

# **Employee Affirmation**

#### ΟΚ

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ssignments worked in the period.	School I hereby certify that the time reported is a true and accurate repre	irmauon sentation of the time and a
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## Enter Time

#### additional TRC

- (+)
- •
- •
- Submit OK.

### Comp Time

- (+)
- CTE
- •
- Submit OK.

### Comp Time

- (+)
- CMP
- •
- Submit OK.
- •
- Submit OK.
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#### **Enter Punch Time**

Navigation: Employee Self Service (homepage) > Time (tile/homepage) > Enter Time (tile)

Time

Enter Time

View Legend

Time Reporting Code (TRC)

- In
- Lunch
- In (from Lunch)
- Out:
- In

•

• Out

- (+)
- •
- •
- Submit

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