SE&O Time off Request Procedure – 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 Submit TIME OFF REQUEST in True Pay
- **Advance notice requests** (Personal time and vacation, if applicable)
  - Submit True Pay request at least two weeks in advance of request - at managers discretion
  - Request routes to your manager for approval/decline
- **Sick – paid leave**
  - Submit True Pay request on date of absence by 6 am (IMPORTANT)
  - Request routes to your manager for approval/decline
- **How to submit a TIME OFF 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)
- Click **CREATE NEW REQUEST**

![Create New Request](image1)

- Click **CONTINUE** under Time Off for Sick, Vacation, and Other box

![Time Off for Sick, Vacation, and Other](image2)

- Choose the applicable **PAY CODE, DATE(S)** of paid leave request, add **COMMENTS** if needed, and Click **NEXT**

  - **NOTE:** For requests more than a single day, if you are using a combination of different **PAY CODES** and/or **HOURS**, you will be able to make adjustments on the next screen. Pick a single **PAY CODE** on the screen below and enter the date range

![Create Time Off Request](image3)

**Pay Code:** Sick

**Dates:** 04/02/2019 To 04/02/2019

**Comments:**

![Upload attachment...](image4)

- **Sick**
- Personal Day
- Vacation
- Flex Day
- Absence without Pay
- Jury Duty
- Military Day
- School Business
- Work Injury Day
- Intermittent Leave of Absence
○ If needed, make adjustment to **PAY CODE** and **HOURS**. Click on the box and it will allow you to change the pay code and/or hours value and then click **SUBMIT**
  
  ■ **NOTE:** If your FTE hours for a given day are below 8.0 hrs, the system will only allow you to request up to total hours available. Example: you are scheduled to work 6.5 hrs on Tuesdays, the system will only allow you to request up to 6.5 hrs. If you request more hours than available you will receive an error. **IMPORTANT**

![Request Details](image)

○ If submitted correctly, the following **STATUS** will appear

![Status](image)

○ After you click **OK** on the above screen, you will be taken back to your **TIME OFF REQUEST** screen.