

Informed K12 Guide

PAY 108 Timesheet



Alum Rock 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 readily track forms.

Prefer to watch a video?

Access the [Video Tutorial](#) (in English and Spanish) at our Help Center.
(<https://help.informedk12.com/hc/en-us/articles/360050016154-Video-Tutorial-Submitting-Forms>)

1. Access your form

Click here - https://app.informedk12.com/link_campaigns/pay-108-timesheet-electronic-form?token=9bfozcuPLtSJ4cHivbUxbarW

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.

****Services Provided** section must be completed for each day worked**

Upload any necessary attachments.

4. Sign the form and click on  the button.

5. Choose your site or department

Select your approval route:



Informed K12 Guide

PAY 108 Timesheet



6. Select your site or department from the dropdown list.

Click on **Send to this recipient** to submit.

A screenshot of a web interface showing a dropdown menu. On the left, there are labels for 'Administrative Assistant', 'Email', and 'Cc', with a 'Send a view-only link' option below. The dropdown menu is open, showing a list of departments: 'DEPT - Academic Services', 'DEPT - Business', 'DEPT - CNS', 'DEPT - Human Resources', 'DEPT - Maintenance', and 'DEPT - Special Education'. A small text box to the right of the dropdown contains the text 'with commas)'.

Administrative Assistant

Email

Cc

Send a view-only link

✓ Select recipient...

- DEPT - Academic Services
- DEPT - Business
- DEPT - CNS
- DEPT - Human Resources
- DEPT - Maintenance
- DEPT - Special Education

with commas)

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!

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 [help center](#) or email Support@informedk12.com or call 929-322-4255!