

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser window title is "Employee Access - 05.12.10.00.04 - Mozilla Firefox" and the address bar shows "localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w". The user is logged in as "Alan Smithscr". The navigation menu includes: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. The main content area is divided into three columns: "True Time" (with links for Quick Entry, My History, Employee Locator, My Setup, Data Mining, Reports), "My Time Sheets" (with a link for Unsubmitted), and "Supervisor Access" (with links for My Employees True Time, My Employees Totals by Status). A yellow callout box titled "View Time Sheet" points to the "Unsubmitted" link and contains the following text: "Click Employee Access, TrueTime, My Time Sheets, Unsubmitted. Who, What, When, Why? Unsubmitted Time sheets are time sheets that have not been submitted by the employee to their supervisor for approval. This tutorial will show how to view time sheets in TrueTime." The bottom of the page includes "© 2012 Skyward, Inc. All rights reserved.", "FL Finance Data", and "Windows 7 / Firefox 16".

Slide 2 - Slide 2

The screenshot shows a web browser window with the title 'My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox'. The URL is 'localhost/scripts/cgiip.exe/WService=wsFLORIDA/htttsmain005.w'. The page header includes the 'Skyward School District' logo and a user menu for 'Alan Smithscr' with options for 'Account', 'Preferences', and 'Exit'. A navigation menu contains various system modules like 'Home', 'Employee Information', 'Time Off', 'True Time', 'FastTrack Open Positions', 'FastTrack Screener', 'Work Requests', 'Account Master', 'Budget Management', 'Purchasing', 'Inventory Requisitions', 'Expense Reimbursement', and 'Online Open Enroll'. The main content area is titled 'My Unsubmitted Time Sheets' and contains a table of records for 'ALAN SMITHSCR'. A yellow callout box states: 'A list of previously unsubmitted timesheets will display in the browse.' Another yellow callout box points to a row in the table, stating: 'Highlight a time sheet and click View Time Sheet.' The table has columns for 'Week Start', 'Week End', 'Total Hrs', and 'Status'. The status for all records is 'Time Sheet Not Submitted'. The table shows 10 records, with the 5th record (week of 06/17/2012 to 06/23/2012, 42h 22m) highlighted. At the bottom, there is a pagination control showing '10 records displayed' and a 'Week Start:' input field.

| | 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 |

Slide 3 - Slide 3

View Time Sheet

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

Print
Back

The time sheet will display.
Click the **Print** button to print a copy of the time sheet.
Note: Time sheets can be submitted electronically, therefore printing is optional.

Period Summary

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

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

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

20 10 records displayed Week Start:

Slide 5 - Slide 5

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 | T |
| 8 | 05/13/2012 | 05/19/2012 | 13h 45m | T |
| 9 | 05/06/2012 | 05/12/2012 | 16h 30m | T |
| 10 | 04/15/2012 | 04/21/2012 | 43h 11m | T |

Filter Options

Show future Time Sheets up to: 10/24/2013

Apply Filter
Reset Filter
Back

View Time Sheet
Submit Time Sheet

20 10 records displayed Week Start:

Slide 6 - Slide 6

The screenshot shows a web browser window with the title "My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox". The address bar shows "localhost/scripts/cgiip.exe/WService=wsFLORIDA/htttsmain005.w". The page header includes the Skyward School District logo and a user menu for "Alan Smithscr" with options for "Account", "Preferences", and "Exit". A navigation menu contains various system functions like "Home", "Employee Information", "Time Off", "True Time", "FastTrack Open Positions", "FastTrack Screener", "Work Requests", "Account Master", "Budget Management", "Purchasing", "Inventory Requisitions", "Expense Reimbursement", and "Online Open Enroll".

The main content area is titled "My Unsubmitted Time Sheets" and displays "Time Sheet Information for ALAN SMITHSCR". It contains a table with the following data:

| | 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 | ▶ 05/14/2012 | 05/20/2012 | | Time Sheet Not Submitted |
| 7 | ▶ 05/07/2012 | 05/13/2012 | | Time Sheet Not Submitted |
| 8 | ▶ 04/30/2012 | 05/06/2012 | | 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 |

A yellow callout box points to the 5th row of the table, containing the text: "To see the details of the highlighted timesheet, click the down arrow." The table has a scroll bar on the right. On the right side of the page, there are buttons for "Filter Options", "View Time Sheet", and "Submit Time Sheet". At the bottom, there is a pagination control showing "20" records per page, "10 records displayed", and a "Week Start:" input field.

Slide 7 - Slide 7

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 | | |

Expand All Collapse All Modify

Time Sheet Information

Workweek Totals

| Workday | Start Time | End Time | Lunch | Break | Hours Worked | Paid Hours Off | Unpaid Hours Off | Total Hours | Scheduled Hours | Difference |
|----------------|------------|----------|-------|-------|----------------|----------------|------------------|----------------|-----------------|----------------|
| 06/17/2012 Sun | | | | | | | | | | |
| 06/18/2012 Mon | 7:00 AM | 3:27 PM | | | 8h 27m | | | 8h 27m | 4h 00m | 4h 27m |
| 06/19/2012 Tue | 7:00 AM | 3:28 PM | | | 8h 28m | | | 8h 28m | | 8h 28m |
| 06/20/2012 Wed | 7:01 AM | 4:00 PM | | | 8h 59m | | | 8h 59m | | 8h 59m |
| 06/21/2012 Thu | 7:00 AM | 3:28 PM | | | 8h 28m | | | 8h 28m | | 8h 28m |
| 06/22/2012 Fri | | | | | | 8h 00m | | 8h 00m | | 8h 00m |
| 06/23/2012 Sat | | | | | | | | | | |
| Total | | | | | 34h 22m | 8h 00m | | 42h 22m | 4h 00m | 38h 22m |

Time Sheet Detail

20 10 records displayed Week Start: