



Employee Access True Time

iEmployee Access – True Time: [Employee Access Link](#)

True Time: My Setup

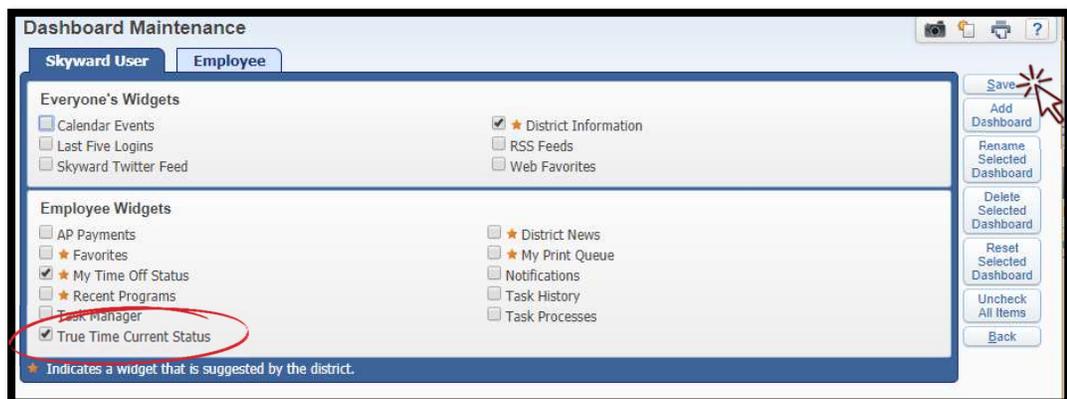
1. Login to Skyward **Employee Access**
2. Click on the **True Time** tab
3. Click on **My Setup**
4. Check the box that says “Do not automatically open the True Time Quick Entry screen when logging into the Web”
5. Click **Save**



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**

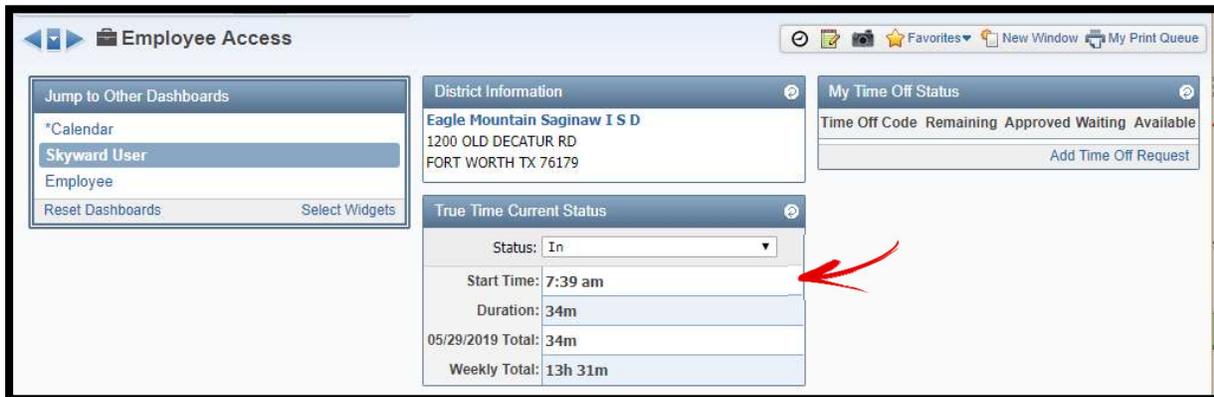




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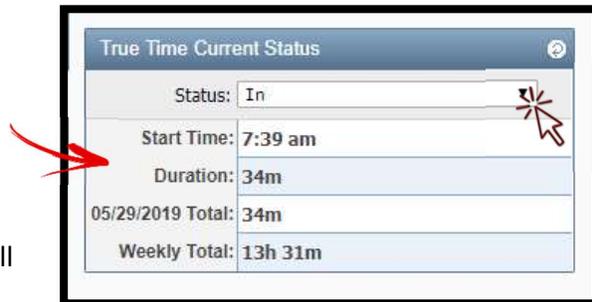
5. **True Time Current Status** widget will now show on your **Employee Access** dashboard



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

1. True Time Current Status Widget

- Login to Skyward **Employee Access**
- If already logged into **Employee Access**, click **Home Tab** to go back to **Dashboard**
- Click the drop-down arrow next to **Status** and make your selection
 - In
 - Temporarily Out of Office
 - Lunch
 - Gone
- Once you've made your choice, you will see the **Start Time** for that selection
- Weekly Total** will show your **total hours** for the week



2. Employee Access – Quick Entry

- Login to Skyward **Employee Access**
- Click on the **True Time** tab
- Click on **Quick Entry**





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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: IN | Wed 05/29/19 Total: 53m |
| Start Time: 7:39 AM | Scheduled Hours: <input type="text"/> |
| Current Time: 8:32 AM | Lunch Total: <input type="text"/> |
| Duration: 53m | Weekly Total: 13h 50m |
| Scheduled Return: <input type="text"/> | |
| Note: <input type="text"/> | |

g. In the **Transactions For** box, you will see **Transaction details** for each day

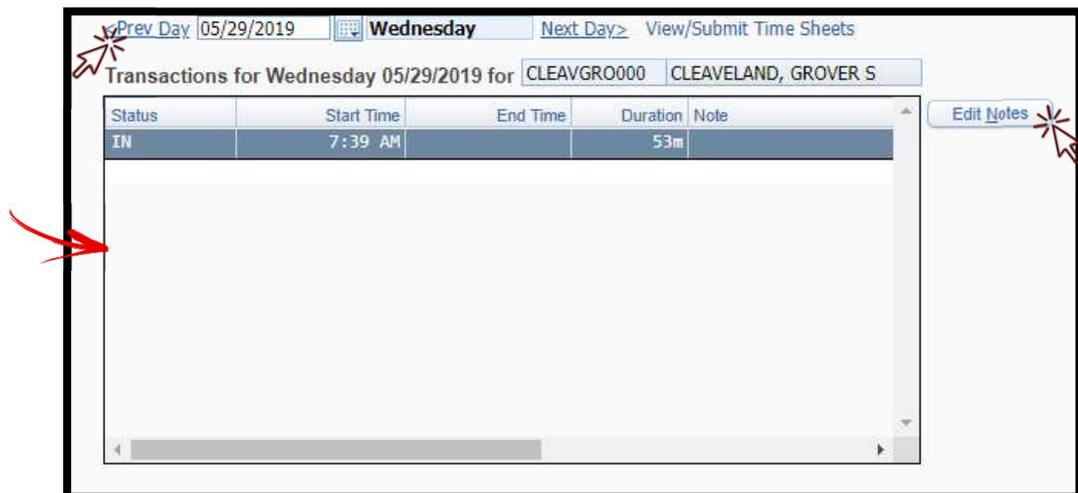
h. Click on the **Prev Day** link, to view **Transaction details** from days past

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





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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



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**



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True Time: Submitting Time Sheets

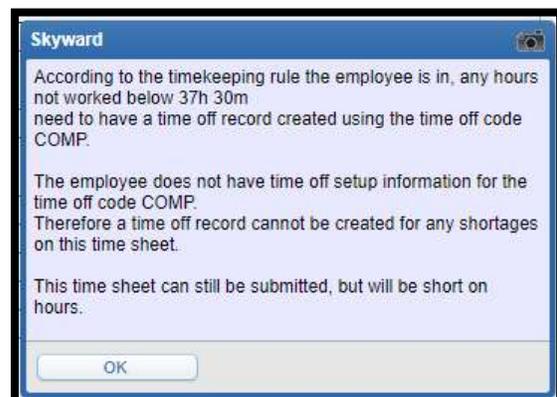
1. Login to Skyward **Employee Access**
2. Click on the **True Time** tab
3. Click on **Unsubmitted** under **My Time Sheets**



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

| Week Start | Week End | Total Hrs | Status |
|------------|------------|-----------|--------------------------|
| 05/26/2019 | 06/01/2019 | 14h 33m | Time Sheet Not Submitted |
| 05/19/2019 | 05/25/2019 | 29h 31m | Time Sheet Not Submitted |
| 05/12/2019 | 05/18/2019 | 16h 41m | Time Sheet Not Submitted |

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
13. Once your time sheet has been **Submitted**, your Approver will review and submit to **Payroll**





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Submit Time Sheet

Time Sheet for GROVER CLEVELAND (XXXX-XX-6712): 05/26/2019 - 06/01/2019

| Period Summary | | | |
|----------------|-------------------|------|----------------|
| Type | Pay | Note | Hours |
| WORK | TECH (TECHNOLOGY) | | 14h 55m |
| Total Hours: | | | 14h 55m |
| Hours Paid: | | | 15h 00m |



| Daily Totals | | |
|---------------------------|---|-----------------------------|
| Status | Note | Hours |
| Tuesday 05/28/19 | | |
| 9:17 AM - 9:22 AM IN | WAS STOPPED TO TALK WITH DIRECTOR, ACTUAL CLOCK IN TIME IS 9:00 | 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 |

| Adjustments | | | | | | | | | | |
|-------------|------|--------|------------|----------|----------|------------|----------|----------|--------------------|---|
| Workday | Type | Status | Adjusted | | | Original | | | Adjusted By | Note |
| | | | Start Time | End Time | Pay Code | Start Time | End Time | Pay Code | | |
| 05/28/19 | Mod | IN | 9:17 AM | 9:22 AM | TECH | 9:17 AM | 9:17 AM | TECH | GROVER S CLEVELAND | Was stopped to talk with Director, actual clock in time is 9:00 |

Employee: _____ Date: _____

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.