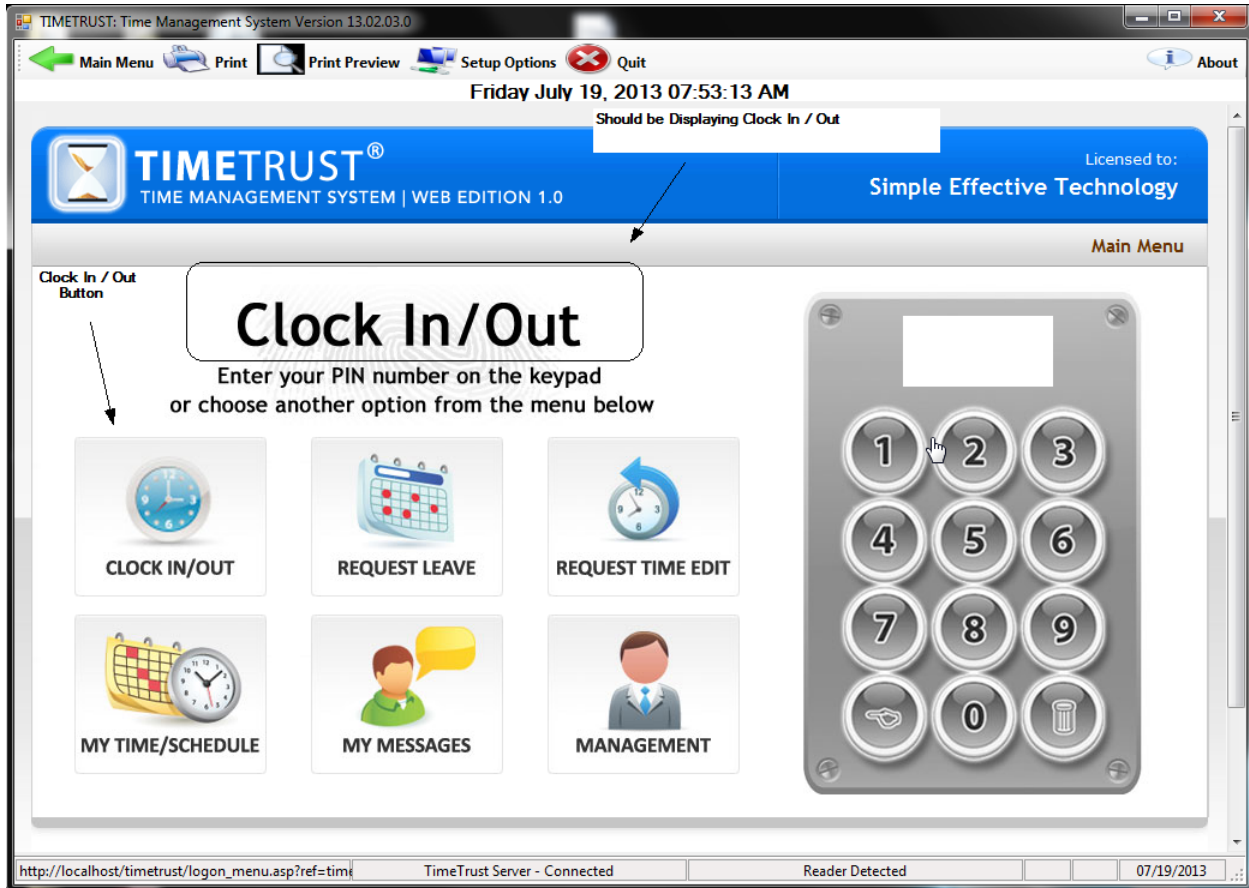


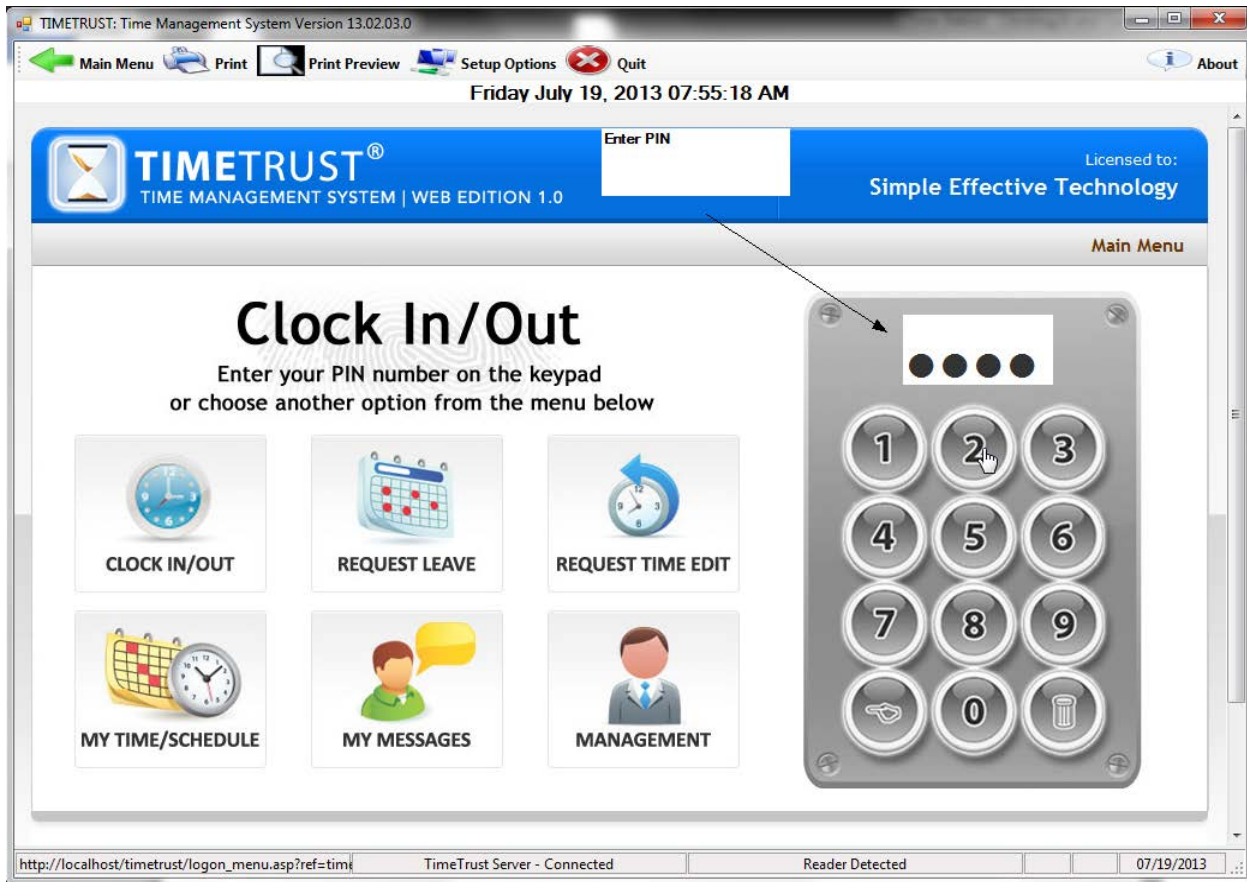
Clocking In and Out

1. Clocking In.

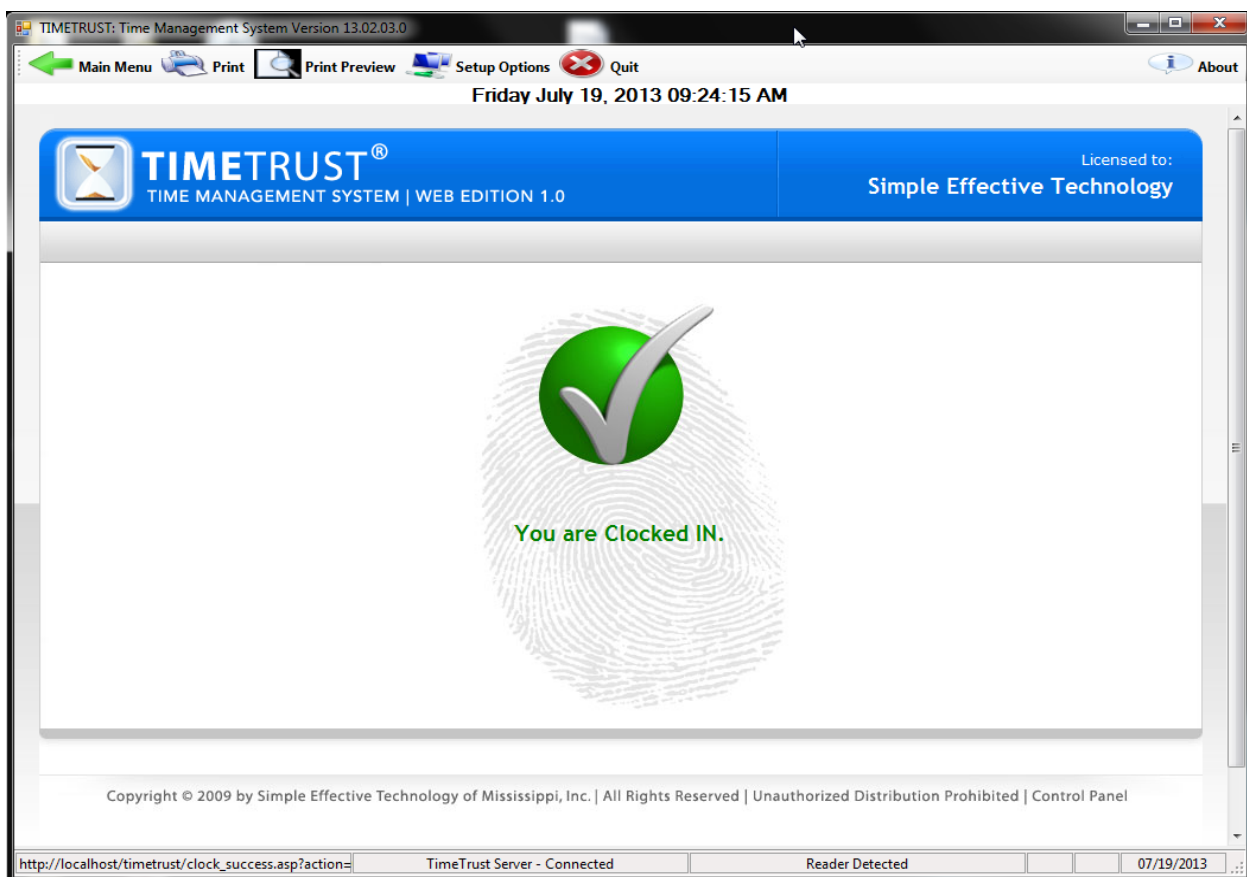
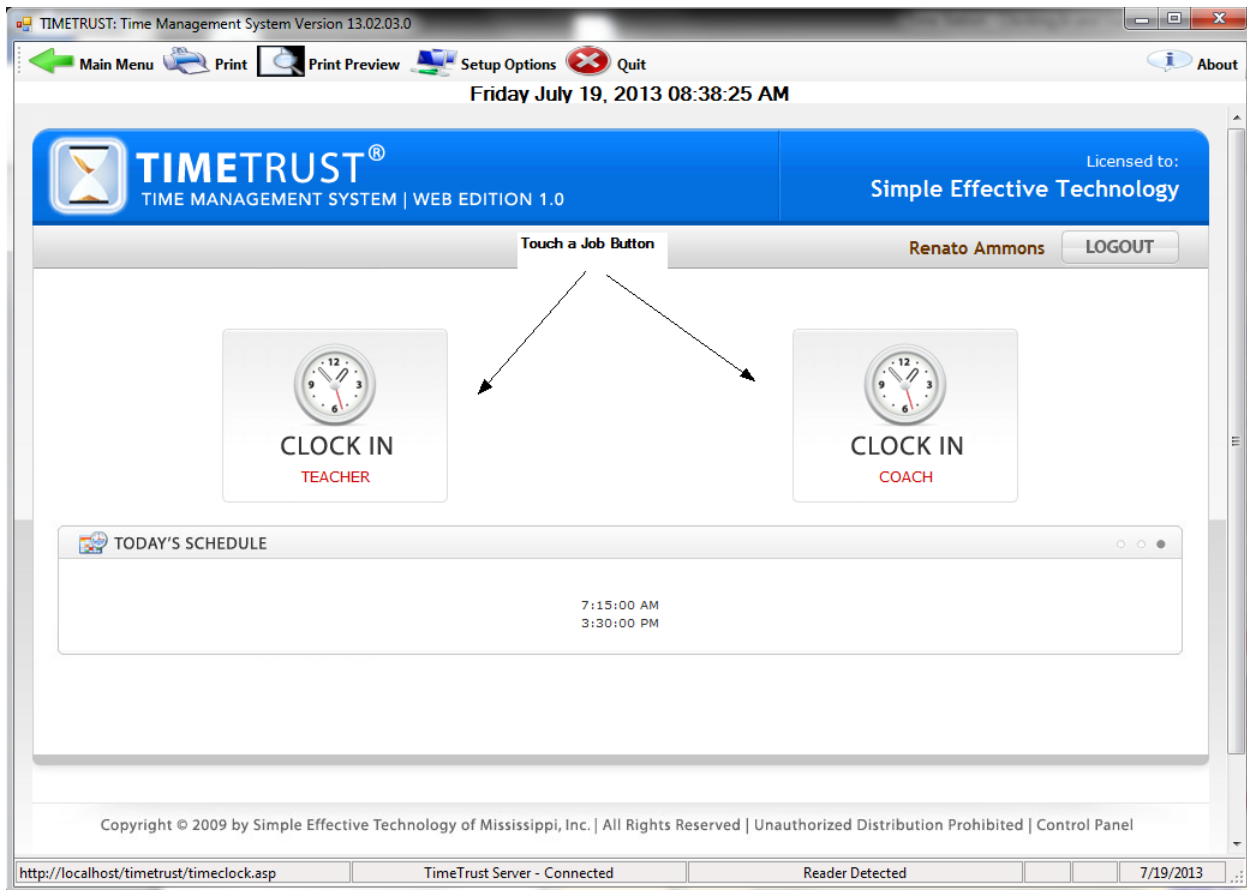
- a. The TimeTrust Station normally displays Clock In/Out in the title. If the title is not displaying Clock In/Out, touch the Clock In / Out button.



- b. Enter your PIN. You will next be prompted to confirm with a fingerprint validation.

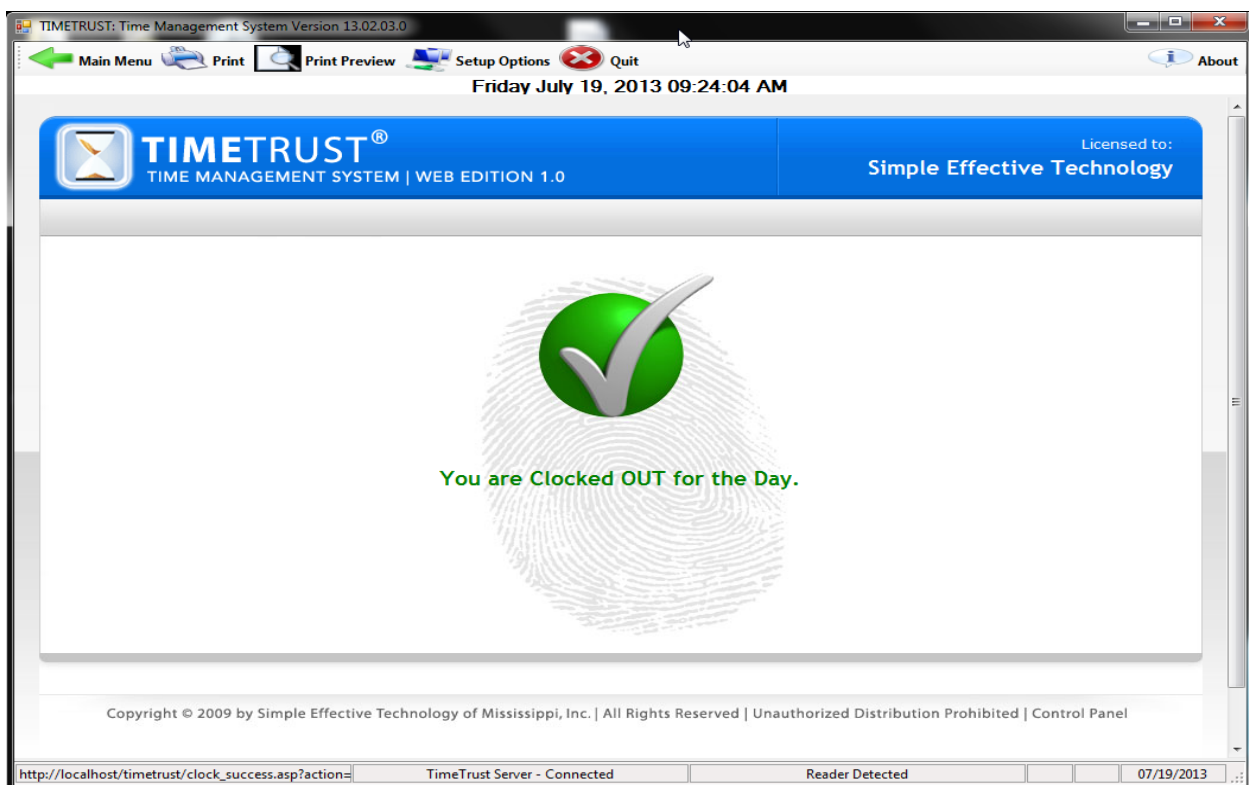
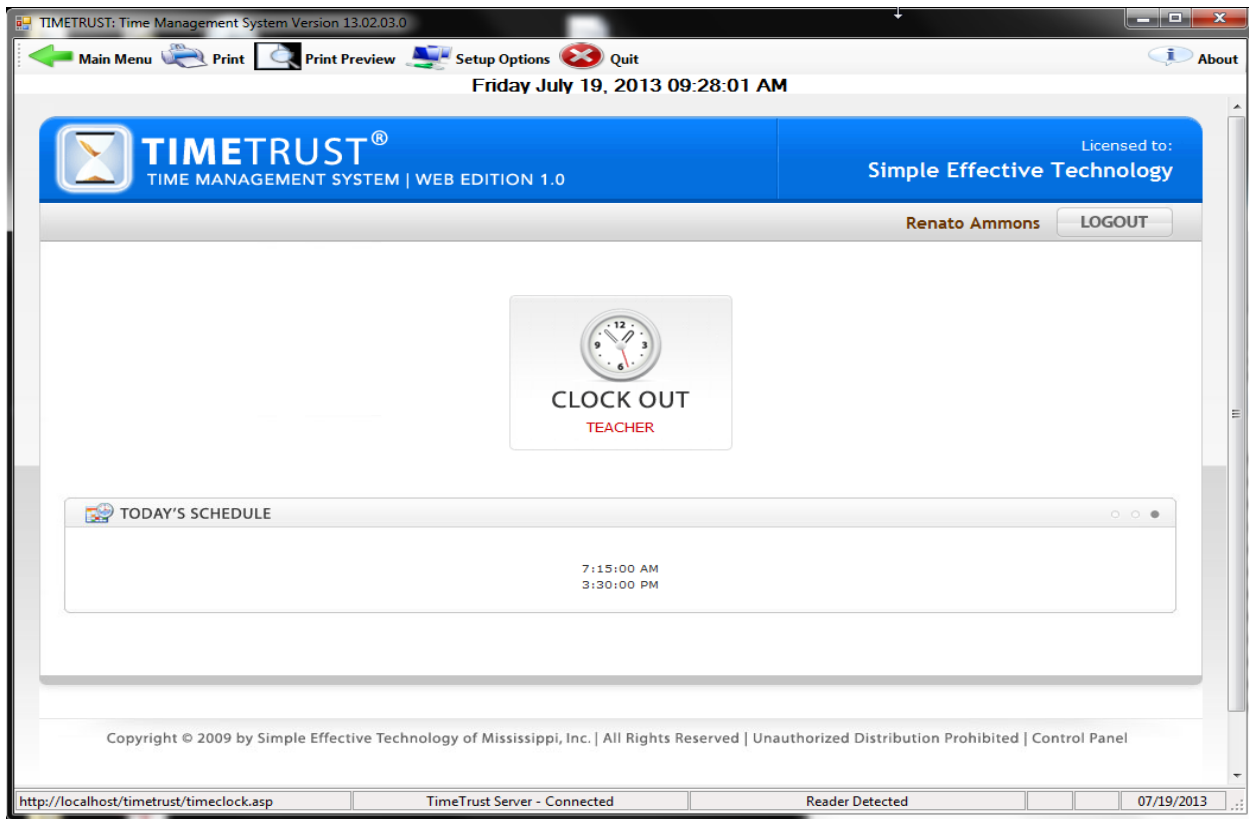


- c. Your jobs will be displayed. Touch the job that you are clocking into. You will receive a validation screen. You are now clocked in.



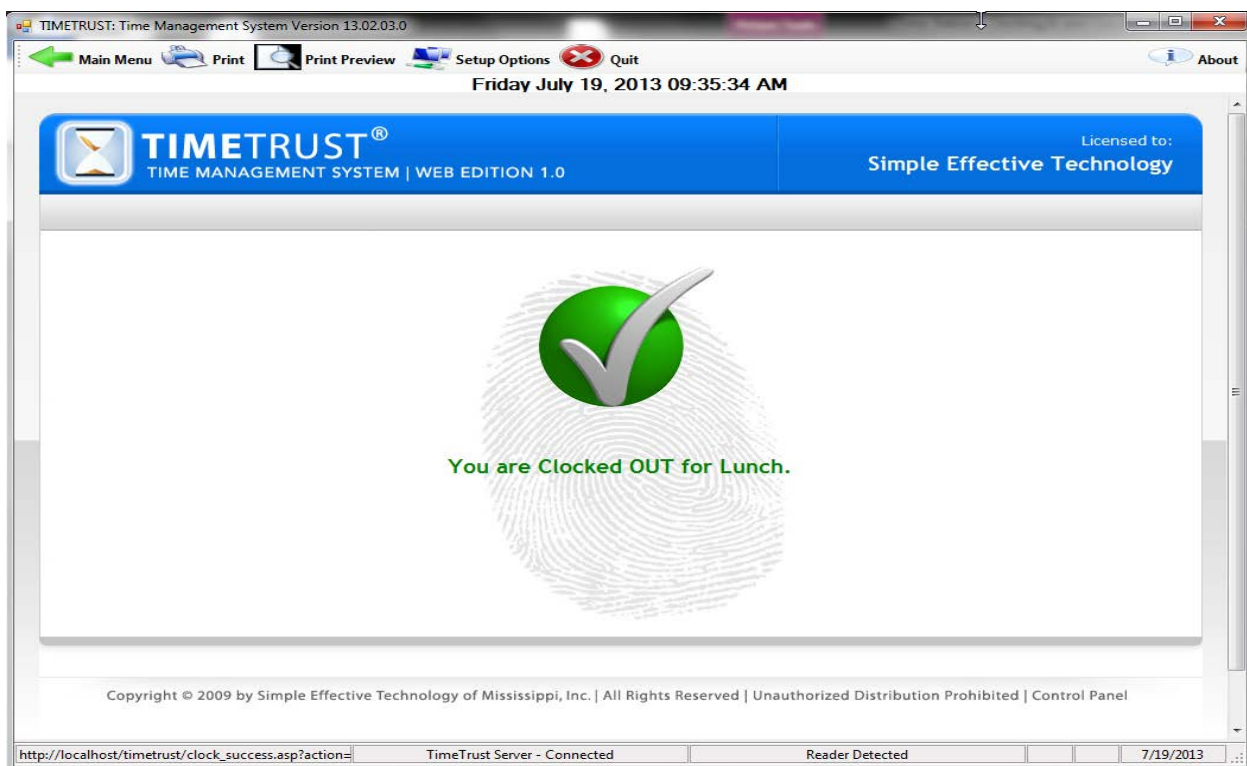
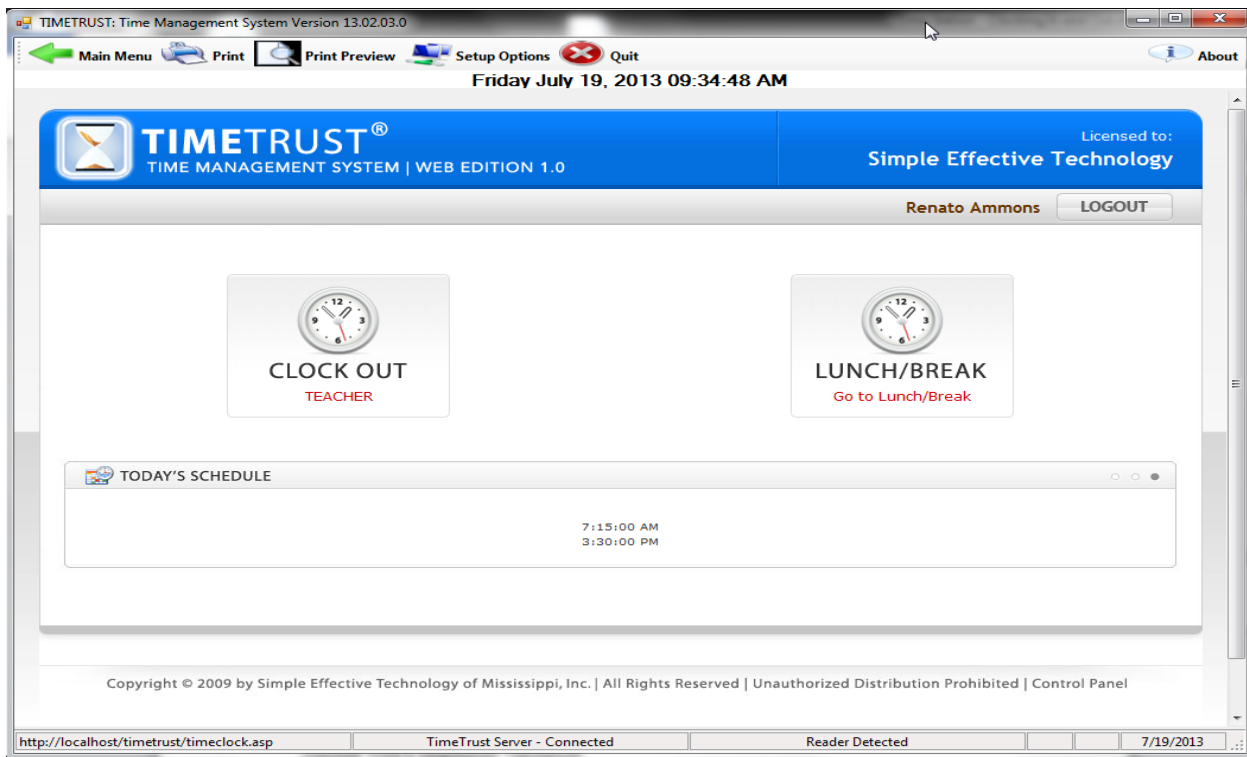
2. Clocking Out for the Day.

- a. Enter your PIN. You will next be prompted to confirm with a fingerprint validation.
- b. The job that you are currently clocked into will be displayed. Touch the job. You will receive a validation screen. You are now clocked out.



3. Clocking Out for Lunch or a Break.

- a. If you are setup to clock out for lunch or a break; Enter your PIN. You will next be prompted to confirm with a fingerprint validation.
- b. You will be presented with buttons that will allow you to clock out for the day or to clock out for a lunch or break. Touch the Lunch / Break button. You will receive a validation screen. You are now clocked out for lunch or a break.

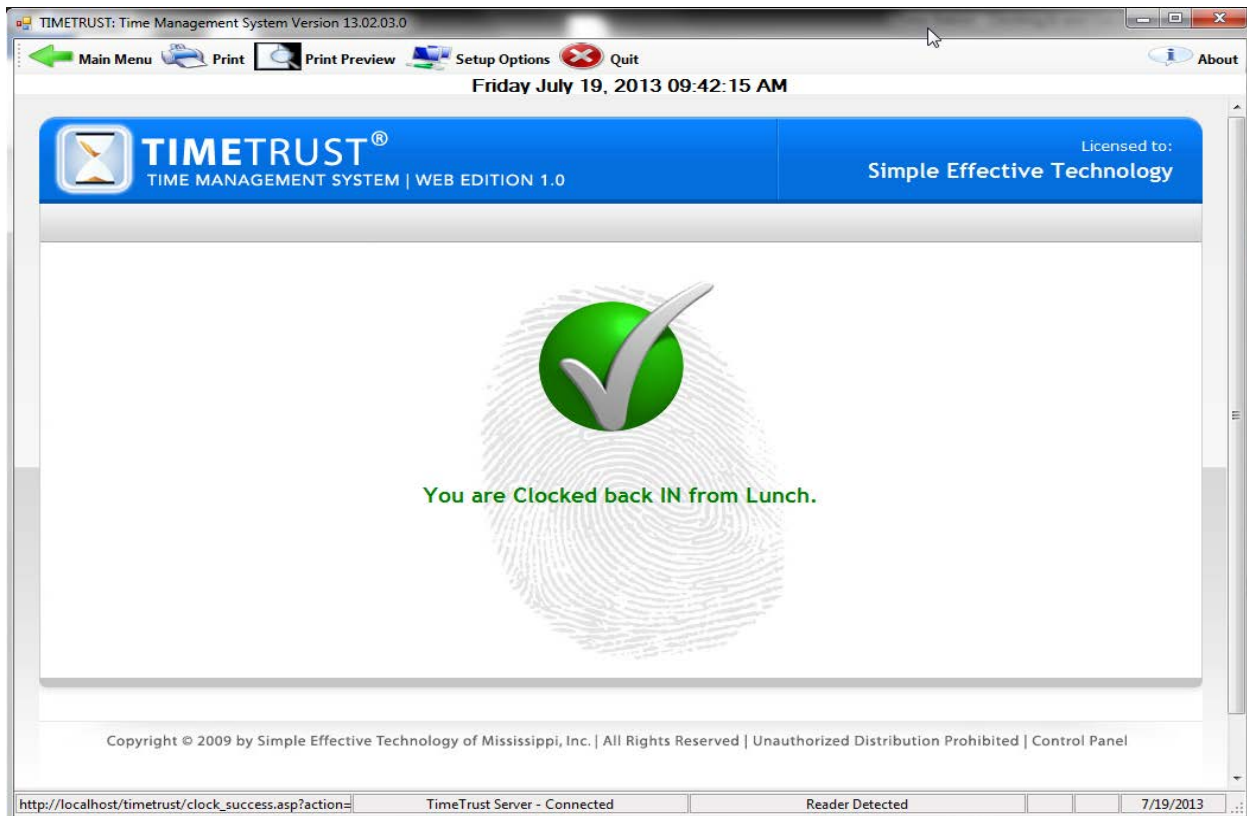
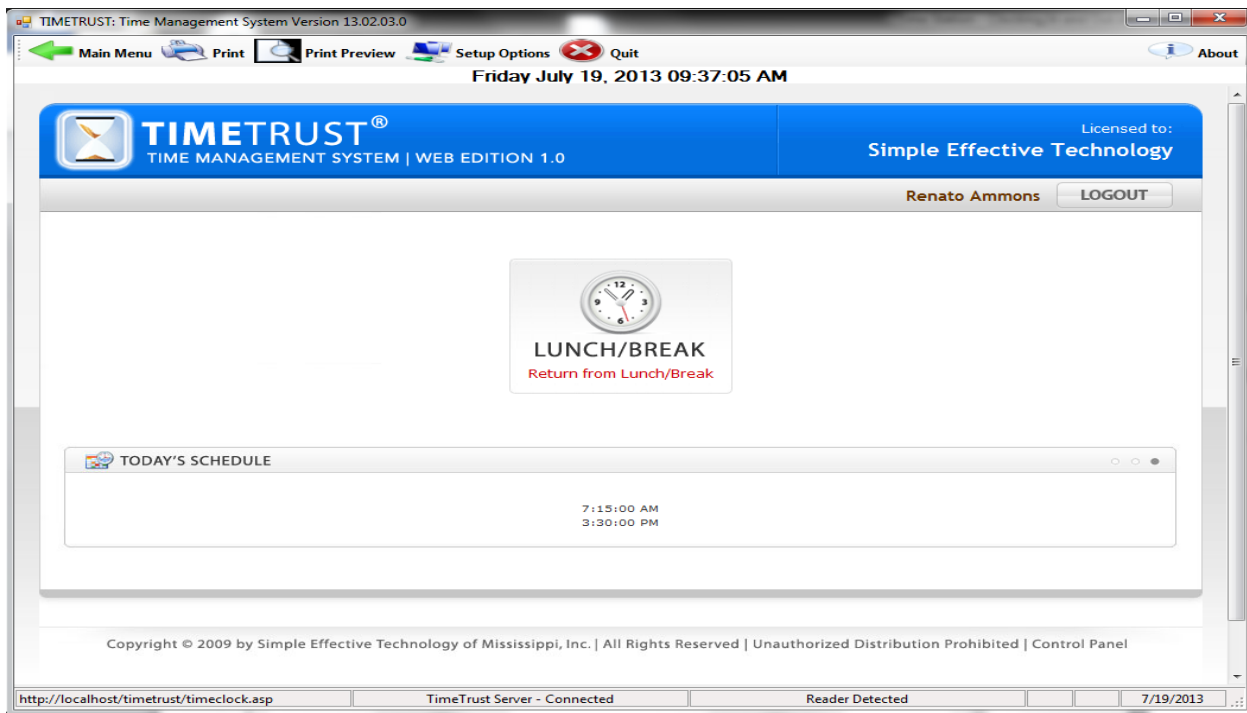


4. Clocking Back in from Lunch or a Break.

- a. Enter your PIN. You will next be prompted to confirm with a fingerprint validation.

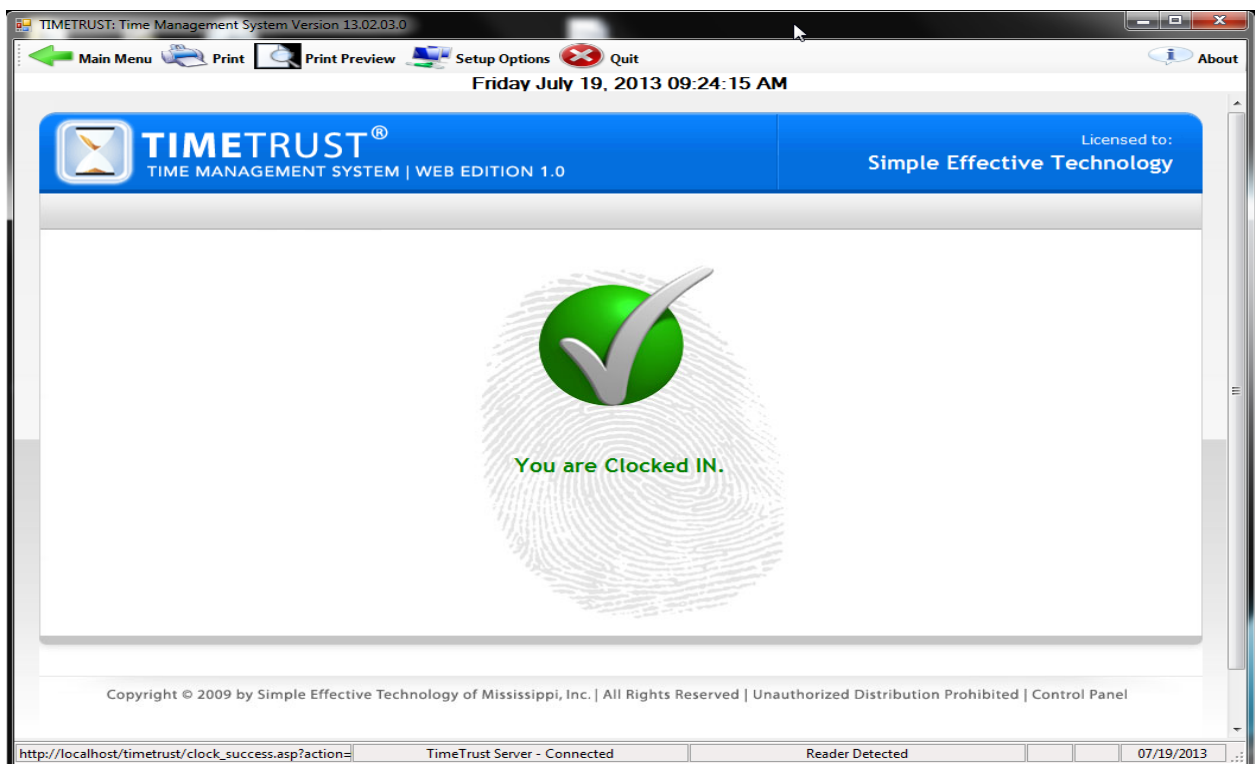
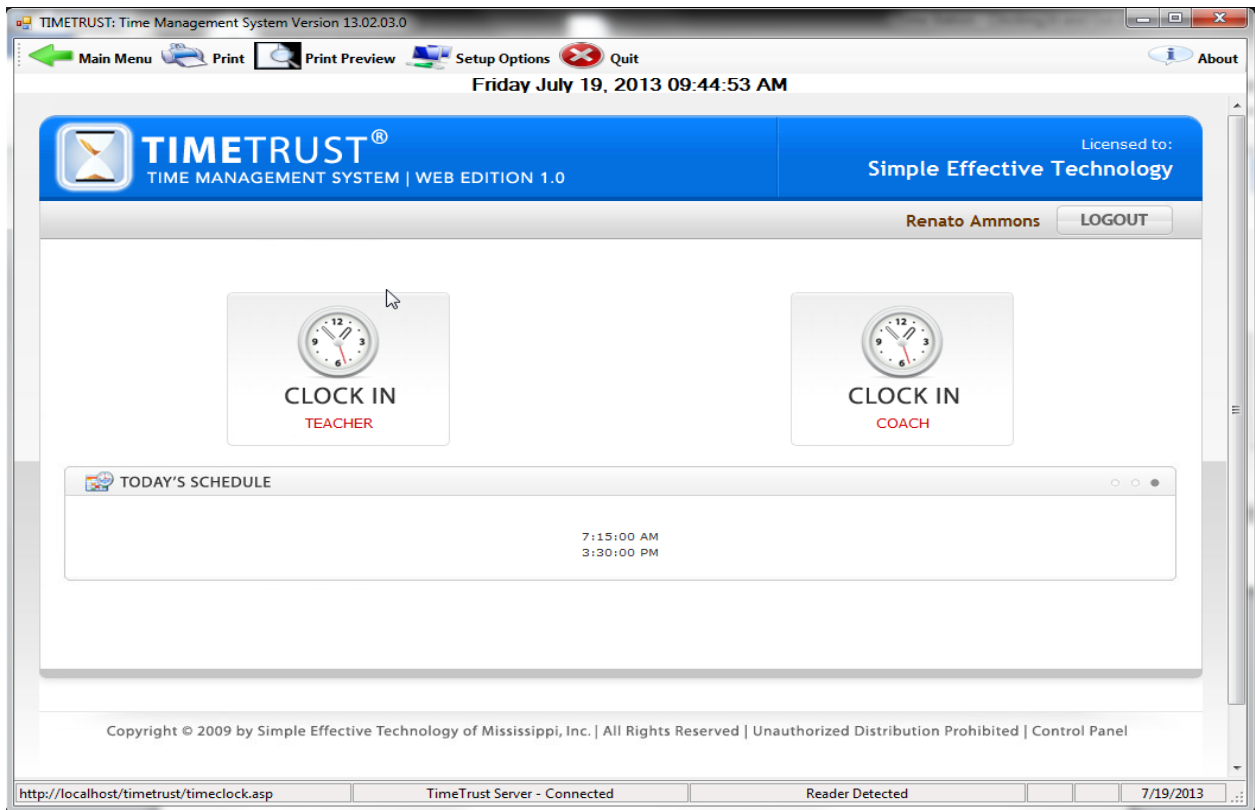
If you only have one Job:

- b. You will be presented with a button that will allow you to clock back in. Touch the Lunch / Break button. You will receive a validation screen. You are now clocked back in.



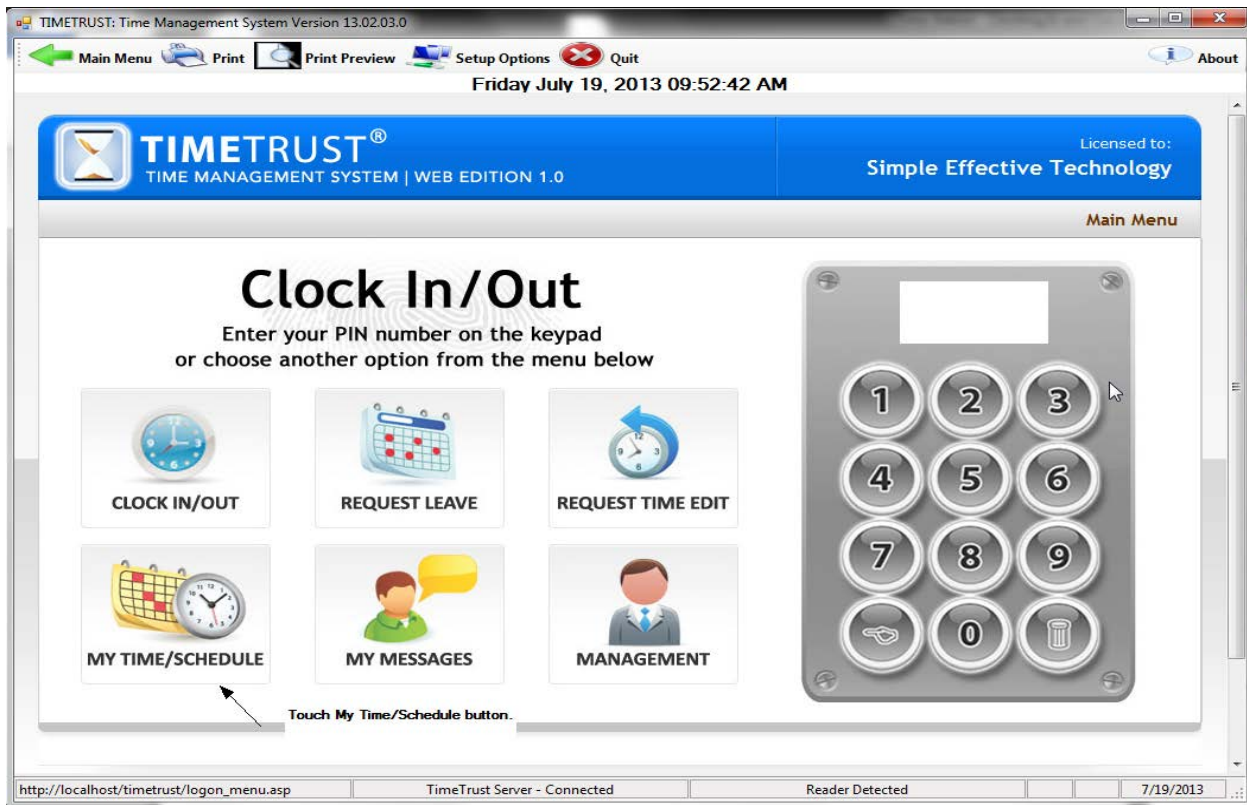
If you have more than one Job:

- c. You will be presented with a button that will allow you to clock back in. Touch the Lunch / Break button. You will be clocked back in from your Lunch or Break. Your jobs will be displayed. Touch the job that you are clocking into. You will receive a validation screen. You are now clocked back in.



5. Checking your Current Clock In / Out Status.

- a. Touch the My Time / Schedule button.



- b. Enter your PIN. You will next be prompted to confirm with a fingerprint validation. After validation you will be presented with a page that summarizes the hours worked the current week. Also your current Clock In / Out status is displayed. Touch the LOGOUT button located at the top right of the page to exit.

TIMETRUST: Time Management System Version 13.02.03.0

Main Menu Print Print Preview Setup Options Quit

Friday July 19, 2013 07:57:06 AM

Renato Ammons LOGOUT

Week of 7/14/2013 to 7/20/2013
Total Hours: 34.00

Hours Worked for Current Week

Currently Clocked In at Friday 8:00:00 AM

Sunday 7/14/2013	Monday 7/15/2013	Tuesday 7/16/2013	Wednesday 7/17/2013	Thursday 7/18/2013	Friday 7/19/2013	Saturday 7/20/2013
0.00	8.00	8.00	9.00	9.00	0.00	0.00

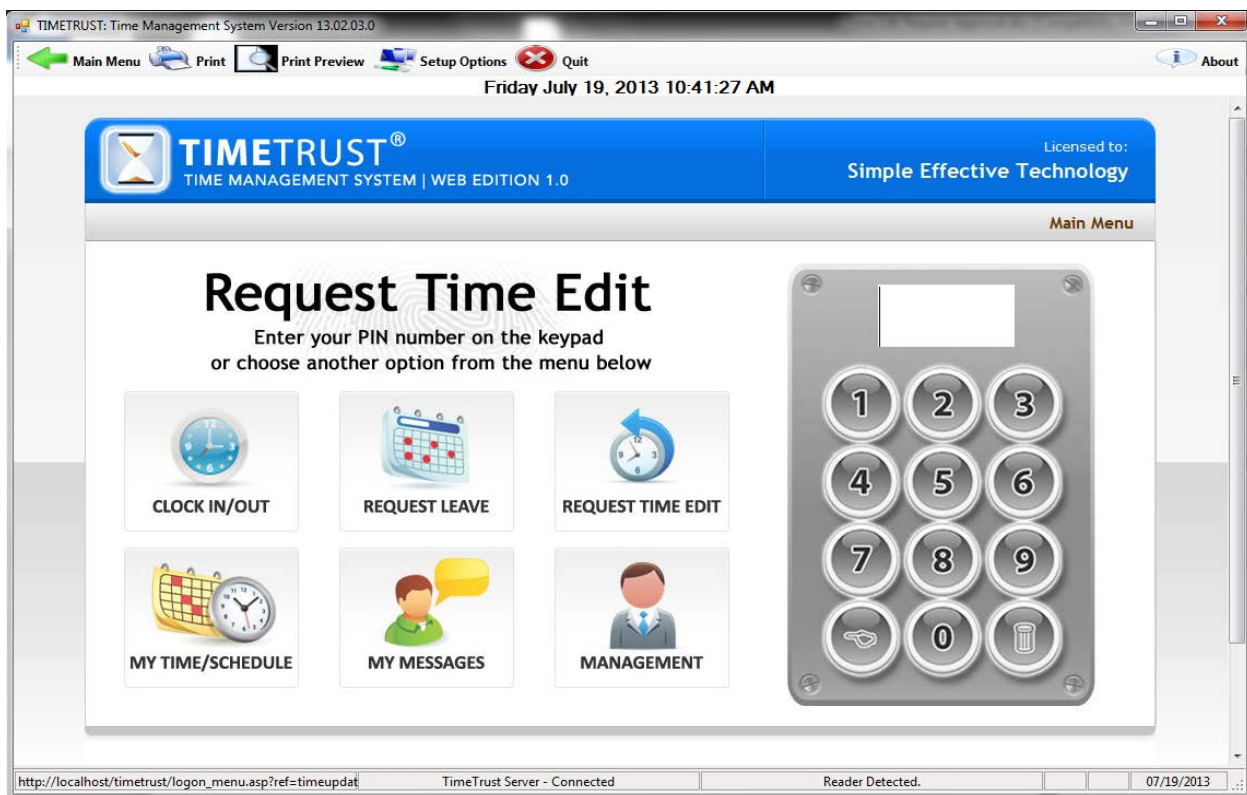
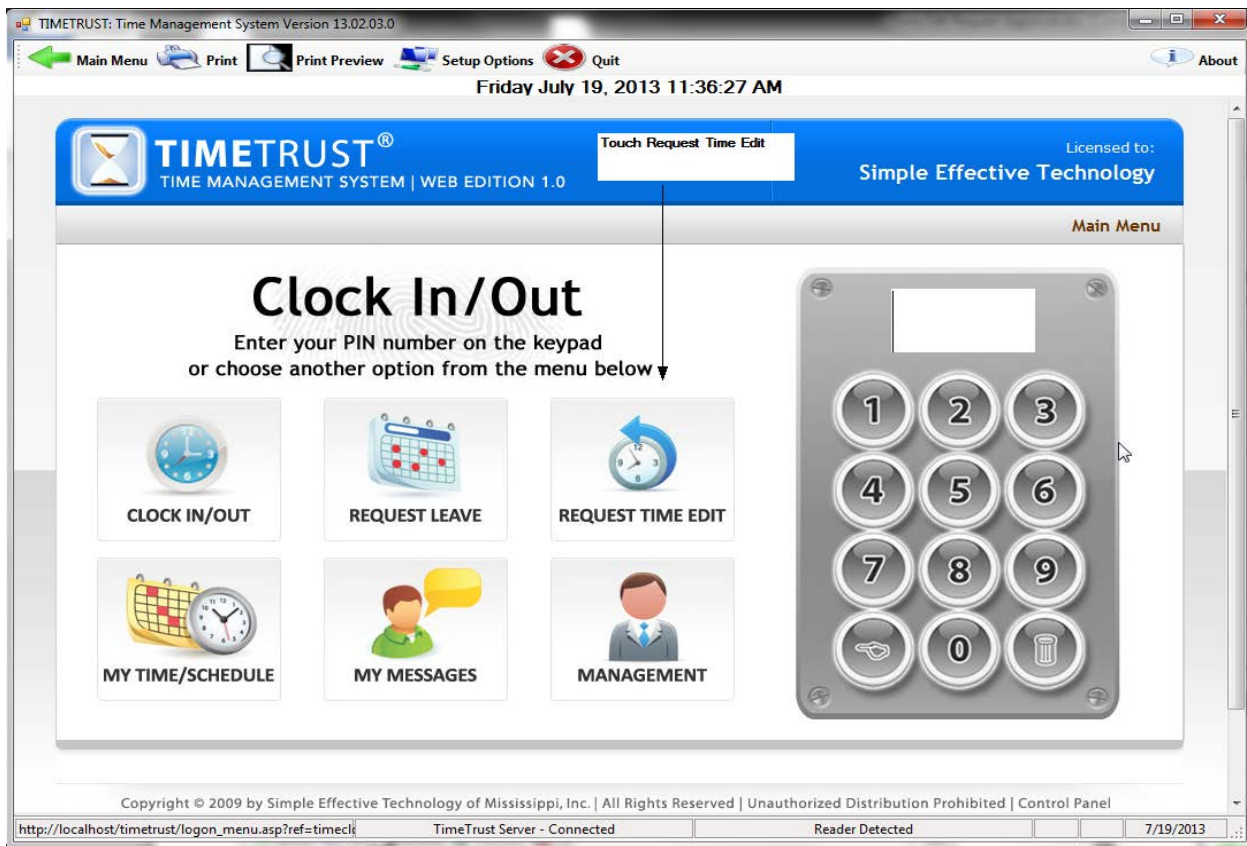
< HOURS FOR WEEK HOURS FOR MONTH SCHEDULE FOR WEEK SCHEDULE FOR MONTH >

http://localhost/timetrust/timeclock_hours_week.asp TimeTrust Server - Connected Reader Detected 07/19/2013

Requesting a Time Edit

1. Requesting a Time Edit Request from a TimeTrust Station.

- a. Touch Request Time Edit. Notice the title changes from **Clock In / Out** to **Request Time Edit**.



- b. Enter your PIN and confirm with a fingerprint validation. The following will be displayed.

TIMETRUST: Time Management System Version 13.02.03.0

Main Menu Print Print Preview Setup Options Quit

Friday July 19, 2013 10:43:35 AM

Renato Ammons LOGOUT

Request Time Edit

Job	Date of Error	My Time
1 - TEACHER	7/19/2013	VIEW MY TIME

Type of Error	Correct Time
Failed to Clock In	07 : 30 AM

Error Description

SUBMIT CANCEL

http://localhost/timetrust/timeclock_update_v3.asp TimeTrust Server - Connected Reader Detected. 07/19/2013

- c. Select a job. TimeTrust will default to your first job. If this time edit request is for another job, touch the drop down arrow and select the desired job.

TIMETRUST: Time Management System Version 13.02.03.0

Main Menu Print Print Preview Setup Options Quit

Friday July 19, 2013 10:48:17 AM

Touch here to Select a Job.

Request Time Edit

Job	Date of Error
1 - TEACHER	7/19/2013

1 - TEACHER

2 - COACH


Correct Time


- d. Next select the date of the time edit request. TimeTrust will default to the current date. To select a different date touch the calendar button to the right of the date. A popup calendar will be displayed. Touch the desired date.

TIMETRUST: Time Management System Version 13.02.03.0

← Main Menu Print Print Preview Setup Options Quit

Friday July 19, 2013 10:51:42 AM

 **Request Time Edit** Touch for popup Calendar

Job	Date of Error
1 - TEACHER	7/19/2013 

DateTime Picker - Windows Internet Explorer

July ≤ 2013 ≥

July 2013

Su	Mo	Tu	We	Th	Fr	Sa
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			

e. Now select a reason for the request. TimeTrust defaults to **Failed to Clock In**.

TIMETRUST: Time Management System Version 13.02.03.0

← Main Menu Print Print Preview Setup Options Quit

Friday July 19, 2013 11

Touch to select a reason for the Request.

Request Time Edit

Job	Date of Error
1 - TEACHER	7/19/2013
Type of Error	Correct Time
Failed to Clock In	07 : 30
Failed to Clock In	
Failed to Clock Out	
Failed to Clock In	

- f. Next select the correct time. This will be the time that should be recorded as the actual Clock In or Clock Out time for the day. Touch the dropdown arrow to the right of each time component (hour, minute, AM/PM) to bring up a list of values for each component.

TIMETRUST: Time Management System Version 13.02.03.0

← Main Menu Print Print Preview Setup Options Quit

Friday July 19, 2013 11:23:46 AM

Request Time Edit

Touch for dropdown list of values.

Job	Date of Error
1 - TEACHER	7/19/2013

Type of Error	Correct Time
Failed to Clock In	07 : 30 AM

Error Description

12

11

10

9

8

7

6

5

4

3

2

1

07

07

SUBMIT CANCEL

- g. The error description field is used for any additional comment that you would like to include with the request. Touch the keyboard button to bring up an onscreen keyboard. Touch OK when you are finished with the comment.

This screenshot shows a web form titled 'Error Description'. It features a large text input area for comments. To the right of the input area are two buttons: a keyboard icon and a 'CLEAR' button. Below the input area are 'SUBMIT' and 'CANCEL' buttons. An arrow points from the text 'Touch for onscreen keyboard.' to the keyboard icon button.

This screenshot shows the TIMETRUST Time Management System interface. The main window displays the 'Request Time Edit' dialog, which contains a text input field with the text 'bad traffic'. Below the input field is an onscreen keyboard with a green 'OK' button. An arrow points from the text 'Touch OK when you are finished with the comment.' to the 'OK' button. The background interface includes a menu bar with options like 'Main Menu', 'Print', 'Print Preview', 'Setup Options', and 'Quit'. The status bar at the bottom shows the URL 'http://localhost/timetrust/timeclock_update_v3.asp', 'TimeTrust Server - Connected', 'Reader Detected', and the date '7/19/2013'.

- h. Finally, touch **Submit**. You will receive a confirmation page and the option to add another time edit request.

The screenshot shows the 'Request Time Edit' form in the TIMETRUST Time Management System. The form is titled 'Request Time Edit' and includes a 'Touch Submit.' label with an arrow pointing to the 'SUBMIT' button. The form fields are as follows:

Job	Date of Error	My Time
1 - TEACHER	7/19/2013	
Type of Error	Correct Time	
Failed to Clock In	07 : 30 AM	
Error Description		
bad traffic		

At the bottom of the form are the 'SUBMIT' and 'CANCEL' buttons. The status bar at the bottom of the window shows the URL 'http://localhost/timetrust/timeclock_update_v3.asp', 'TimeTrust Server - Connected', 'Reader Detected', and the date '7/19/2013'.

The screenshot shows the confirmation page in the TIMETRUST Time Management System. The page features a large green checkmark icon and the text: 'Your time correction request has been received. Would you like to request to correct another day?'. Below the text are 'YES' and 'NO' buttons. The status bar at the bottom of the window shows the URL 'http://localhost/timetrust/timeclock_confirm_v3.asp', 'TimeTrust Server - Connected', 'Reader Detected', and the date '7/19/2013'.

- i. When your request is approved or denied you will receive a message at your next Clock In or Out.

TIMETRUST: Time Management System Version 13.02.03.0


Main Menu Print Print Preview Setup Options Quit

Friday July 19, 2013 01:19:26 PM

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TIME MANAGEMENT SYSTEM | WEB EDITION 1.0

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Simple Effective Technology

Renato Ammons LOGOUT

 **New Mail Message**

Message From	Date Sent	Time Sent
Krista Baker	7/19/2013	1:17:41 PM

Subject

Time Edit Request Approved

Message

Your request submitted on 07/19/2013 for a time edit on 07/19/2013 was APPROVED by Krista Baker (MSGID: TAPP).

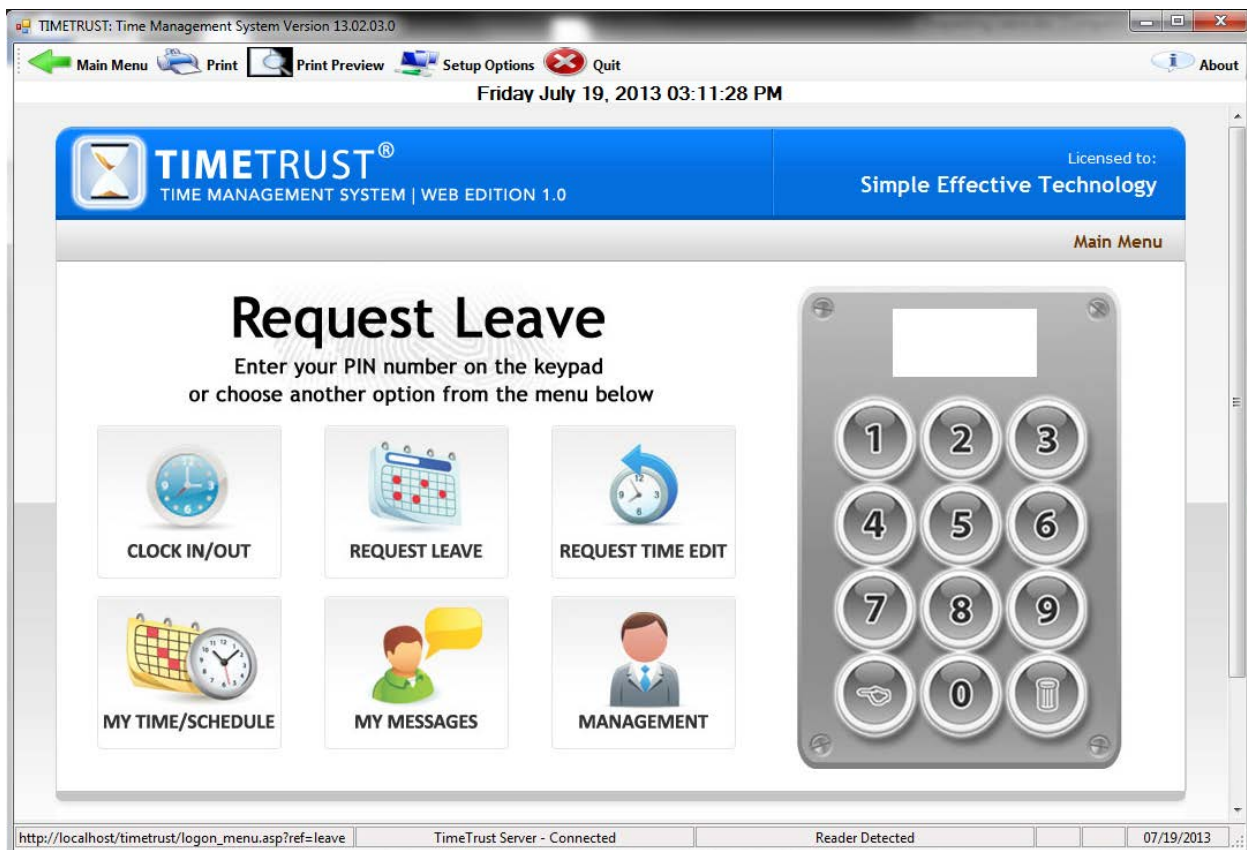
NEXT

http://localhost/timetrust/timeclock_msg_view.asp?msg=6443 TimeTrust Server - Connected Reader Detected 07/19/2013

Requesting Leave

1. Requesting Leave from a TimeTrust Station.

- a. Touch Request Leave. Notice the title changes from **Clock In / Out** to **Request Leave**.



b. Enter your PIN and confirm with a fingerprint validation. The following will be displayed.

The screenshot shows the 'Request Leave' form in the TIMETRUST system. The form is titled 'Request Leave' and includes a 'Select Job' dropdown menu with '1 - TEACHER' selected. The 'Type of Leave' section has radio buttons for PERSONAL, PROFESSIONAL, SICK, and VACATION, with a table showing available and pending hours. The 'Date of Leave' is set to 7/22/2013, and the 'Start Time' is 08:00 AM. The 'No. of Hours' is set to 8.00. The 'Reason for Leave' section has a dropdown menu and a 'Comment' text area. The form includes 'SUBMIT' and 'CANCEL' buttons. The user is logged in as Renato Ammons, and the date is Friday July 19, 2013 03:38:03 PM.

Type of Leave	Available	Pending
PERSONAL	8.00	0.00
PROFESSIONAL	---	0.00
SICK	48.00	0.00
VACATION	0.00	0.00

c. Select a job. TimeTrust will default to your first job. If this leave request is for another job, touch the drop down arrow and select the desired job.

The screenshot shows the 'Request Leave' form with a dropdown arrow pointing to the 'Select Job' field. The dropdown menu is open, showing '1 - TEACHER' and '1 - TEACHER'. The 'Type of Leave' section has radio buttons for PERSONAL, PROFESSIONAL, SICK, and VACATION. The form includes a 'SUBMIT' button and a 'CANCEL' button. The user is logged in as Renato Ammons, and the date is Friday July 19, 2013 03:38:03 PM.

d. Next select the type of leave desired.

- The amounts displayed for the current leave balances and pending requests are displayed in hours.
- The current leave balances are the balances as of the last payroll less any requests entered since the last payroll that have been approved.
- The pending amounts represent leave requests that have not yet been approved.
- If a leave type has --- for a balance this indicates that the leave type is not maintained as a balance. It is a tracking or accumulator pool.

Request Leave

Select Job	Type of Leave	Available	Pending
1 - TEACHER	<input type="radio"/> PERSONAL	8.00	0.00
	<input type="radio"/> PROFESSIONAL	---	0.00
	<input checked="" type="radio"/> SICK	48.00	0.00
	<input type="radio"/> VACATION	0.00	0.00


- e. Next select the date of the leave request. TimeTrust will default to the next normal workday. To select a different date touch the calendar button below the date. A popup calendar will be displayed. Touch the desired date.

Touch for the popup Calendar.

Available		Pending	
8.00	0.00		
---	0.00		
48.00	0.00		
0.00	0.00		

Date of Leave

7/22/2013



Start Time

08 : 00 AM

DateTime Picker - Windows Internet Explorer

July ≤ 2013 ≥

July 2013

Su	Mo	Tu	We	Th	Fr	Sa
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	19	<u>20</u>
<u>21</u>	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			

- f. Next select the start time of the leave request. Touch the dropdown arrow to the right of each time component (hour, minute, AM/PM) to bring up a list of values for each component.

The screenshot shows a mobile application interface for selecting a leave start time. The 'Date of Leave' is set to 7/22/2013. The 'Start Time' section shows a dropdown menu for the hour, currently displaying 08. The minute is set to 00 and the period to AM. Arrows point to the dropdown arrows for each component. A 'CLEAR' button is visible below the time selection.

Date of Leave

7/22/2013

Start Time

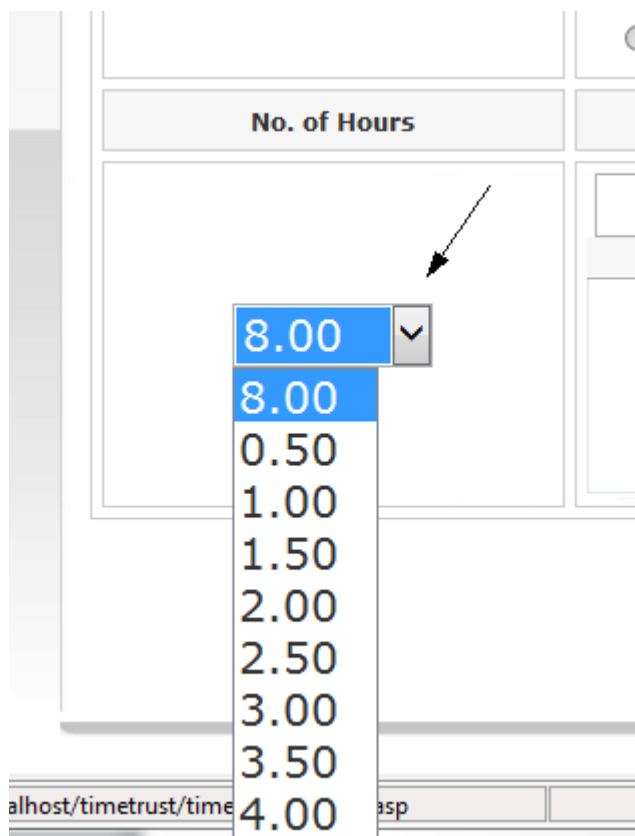
08 : 00 AM

08
1
2
3
4
5
6
7
8
9
10
11
12

CLEAR

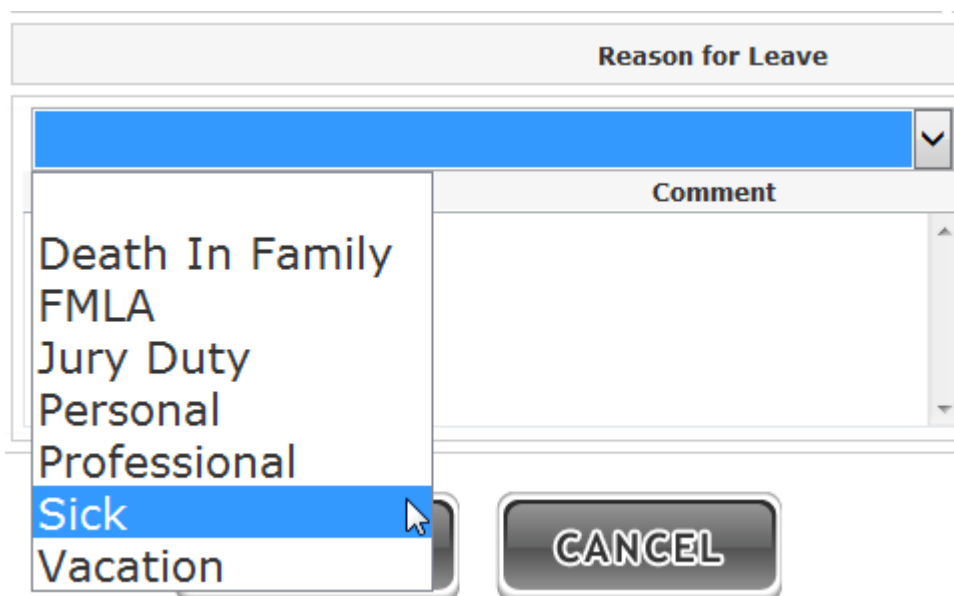
v2012.10.18.00

- g. Next select the number of hours requested. Touch the dropdown arrow to the right of the hours to bring up a list of values.



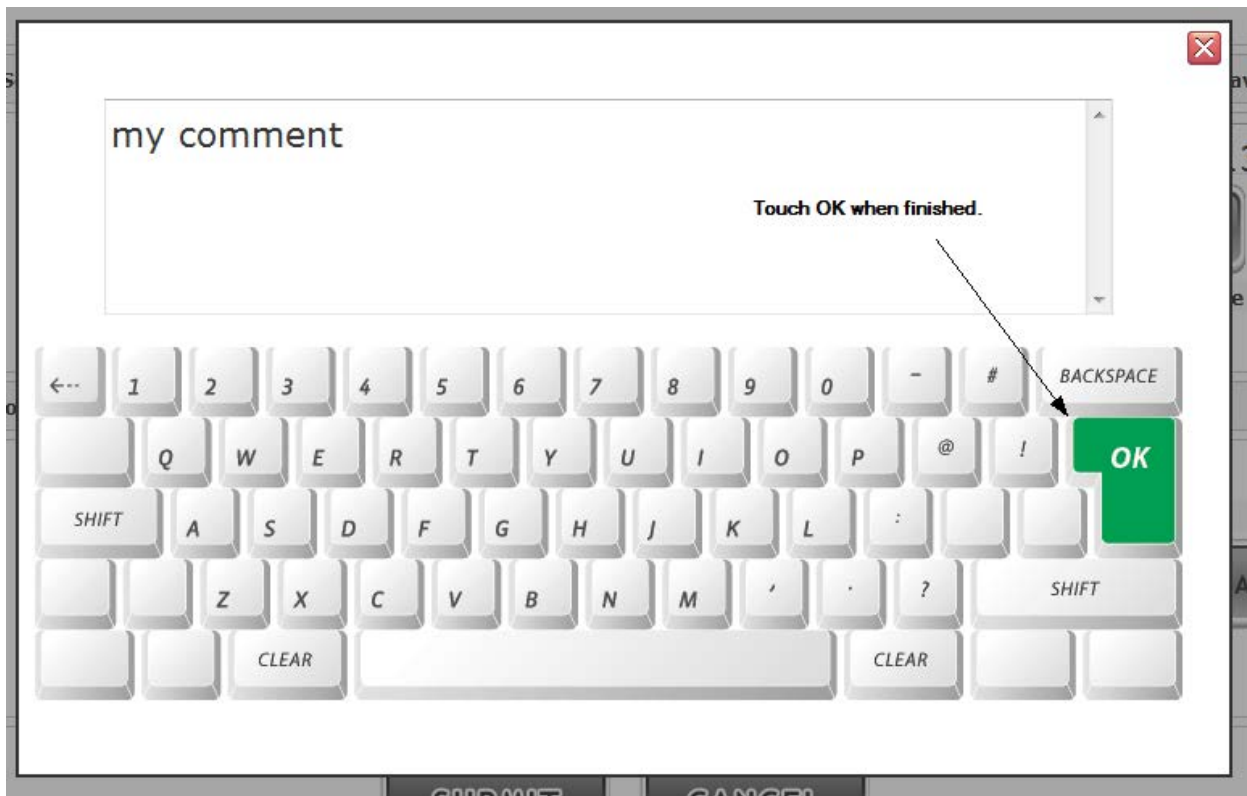
The screenshot shows a form with a section titled "No. of Hours". Below the title is a dropdown menu. The dropdown is open, displaying a list of values: 8.00, 8.00, 0.50, 1.00, 1.50, 2.00, 2.50, 3.00, 3.50, and 4.00. The first two "8.00" entries are highlighted in blue. An arrow points to the dropdown arrow icon on the right side of the menu.

- h. Next select a reason for the request. This is optional.



The screenshot shows a form with a section titled "Reason for Leave". Below the title is a dropdown menu. The dropdown is open, displaying a list of reasons: Death In Family, FMLA, Jury Duty, Personal, Professional, Sick, and Vacation. The "Sick" option is highlighted in blue. To the right of the dropdown is a "Comment" field. Below the dropdown and comment field is a "CANCEL" button.

- i. The comment field is used for any additional comment that you would like to include with the request. Touch the keyboard button to bring up an onscreen keyboard. Touch OK when you are finished with the comment.



- j. Finally, touch **Submit**. You will receive a confirmation page and the option to add another leave request.

The screenshot shows the 'Request Leave' form in the TIMETRUST Time Management System. The form is titled 'Request Leave' and includes a 'Select Job' dropdown menu with '1 - TEACHER' selected. The 'Type of Leave' section has radio buttons for PERSONAL, PROFESSIONAL, SICK, and VACATION, with a table showing available and pending hours. The 'Date of Leave' is set to 7/22/2013, and the 'Start Time' is 08:00 AM. The 'No. of Hours' is set to 8.00. The 'Reason for Leave' is 'Sick', and the 'Comment' is 'my comment'. There are 'SUBMIT' and 'CANCEL' buttons at the bottom. The status bar at the bottom shows 'TimeTrust Server - Connected' and 'Reader Detected'.

Type of Leave	Available	Pending
PERSONAL	8.00	0.00
PROFESSIONAL	---	0.00
SICK	40.00	8.00
VACATION	0.00	0.00

The screenshot shows the confirmation page in the TIMETRUST Time Management System. The page features a large green checkmark icon and the text: 'Your leave request has been received. Would you like to submit a request for another day?'. There are 'YES' and 'NO' buttons at the bottom. The status bar at the bottom shows 'TimeTrust Server - Connected' and 'Reader Detected'.

- k. When your request is approved or denied you will receive a message at your next Clock In or Out.

TIMETRUST: Time Management System Version 13.02.03.0


Main Menu Print Print Preview Setup Options Quit

Friday July 19, 2013 04:32:23 PM

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Renato Ammons LOGOUT

 **New Mail Message**

Message From	Date Sent	Time Sent
Jaimee Bousum	7/19/2013	4:30:52 PM

Subject

Leave Request Approved

Message

Your leave request submitted on 07/19/2013 for leave on 07/22/2013 was APPROVED by Jaimee Bousum (MSGID: TAPP).

NEXT

http://localhost/timetrust/timeclock_msg_view.asp?m TimeTrust Server - Connected Reader Detected 07/19/2013