

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser 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 Profile, My Schedule, Data Reports), "My Time Sheets" (with links for Unsubmitted, History), and "Supervisor Access" (with links for My Employees True Time, My Employees Totals by Status, My Employees Weekly Averages, Schedule Tracker, My Employees Time Sheets, Unsubmitted, Unapproved, History). A yellow callout box is overlaid on the "Quick Entry" link, containing the following text:

Quick Entry - Add a Missing Record

Click Employee Access, TrueTime, Quick Entry.

Who, What, When, Why?

The Add Missing Record button allows employees to add a transaction in TrueTime that currently did not exist.

An example would be an employee that forgot to clock out for lunch.

At the bottom of the page, there are sections for "Financial Management" (Vendor Profile, Approve Requisitions, Account Profile), "Lunch Menu" (School Lunch Menu), and "Recent Programs" (Employee Access Home, Configuration, Human Resources Home, Quick Entry, Organizational Charts, Financial Management Home, Imports).

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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/htmtemmain000.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 Enrollment

True Time Quick Entry

In Un-available 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 -
	9:30 AM	10:00 AM	30m	Add Rec
IN	10:00 AM (10:00)	10:00		

Click Add a Missing Record to create a record that is missing.

Edit the Existing Times
Add a Missing Record
Delete

Slide 3 - Slide 3

The screenshot shows a web browser window titled 'True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox'. The address bar shows 'localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w'. The page header includes the 'Skyward School District' logo and navigation links like 'Home', 'Employee', 'Time', 'True', 'Purchasing', 'Inventory', 'Expense', and 'Online Open Enroll'. A user profile for 'Alan Smithscr' is visible in the top right.

The main content area is titled 'Add True Time Entry'. It contains the following fields:

- Date: **Tuesday 10/23/2012**
- Start Time: **10:00 AM**
- End Time: **10:30 AM**
- Status: **IN**
- Note: (empty text area)

Below the form is a table with columns: Select, Primary, Pay Code, and Description. The table contains two records:

Select	Primary	Pay Code	Description
<input checked="" type="checkbox"/>	Yes	PTI34	Custodian - Hourly
<input type="checkbox"/>	No	PT408	Bus Driver - Hourly

At the bottom of the table, it says '20' and '2 records displayed'. A yellow callout box with a pointer to the 'Add True Time Entry' form contains the following text:

If the employee works **multiple jobs**, this browse will display.
Enter the **Start and End Times**, select the **Status**, and select the **appropriate job**.
Notes can also be added to the transaction.
Click **Save** when finished.

Slide 4 - Slide 4

The screenshot shows the 'True Time Quick Entry' interface for Alan Smithson on Tuesday, 10/23/2012. A yellow callout box contains the following text:

The newly added **transaction** will display.

If the new transaction creates a **time gap**, the **Add Record** option will display.

This will allow employees to quickly add a record to fill the **time gap** if needed.

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.

The interface includes a 'Current Status' section with fields for Start Time, Current Time, Duration, and Scheduled Return. Below it is a table of transactions for the day:

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

Buttons for 'Add a Missing Record' and 'Delete' are visible next to the table.