Online Timesheet Instructions

How does an employee fill out and submit a timesheet for approval?

1. **Access a timesheet**

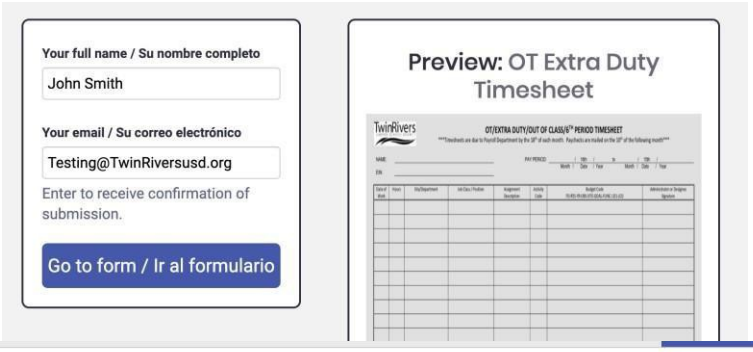
   The timesheets are located on the Twin Rivers Staff Room Website under **Departments>Fiscal Services>Payroll and Benefits.**

Timesheet-OT/EXTRA DUTY/OUT OF CLASS/6TH PERIOD https://app.informedk12.com/link_campaigns/payroll-ot-extra-duty-timesheet-2022-23-78ac2e12-5bb5-42bf-a9f4-98850d72536f?token=6TfYGAFpsxQiLv2R1E2CCUwZ

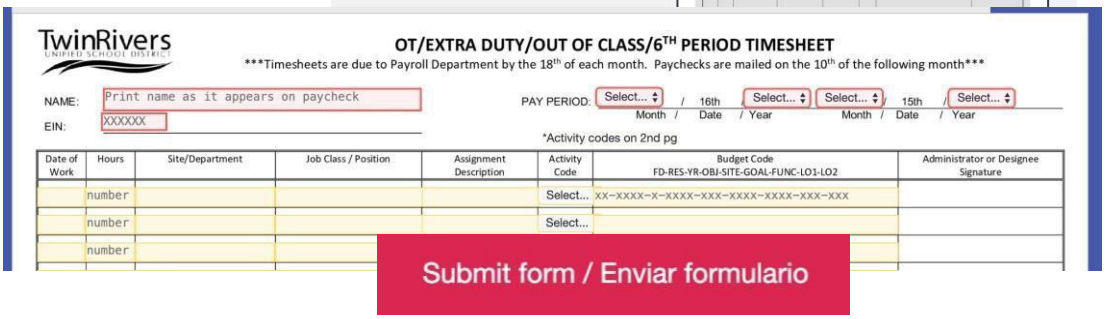
Timesheet-SUBSTITUTE https://app.informedk12.com/link_campaigns/payroll-sub-timesheet-2022-23?token=z5Efv26nwPuvfXaM5RTTGkGc

2. **Enter your Name and Email**

   Click on **Go to form** to begin filling it out! You do not need an account to fill out the form.

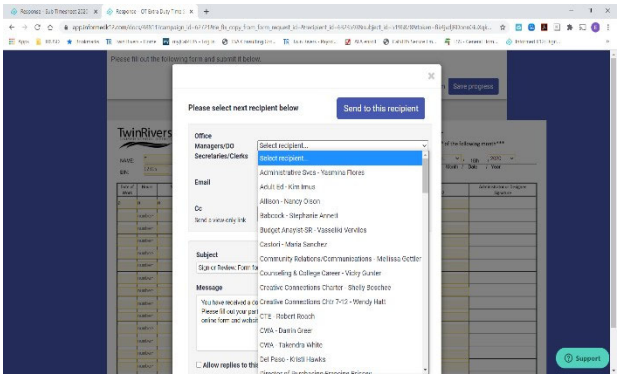


3. **Fill out all required fields Please see instructions at the bottom of the timesheet**



4. **Click on the red SUBMIT FORM button and select the next approver.**

   - To make sure your form gets to the right person, please select the Office Manager, Secretary, or Clerk.
   - Click "**Send to this recipient"** and you're Done.



Tip: If you are not ready to submit, click on Save Progress, and you'll receive an email with the link to your form so that you can edit and submit at a later date.

IMPORTANT!

You will receive a link to your email with a copy of your timesheet once you submit it and you will also receive an email once the form has finished going through the approval route and is completed!