SE&O Cancel Time off Request – Effective May 1

Two Ways to Access True Pay

- URL:  https://truepay.dpsk12.org/
  - IMPORTANT – there is not an App for smartphones, access through URL
- From COMMONS, scroll to the bottom left of the page and click on the TRUE PAY link  thecommons.dpsk12.org

How to Cancel TIME OFF REQUEST in True Pay

- Cancel REQUEST
  - Sign into True Pay
  - Click MY TIME OFF (note: each person’s Schedules section list may be slightly different but will contain a MY TIME OFF option)

- When the page opens, you will see a list of your CURRENT requests.
- CLICK on the request line to cancel a TIME OFF REQUEST that has not occurred.
- **NOTE:** If you need to **CHANGE** a pending or approved request, you will need to **CANCEL** the request and enter a new request into True Pay as outlined above.
  - On the next screen choose **CANCEL REQUEST**
  - After you **CANCEL REQUEST**, return to the on **TIME OFF REQUEST** screen the status is changed to cancelled.

**ADD APPROVER DEADLINE - EXPIRES**
ANNIE – Set up folder for TRUE PAY in email
How to show on google cal