

iEmployee Access – True Time: Employee Access Link

True Time: My Setup

- 1. Login to Skyward Employee Access
- 2. Click on the True Time tab
- 3. Click on My Setup
- 4. Check the box that says **"Do not automatically open the True Time Quick Entry screen when logging into the Web"**
- 5. Click Save





Please note, changes can NOT be made to daily schedules

True Time: Dashboard Widget

- 1. Login to Skyward Employee Access
- 2. Click Select Widgets
- 3. Under Employee Widgets, check box next to True Time Current Status
- 4. Click Save



Skyward User Employee		
Everyone's Widgets	Contraction	Save- Add Dashboar
Last Five Logins	RSS Feeds	Rename Selecter Dashboa
Employee Widgets		Delete Selecter Dashboa
 ▲ Payments ★ Favorites ✓ My Time Off Status 	* My Print Queue Notifications	Reset Selecter Dashboa
Recent Programs	Task History	Unchec
True Time Current Status		Back



5. True Time Current Status widget will now show on your Employee Access dashboard

Jump to Other Dashboards	District Information	0	My Time Off Status	0
*Calendar	Eagle Mountain Saginaw I S D		Time Off Code Remaining Approved	Waiting Availabl
Skyward User	FORT WORTH TX 76179		Add Time Off Reque	
Employee		2	<u>N-</u>	
Reset Dashboards Select Widgets	True Time Current Status	0		
	Status: In	T		
	Start Time: 7:39 am	-	K	
	Duration: 34m			
	05/29/2019 Total: 34m			
	Weekly Total: 13h 31m			

True Time allows employees to track their time by using one or a combination of the below options:

1. True Time Current Status Widget

- a. Login to Skyward Employee Access
- b. If already logged into Employee Access, click Home Tab to go back to Dashboard
- c. Click the drop-down arrow next to **Status** and make your selection
 - i. In
 - ii. Temporarily Out of Office
 - iii. Lunch
 - iv. Gone
- d. Once you've made your choice, you will see the **Start Time** for that selection
- e. Weekly Total will show your total hours for the week
- 2. Employee Access Quick Entry
 - a. Login to Skyward Employee Access
 - b. Click on the **True Time** tab
 - c. Click on Quick Entry



Home	Employee Information	Time Off	True Time	FastTrack Open Positions
	Irue Time			<u></u>
M	y Setup ata Mining	2		1 6 6



Employee Access

d. Click on desired Timekeeping Button

- i. In
- ii. Temp Out of Office
- iii. Lunch
- iv. Gone for the Day



e. The Current Status box will

give you details regarding the status you are currently in

f. The Totals box will give Totals for the current day as well as the week

Current Status		Totals	
Current Status: I	N	Wed 05/29/19 Total:	53m
Start Time:	7:39 AM	Scheduled Hours:	
Current Time:	8:32 AM	Lunch Total:	
Duration:	53m	Weekly Total:	13h 50m
Scheduled Return:			
Note:			

- g. In the Transactions For box, you will see Transaction details for each day
- h. Click on the Prev Day link, to view Transaction details from days past
- i. Click on the Calendar icon to see Transaction details for a specific day
- j. Click View/Submit Time Sheets link to Review or Submit your time sheet to your Approver
- k. For Adjustments:
 - i. Highlight desired Transaction
 - ii. Click on Edit Notes
 - iii. Enter brief reason for adjustment as well as the correct time





Employee Access

3. Kiosk

- a. Enter your 4-digit **Access Code** (same as Kronos code)
- b. Click on desired Timekeeping Button
 - i. In
 - ii. Temp Out of Office
 - iii. Lunch
 - iv. Gone for the Day
- c. The **Current Status** box will give you details regarding the status you are currently in



- d. The Totals box will give Totals for the current day as well as the week
- e. In the Transactions For box, you will see Transaction details for each day

	Enter Future out of Office Records	
Current Status: IN Start Time: 9:02 AM Current Time: 9:05 AM Duration: 3m Scheduled Return:	Totals Thu 05/16/19 Total: 3m Scheduled Hours: Lunch Total: Weekly Total: 3m	Refeash
<prev 05="" 16="" 2019="" day="" p="" thursday<=""> Transactions for Thursday 05/16/2019 Status</prev>	Next Day> View/Submit Time Sheets for CLEAVGRODO0 CLEAVELAND, GROVER S Ford Time Division Note	Edit Notes
IN 9:02 AN	3m	Close

*Note: Do **NOT** use **Kiosks** to request adjustments to your time. Go to a computer, and follow **Adjustment Steps** under the **Employee Access Quick Entry** section*

4. Dedicated URL

- a. Click on or enter URL https://web1.ems-isd.net/scripts/wsisa.dll/WService=wsFin/rwetru09.html
- b. Save URL as a Shortcut to your Desktop or Bookmark to your Favorites Bar
- c. Enter your 4-digit Access Code (Same as Kronos code)
- d. Follow Kiosk Steps



True Time: Submitting Time Sheets

- 1. Login to Skyward Employee Access
- 2. Click on the True Time tab
- 3. Click on Unsubmitted under My Time Sheets

Home	Employee Information	Time Off	True Time	FastTrack Open Positions		
- T	rue Time				• My Time Sheets	
Qu	uick Entry			1	Unsubmitted **	° _
My	History			<u></u>	History K	1
My	/ Setup			1		
Re	anorte					

- 4. OR from the Quick Entry page, click on View/Submit Time Sheets link
- 5. Highlight the correct Week Start/End dates
- 6. Click View Time Sheet to review or
- 7. Click Submit Time Sheet to submit

Time Sheet Infor	mation for GROV	/ER CLEAVE	LAND	۱ ال	ptions
Week Start 👻	Week End	Total Hrs	Status		View Time
05/26/2019	06/01/2019	14h 33m	Time Sheet Not Submitted	*	Sheet
05/19/2019	05/25/2019	29h 31m	Time Sheet Not Submitted		Submit Time
Ø5/12/2019	05/18/2019	16h 41m	Time Sheet Not Submitted		Sheet

- 8. Time Sheets BELOW 37.5 hours:
 - a. If you have **Comp Time**, True Time will automatically pull from your bank and enter a **Saturday** record to correct deficit to 37.5 hours
 - b. If you do **NOT** have **Comp Time**, True Time will enter a **xDoc** record and your paycheck will reflect the deficit
- 9. Be sure to look over **Time Sheet Details** before submitting
- 10. A pop up message will occur if you are over/under 37.5 hours for the week
- 11. Do **NOT** submit time sheets until all **Time Off Requests** have been answered
- 12. Do **NOT** submit time sheets until all requested **Adjustments** have been made to time sheet
- Once your time sheet has been Submitted, your Approver will review and submit to Payroll





Employee Access

True Time

Period Sum	mary							VL Cut
Type	Pav				Note		Hours	Time
WORK	TECH (TE	CHNOLOGY)			11010		14h 55m	Comp
					্য	otal Hours:	14h 55m	Inform
						Ho <mark>ur</mark> s Paid:	15h 00m	<u>Pri</u> Ba
Daily Totals	1							
	Status	Note					Hours	
Tuesday 05	/28/19	1.50.001201						
9:17 AM -	9:22 AM IN	WAS STOPPED TO 9:00	O TALK WITH	H DIRECTOR, AC	TUAL CLOCK	IN TIME IS	0h 05m	
9:22 AM -	11:06 AM LNCH						1h 44m	
11:06 AM -	1:55 PM IN						2h 49m	
1:55 PM -	1:56 PM LNCH						0h 01m	
1:56 PM -	11:59 PM IN						10h 03m	
					05/28/19	Total Hours:	12h 57m	
Wednesday	05/29/19							
7:39 AM -	IN						1h 58m	
					05/29/19	Total Hours:	1h 58m	
Adjustment	ts			10100				
Workday Type	e Status Start Time	Adjusted End Time Pay Cod	le Start Time	Original End Time Pay Co	ode Adjusted E	by .	Note	
05/28/19 Mod	IN 9:17 AN	9:22 AM TECH	9:17 AM	9:17 AM TECH	GROVER S	CLEAVELAND	Was stopped to talk with Director, actual clock in time is 9:00	

Any corrections or adjustments made **AFTER** submission will result in time sheet being **Denied**. You will receive an email indicating time sheet has been **Denied** including any **Notes** from the Approver, and **Instructions** on what to do next. In most cases, you will simply need to **Submit** time sheet again.