**TRUTIME**

**STEP 1:** Login into OneCognizant portal [**https://onecognizant.cognizant.com/Home**](https://onecognizant.cognizant.com/Home)(kindly use your Cognizant credentials to login to this portal)

**Step 2:** Search TruTime in Search Window and click on “TruTime” icon (as highlighted below)

Graphical user interface, application

Description automatically generated

**Step 3:** Select on to the date for which you have to apply Top-up.

Graphical user interface, application

Description automatically generated

**Step 4 :** Click on to “+” symbol (Click here to Apply Top-up) ,

Timeline

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**Step 5**: Select “Work From Home”, Select time 09:00 AM to 07:00 PM

Graphical user interface

Description automatically generated

**Step 6:** Slick on “Submit”**.**

Graphical user interface

Description automatically generated

**Your Trutime has been submitted now.**