Logging In/ Logging Out

1. Click the True Pay icon on your desktop

   Note: Alternatively, you can click the True Pay link in the quick links section from the Commons home page.

2. Enter your Employee ID in the User ID field and your Network password in the Password field, then click Log In.

3. Click the Log Out link in the upper-right corner of True Pay.

Home Screen Overview

1. True Pay Banner
   Contains Home and Help icons. Returns you to the Home Screen from any screen in True Pay.

2. Home Screen Workspace
   Contains action or task category boxes. Each category box contains task links to various functions with True Pay.

Time Entry Category Box
   My Timesheet – View and edit your timesheet.
   Go to Web Clock – Access the Web Clock to record your time.

Reporting Category Box
   View Reports – View time and attendance reports.

Schedule Category Box
   My Calendar – View your calendar.
   My Time Off – Request or cancel time off.

Leave Balances Category Box
   Displays current available bank balances.

Employee Leave Requests Category Box
   Displays the time off requests made by employees and their current status.
1. From the True Pay Employee Dashboard, click **Go To Web Clock** from the Time Entry category box.

2. If you have multiple assignments, select the appropriate assignment from the **Choose an Assignment** box.

3. Click the **In for Work** at the beginning of your shift or **Out from Work** at the end of your shift.

4. Click the **Home screen** button to go back to your employee dashboard.

5. Click the **Timesheet** button to go to your timesheet.

6. Click the **Log out** button to log out of the system.

**Note:** If you are using the web clock at a public kiosk, you must log off after all transactions.

7. Punches collected at the web clock populate the timesheet.