



Informed K12 Guide for Employees

EUSD 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.

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

1. Access your form

You can initiate a form from the link below:

[EUSD Timesheet](#)

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.

EUSD Timesheet

YOUR FULL NAME / SU NOMBRE COMPLETO

YOUR EMAIL / SU CORREO ELECTRÓNICO

Enter to receive confirmation of submission.

Go to form / Ir al formulario

*Completed Time Sheets are due no later than 4:00 PM the last business day of the month. *Incomplete or late Time Sheets will be paid on the next supplemental payroll cycle. **Including only extra time worked only provide the start and end time of the extra time.

3. Fill out all required fields.

Red Fields are REQUIRED.

Yellow Fields are optional.

On certain forms, you can also **add attachments** by scrolling to the bottom and clicking "Add Attachment"

4. Click on the red SUBMIT FORM

Submit form / Enviar formulario

button and select the reason

for the extra duty.

What was the extra duty for?

Professional Development

Home Hospital

Other

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5. After choosing the reason, Click **“Send to this recipient”** (this will vary depending on the reason you chose) and you’re done!

Please select next recipient below [Send to this recipient](#)

[Go back to the question](#)

Professional Development

Email

Cc
Send a view-only link

Email Subject

Message

Allow replies to this email

Above: Example of selecting Professional Development.

Helpful 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! This is helpful if you would like to add to your timesheet each day.

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!