

Skyward TrueTime Quick Entry Screen

This is a screen shot of the quick entry screen. Only enter **Access Code**. Do not enter anything in the Login ID or Password windows.

SKYWARD®
Somerset ISD
Finance Production

Login ID:

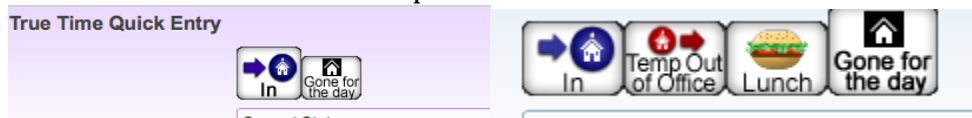
Password:

Access Code:

[Forgot your Login/Password?](#)

05.14.10.00.10

Exempt staff will see only these two buttons. Non-exempt staff will have 2 more buttons, which are the Lunch and Temp Out of Office buttons.



This shows the entry by this employee with an auto lunch. Again, this employee is exempt.

True Time Quick Entry

Totals

Wed 02/04/15 Total: **9h 15m**

Scheduled Hours: **8h 00m**

Lunch Total: **1h 00m**

Weekly Total: **40h 15m**

[<Prev Day](#) [Wed 02/04/2015](#) [Next Day>](#) [Current Day](#) [View/Submit Time Sheets](#)

Transactions for Wednesday 02/04/2015

Status	Start Time	End Time	Duration	Note
IN	7:30 AM (7:27)	12:00 PM (12:00)	4h 30m	
LUNCH	12:00 PM (12:00)	1:00 PM (1:00)	1h 00m	Auto Cree
IN	1:00 PM (1:00)	5:45 PM (5:44)	4h 45m	

To Submit Time Sheets, click the **View/Submit Time Sheet** link. For this example, the exempt employee clocked out. Exempt employees need only to clock in. An auto end time is set up on the schedule.

Totals

Wed 02/04/15 Total:	9h 15m
Scheduled Hours:	8h 00m
Lunch Total:	1h 00m
Weekly Total:	40h 15m

<Prev Day Wed 02/04/2015 Next Day> Current Day View/Submit Time Sheets

Transactions for Wednesday 02/04/2015

Status	Start Time	End Time	Duration/Note	Edit Note
IN	7:30 AM (7:27)	12:00 PM (12:00)	4h 30m	Close
LUNCH	12:00 PM (12:00)	1:00 PM (1:00)	1h 00m Auto-Cred	
IN	1:00 PM (1:00)	5:45 PM (5:44)	4h 45m	

This link will take you to the screen below.

Follow the steps on the screen shots to submit a time sheet. This sample shows time sheets pending submission. Highlight previous week and click "Submit Time Sheet".

My Unsubmitted Time Sheets

Week Start	Week End	Total Hrs	Status
10/21/2012	10/27/2012	1h 15m	Time Sheet Not Submitted
09/16/2012	09/22/2012		Time Sheet Not Submitted
08/19/2012	08/25/2012	8h 00m	Time Sheet Not Submitted
07/22/2012	07/28/2012		Time Sheet Not Submitted
06/17/2012	06/23/2012	42h 22m	Time Sheet Not Submitted
06/10/2012	06/16/2012		Time Sheet Not Submitted
06/03/2012	06/09/2012	24h 00m	Time Sheet Not Submitted

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

Preview for completeness and click "Submit Time Sheet".

Submit Time Sheet

The Period Summary, Daily Totals, and Adjustments display on the 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		

Click Submit Time Sheet.

Click Save to finish process.

Time Sheet Submission Information - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsreas00.w?isPopup=true

Time Sheet Submission Information

Save