Informed K12 Employee Guide
Tutorial Time Sheet

Gregory Portland ISD is going paperless! To fill out forms online using Informed K12, **all you need is a link**. You **do not need an account** to fill out forms. Informed K12 accounts are reserved for school site secretaries and department staff who track forms

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How do I fill out and submit a form for approval?

1. Access your form

You can find your forms on our <u>G-PISD Site</u> > Departments & Services > Business/Finance Department> Payroll Forms & Documents or you can initiate the form directly <u>here</u>

2. Enter your Name and Email

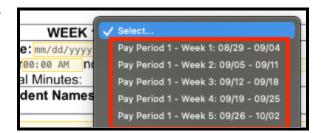Click on **Go to form** to begin filling it out - you do not need an account to fill out the form.

3. Fill out all required fields.

Red Fields are REQUIRED.
<mark>Yellow Fields</mark> are optional.

- **IMPORTANT!** Select only weeks within the same Time Period. Failure to do so will result in rejection of Time Sheet.
- **Tip:** If you're not ready to submit yet, 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!

4. Sign the form and click the SUBMIT FORM button.

Submit form / Enviar formulario

5. From the dropdown list, choose <u>your</u> Campus Secretary.

Finally, click "**Send to this recipient**" and you're done!

IMPORTANT!

You will **receive a link to your email** with a copy of your form once you submit it. To **see the progress of your form** as it moves through the district, **refer back to it (just like a UPS package)**. No worries if it gets lost though, you will **also receive an email when the form has finished going through the approval route** and is **completed**!

Questions? Check out our <u>help center</u> or email <u>Support@informedk12.com</u> or call 929-322-4255!