

## Intradistrict Communication

Date: October 7, 2021  
To: Administrators  
From: John Larsen, Business Administrator  
Sarah Palmer, Director of Payroll  
Subject: True Time Access from Home

Effective October 11, 2021, recording and submitting True Time from home will no longer be accessible. As always, employees will still be able to view their True Time status and history from any location with Internet access.

If you have special circumstances where an employee at your school or building needs access from home, please complete and email the following form to [sarah.palmer@jordandistrict.org](mailto:sarah.palmer@jordandistrict.org). This form will be available for future use on the Payroll Department's webpage.

Thank you.