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.

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

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

This link will take you to this page.

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

It will take you to the following form.

Employee Timecard

Currently on Step **1** of **3**

Please fill out the following form and submit it below.

⬇ View/Print Blank Form   **Save progress**

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SULPHUR SPRINGS UNION SCHOOL DISTRICT
EMPLOYEE TIME CARD

Select... ˅

Select... ˅

NAME [   ]

JOB TITLE [   ] LOCATION Select... ˅

CHARGE TO [ ] [ ] [ ] [ ] [ ] [ ]

DATE	TIME IN	TIME OUT	HOURS	PURPOSE
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.

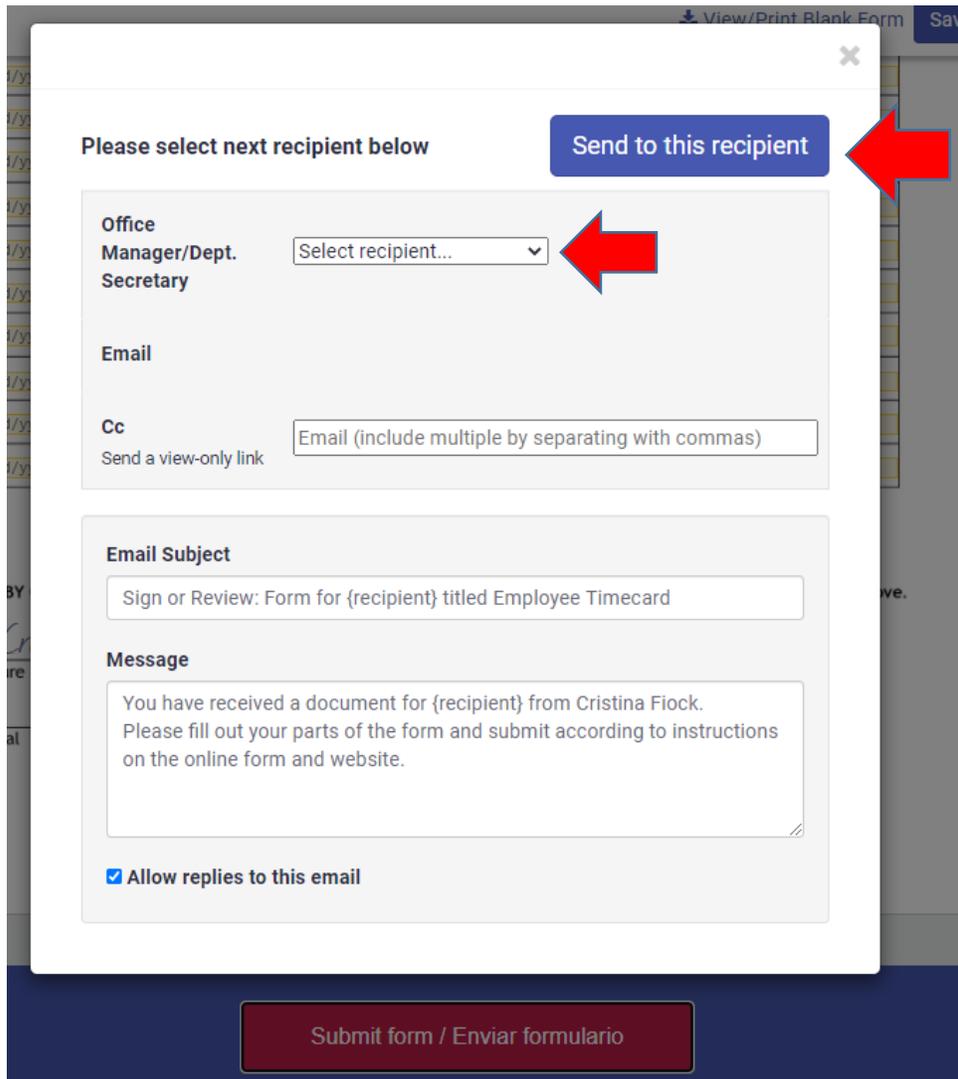Once you have completed the above section, please sign the Time Card at the bottom of the page.

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.

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.