SPRINGS UNION SCHOOL DISTRICT	
JOB TITLE F LOCATION Business Services	

Once you have completed the above section, please sign the Time Card at the bottom of the page.

	mm/dd/yyyy	00:00 AM	00:00 AM					
	mm/dd/yyyy	00:00 AM	00:00 AM					
	mm/dd/yyyy	00:00 AM	00:00 AM					
	mm/dd/yyyy	00:00 AM	00:00 AM					
	mm/dd/yyyy	00:00 AM	00:00 AM					
	mm/dd/yyyy	00:00 AM	00:00 AM					
	mm/dd/yyyy	00:00 AM	00:00 AM					
	mm/dd/yyyy	00:00 AM	00:00 AM					
	I HEREBY CERTIFY Click to sign Signature	f that I have wor	rked for the Sulp 10/30/2020 Date	hur Springs Union Scho	ol District on the days	and hours as stated	above.	
	Approval		Date					
Submit form / Enviar formulario								

When you are ready to submit the form, please hit the red "Submit Form" button.

A window will pop up which asks you to "Select Recipient."

Please select your school site from the drop down menu.

Please click on "Send to this recipient" after selecting your school site.

		🛃 View/Print I	Blank Form	Save
			×	
Please select next rec	pient below	Send to this recipient		
Office Manager/Dept. S Secretary	elect recipient 🗸	-		
Email				
Cc Send a view-only link	mail (include multiple by se	eparating with commas)		
Email Subject				
Sign or Review: Form	for {recipient} titled Emplo	yee Timecard	we.	
Message				
You have received a Please fill out your pa on the online form ar	document for {recipient} fro arts of the form and submit nd website.	om Cristina Fiock. t according to instructions	1	
Allow replies to this	email			
	Submit form / Enviar for	mulario		

Your time card will now be routed to the appropriate person for review and approval.

You can always log into your account and review all time cards that you have submitted.