

Slide 1 - Slide 1

Employee Access - 05.12.10.00.04 - Mozilla Firefox
localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w

Print this tutorial

Alan Smithscr Account Preferences Exit ?

Skyward School District

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

True Time
Quick Entry
My History

My Time Sheets
Unsubmitted
History

Supervisor Access
My Employees True Time
My Employees Totals by Status
My Employees Weekly Averages
Schedule Tracker
My Employees Time Sheets
Unsubmitted
Unapproved
History

Quick Entry - Delete Record
Who, What, When, Why?
The Delete option allows employees to remove a transaction in TrueTime.

Financial Management
Vendor Profile
Approve Requisitions
Account Profile

District News
Lunch Menu
School Lunch Menu
Our district is committed to providing a well balanced meal to students and staff. Please click on the link above to see the monthly school menu.

Recent Programs
Employee Access Home
Quick Entry
Third Party Import
WHYSTTP
Master Records
WHYSTMA
Detail Transactions
WHYSTDT
Human Resources Home
WH
Configuration
WHVTT\PS\ICF
Configuration
WHVTO\PS\ICF

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Slide 2 - Slide 2

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry

In Unavailable Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

Current Status

Current Status:
 Start Time:
 Current Time:
 Duration:
 Scheduled Return:
 Note:

Totals

Tue 10/23/12 Total: **45m**
 Scheduled Hours: **8h 00m**
 Lunch Total:
 Break Total:
 Weekly Total: **45m**

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	
IN	9:15 AM (9:15)	9:30 AM (9:30)	
	9:30 AM	10:00 AM	30m Add Rec
IN	10:00 AM (10:00)	10:30 AM (10:30)	30m PTI34

Edit the Existing Times
 Add a Missing Record
 Delete

Highlight the record and click Delete.

Slide 3 - Slide 3

The screenshot shows the Skyward True Time Quick Entry interface. At the top, there is a navigation menu with options like Home, Employee Information, Time Off, True Time, FastTrack, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. Below the menu is a toolbar with icons for In, Unavailable, Temp Out of Office, Break, Lunch, Meeting, Work Out of Office, and Gone for the day. A 'Confirm Delete' dialog box is open in the center, asking 'Are you sure you wish to delete this record?' with 'Yes' and 'No' buttons. A yellow callout bubble points to the dialog, stating: 'A Confirm Delete message will display asking if you are sure you want to delete the record. Click Yes to delete or click No to keep the record.' Below the dialog is a table of transactions for Tuesday. The table has columns for Status, Start Time, End Time, Duration, and Code. The first row is highlighted in yellow.

Status	Start Time	End Time	Duration	Code
IN	9:15 AM (9:15)	9:30 AM (9:30)	15m	PTI34
	9:30 AM	10:00 AM	30m	Add Rec
IN	10:00 AM (10:00)	10:30 AM (10:30)	30m	PTI34

Slide 4 - Slide 4

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w

We value your feedback

Alan Smithscr Account Preferences Exit ?

Skyward School District

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True Time Quick Entry

In Unavailable Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

Current Status

Current Status:
Start Time:
Current Time:
Duration:
Scheduled Return:
Note:

Totals

Tue 10/23/12 Total: **15m**
Scheduled Hours: **8h 00m**
Lunch Total:
Break Total:
Weekly Total: **15m**

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)	9:30 AM (9:30)	15m	PTI34

Edit the Existing Times

Add a Missing Record

Delete

The **deleted** record will no longer display on the screen.

If the **Timekeeping Rule** is set to capture **adjustments**, an adjustment record will display on the employee's time sheet and Adjustment History screens.

This concludes the tutorial.