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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 Enroll

True Time

- Quick Entry
- My History
- Employee Locator
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted

Supervisor Access

- My Employees True Time
- My Employees Total by Status

Submit Time Sheets

Click **Employee Access**, **TrueTime**, **My Time Sheets**, **Unsubmitted**.

Who, What, When, Why?

Time sheets for the completed pay period can be submitted from the Unsubmitted Time Sheets browse.

Time sheets can also be submitted via a TrueTime reader.

Financial Management

- Vendor Profile
- Approve Requisitions
- Account Profile

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
- Unsubmitted
- Reports
- Data Mining
- Data Mining
- Personal Information
- Data Mining WHVTTADM
- Data Mining WHVTTADM
- Human Resources Home WH
- Configuration

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My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htttsmain005.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

My Unsubmitted Time Sheets ☆

Time Sheet Information for ALAN SMITHSCR

	Week Start	Week End	Total Hrs	Status
1	10/21/2012	10/27/2012	1h 15m	Time Sheet Not Submitted
2	09/16/2012	09/22/2012		Time Sheet Not Submitted
3	08/19/2012	08/25/2012	8h 00m	Time Sheet Not Submitted
4	07/22/2012	07/28/2012		Time Sheet Not Submitted
5	06/17/2012	06/23/2012	42h 22m	Time Sheet Not Submitted
6	06/10/2012	06/16/2012		Time Sheet Not Submitted
7	06/03/2012	06/09/2012	24h 00m	Time Sheet Not Submitted
8	05/13/2012	05/19/2012	13h 45m	Time Sheet Not Submitted
9	05/06/2012	05/12/2012	16h 30m	Time Sheet Not Submitted
10	04/15/2012	04/21/2012	43h 11m	Time Sheet Not Submitted

Filter Options
View Time Sheet
Submit Time Sheet

A list of Unsubmitted Time Sheets will display.
Click Submit Time Sheet.

20 10 records displayed Week Start:

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Submit Time Sheet

Time Sheet

Period Summary

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	
WORK	PTI34 (CUSTODIAN - HOURLY)		

Hours Paid: **42h 22m**

Daily Totals

Status	Note	Hours
Monday 06/18/12		
7:00 AM (7:00) -	3:27 PM (3:27) IN	8h 27m
	06/18/12	Total Hours: 8h 27m
Tuesday 06/19/12		
7:00 AM (7:00) -	3:28 PM (3:28) IN	8h 28m
	06/19/12	Total Hours: 8h 28m
Wednesday 06/20/12		
7:01 AM (7:01) -	4:00 PM (4:00) IN	8h 59m
	06/20/12	Total Hours: 8h 59m
Thursday 06/21/12		
7:00 AM (7:00) -	3:28 PM (3:28) IN	8h 28m
	06/21/12	Total Hours: 8h 28m
Friday 06/22/12		
N/A	TOF VACATION	8h 00m
	06/22/12	Total Hours: 8h 00m

Adjustments

Adjusted	Original

Slide 4 - Slide 4

The screenshot shows a web browser window titled "Submit Time Sheet - 05.12.10.00.04 - Mozilla Firefox". The address bar shows the URL: localhost/scripts/cgiip.exe/WService=wsFLORIDA/httssub000.w?isPopup=true. The main content area is titled "Submit Time Sheet" and displays a "Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012".

Below the title is a "Period Summary" table:

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	8h 00m
WORK	PTI34 (CUSTODIAN - HOURLY)		34h 22m

To the right of the table are buttons for "Submit Time Sheet" and "Request Comp Time".

A modal window titled "Time Sheet Submission Information" is open, showing a message: "A rule on your timekeeping ruleset requires you to enter a reason when your time sheet is at least 1h 00m more than your scheduled time. Please select the reason why you are submitting a time sheet with 42h 22m. Hitting the Back Button will cancel the submission of this time sheet." Below the message is a dropdown menu with "Approved by Supervisor" selected. Buttons for "Save" and "Back" are on the right.

A yellow callout box contains the text: "In this example, the district has added a Time Sheet Submission Rule that requires the employee to select a reason if their time sheet is plus or minus one hour of their workweek schedule. Select a reason and click Save."

At the bottom of the main form, there is a section for "Friday 06/22/12" with a table:

Adjusted	Original
N/A	TOF
	VACATION
	8h 00m
	06/22/12
	Total Hours: 8h 00m

Below this is an "Adjustments" section with columns for "Adjusted" and "Original".

Slide 5 - Slide 5

The screenshot shows a Mozilla Firefox browser window with the title 'Submit Time Sheet - 05.12.10.00.04'. The address bar shows a localhost URL. The main content area is titled 'Submit Time Sheet' and displays 'Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012'. There is a 'Period Summary' table with columns for Type, Pay, Note, and Hours. A 'Time Sheet Submission Information' modal is open, displaying a success message and a 'Back' button. A yellow callout box contains text explaining the system message and the tutorial conclusion. The background page shows a calendar grid for the week of 06/17/12 to 06/22/12, with a total of 8h 00m for 06/22/12.

Submit Time Sheet

Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	8h 00m
WORK	PTI34 (CUSTODIAN - HOURLY)		

Time Sheet Submission Information

The Time Sheet for 06/17/12 - 06/23/12 has been successfully submitted by ALAN M SMITHSCR on 10/24/2012 at 2:20 PM.

The Time Sheet is currently Waiting for the Approval of DAVE ILKKA.

[Back](#)

The system will display a message indicating the time sheet has been **successfully submitted**.

Click **Back**.

[This concludes the tutorial.](#)

javascript:if (cbs("bCancel")) {checkBack();}

Adjusted	Original
N/A	TOF
	VACATION
	06/22/12
	Total Hours: 8h 00m