

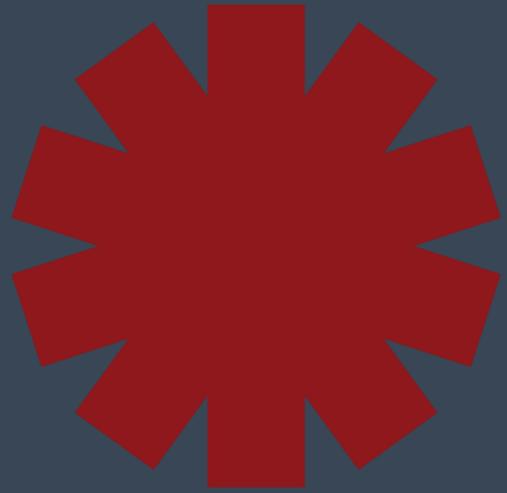
Eagle Mountain-Saginaw ISD

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# SKYWARD TRUE TIME | *ADMINISTRATORS*

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# EMPLOYEE OVERVIEW



# CLOCK IN/OUT METHODS



Employee Access

Single Sign On

Kiosk

Shortcut

# REQUESTING EDITS



05/18/2021 Tuesday Next Day> Current Day View/Submit Time Sheets

ons for Tuesday 05/18/2021 for CLEVEGRO000 CLEVELAND, GROVER S

Start Time	End Time	Duration	Pay Code
3:42 PM	11:59 PM	8h 17m	AIDEI - Aide - Instru

Edit Notes

- Login to Employee Access
- Click on True Time>Quick Entry
- Navigate to correct day
- Click "Edit Notes" and enter correct time with brief reason for adjustment request

# DO NOT SUBMIT



Adjustments have been made



Time Off has been approved



Review timesheet and confirm everything correct

I HAVE TO DO THIS EVERY WEEK?

# APPROVERS

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# WHEN TO APPROVE





# MAKING ADJUSTMENTS

Employee Access > True Time > Supervisor Access > My Employees True Time

Supervisor Access

Views: Adjustments - By Name Filters: \*Only Show Employees That Report Directly to Me

Workday	Type	Status	Start Time	End Time	Pay Code	Start Time	End Time	Pay Code	Date	Time	Adjusted By	Note
06/13/2023	ADDED	IN	8:00 AM	3:00 PM	sumsc				06/15/2023	7:35 AM	COURTNEY KAYE BAKER	Mark As Read
06/12/2023	ADDED	IN	8:00 AM	3:00 PM	sumsc				06/15/2023	7:33 AM	COURTNEY KAYE BAKER	Mark As Read
06/05/2023	MODIFIED	IN	11:30 AM	5:30 PM	sumsc	11:21 AM	11:21 AM	sumsc	06/26/2023	12:24 PM	COURTNEY KAYE BAKER	10:45 am forgot to clock in
06/05/2023	ADDED	IN	11:00 AM	11:30 AM	sumsc				06/26/2023	12:25 PM	COURTNEY KAYE BAKER	Mark As Read
06/05/2023	MODIFIED	IN	7:00 AM	11:00 AM	sumsc	10:25 AM	10:25 AM	sumsc	06/26/2023	12:30 PM	COURTNEY KAYE BAKER	7:30 am - forgot to clock in

### Adjustments To Be Read

- Expand Workday
- Date needing adjustment

### Best Practices

### Note

- Adjustment note from employee
- Click to clear note after adjustment made



# MAKING ADJUSTMENTS

Employee Access > True Time > Supervisor Access > My Employees True Time

## Best Practices

### View

- Adjustments - By Name

### Workweek Totals

- Expand

### Current Week

- Use arrows to change weeks

### Workday

- Click Date to Edit

The screenshot shows the 'Supervisor Access' interface. At the top, there is a 'Views' dropdown menu set to 'Adjustments - By Name' and a 'Filters' dropdown set to '\*Only Show Employees That Report Directly to Me'. Below this is a table with columns: Last Name, First, Middle, SSN, Status, Notes, Workday, Type, Status, Adjusted Start Time, Adjusted End Time, and Adjusted Pay Code. The first row shows employee 'CLEVELAND GROVER S' with SSN '9999', status 'IN', and notes 'N'. Below the table are buttons for 'Expand All', 'Collapse All', 'Modify Details (displaying 8 of 8)', and 'View Printable Details'. There are also expandable sections for 'Current Status' and 'Workweek Totals'. The 'Workweek Totals' section is expanded, showing a table with columns: Workday, Start Time, End Time, Lunch, Hours Worked, Paid Hours Off, Unpaid Hours Off, Total Hours, and Scheduled Hours. The 'Current Week' is displayed as of 07/22/2023. A red box highlights the 'Workweek Totals' section, and a red arrow points to the '<< Current Week >>' navigation arrows.

Last Name	First	Middle	SSN	Status	Notes	Workday	Type	Status	Adjusted Start Time	Adjusted End Time	Adjusted Pay Code
CLEVELAND	GROVER	S	9999	IN	N	05/21/2019	MODIFIED	IN	8:20 AM	11:59 PM	TECH

Workday	Start Time	End Time	Lunch	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours	Di
07/16/2023 Sun									
07/17/2023 Mon									
07/18/2023 Tue	4:33 PM			2h 30m			2h 30m		
07/19/2023 Wed									
07/20/2023 Thu									
07/21/2023 Fri									
07/22/2023 Sat									
Total				2h 30m			2h 30m		

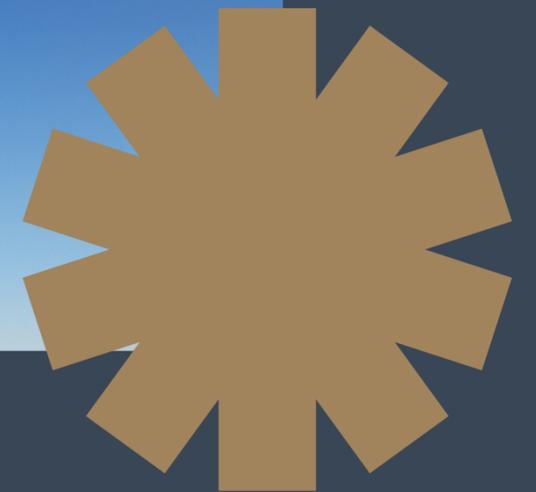
# APPROVING TIMESHEETS

**BEFORE APPROVING...**

## Have You?

Made all Adjustments?

Approved/Denied Time Off for the week?





# APPROVING TIMESHEETS

Employee Access>True Time>My Employees Timesheets>Unapproved

## Best Practices

- Highlight
  - View/Approve/Deny
- ### Individual Timesheet
- View Timesheet for accuracy
  - Approve

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener

My Employees Unapproved Time Sheets

Views: Unapproved Time Sheets - By Name Filters: \*Status - All Unapproved

Last Name	First	Middle	SSN	Week Start	Week End	Status	Level	Org Chart Level	Building C
CLEVELAND	GROVER	S	9999	05/28/2023	06/03/2023	WFM	5	6-21-23-4-1	999

Refresh

View/Approve/Deny Individual Time Sheet

Mass Approve Time Sheets Waiting For My Approval

Mass Print Time Sheets

# DENYING TIMESHETS



View/Process Time Sheet

Time Sheet for GROVER CLEVELAND (XXXX-XX-9999): 05/28/2023 - 06/03/2023

Period Summary

Supervisor	Type	Pay	Note	Hours
SARAH PARTAIN	Work	sumsc (SUMMER SCHOOL PROFESSIONAL)		27h 58m
Total Hours:				<b>27h 58m</b>
Hours Paid:				<b>28h 00m</b>

Daily Totals

Status	Note	Hours
<b>Tuesday 05/30/23</b>		
8:26 AM - 9:21 AM IN	7:30 am - forgot to clock in	0h 55m
9:21 AM - 11:59 PM IN		14h 38m
9:21 AM - 9:21 AM IN		0h 00m
9:21 AM - 9:21 AM LNCH		0h 00m
		<b>05/30/23 Total Hours: 15h 33m</b>
<b>Wednesday 05/31/23</b>		
9:43 AM - 9:43 AM IN	7:30 am - forgot to clock in	0h 00m
9:43 AM - 9:43 AM IN		0h 00m
9:43 AM - 9:43 AM LNCH		0h 00m
10:53 AM - 10:53 AM IN	10:20 am forgot to clock in	0h 00m
11:34 AM - 11:59 PM IN	11:15 am forgot to clock in	12h 25m
		<b>05/31/23 Total Hours: 12h 25m</b>

Adjustments

Workday	Type	Status	Start Time	Adjusted End Time	Pay Code	Original Start Time	Original End Time	Pay Code	Adjusted By	Note
05/30/23	Mod	IN	8:26 AM	9:21 AM	sumsc	8:26 AM	9:21 AM	sumsc	GROVER S CLEVELAND	7:30 am - forgot to clock in
05/31/23	Mod	IN	9:43 AM	9:43 AM	sumsc	9:43 AM	9:43 AM	sumsc	GROVER S CLEVELAND	7:30 am - forgot to clock in



If you need to deny a timesheet, be sure to enter a denial reason that explains what is needed as this will trigger an email be sent to the employee.



# REVIEWING TIMESHEETS

**View/Process Time Sheet**

Time Sheet for GROVER CLEVELAND (XXXX-XX-9999): 05/28/2023 - 06/03/2023

Period Summary

Supervisor	Type	Pay	Note	Hours
SARAH PARTAIN	Work	sumsc (SUMMER SCHOOL PROFESSIONAL)		27h 58m
Total Hours:				<b>27h 58m</b>
Hours Paid:				<b>28h 00m</b>

Daily Totals

Status	Note	Hours
<b>Tuesday 05/30/23</b>		
8:26 AM - 9:21 AM IN	7:30 am - forgot to clock in	0h 55m
9:21 AM - 11:59 PM IN		14h 38m
9:21 AM - 9:21 AM IN		0h 00m
9:21 AM - 9:21 AM LNCH		0h 00m
<b>05/30/23</b>		<b>Total Hours: 15h 33m</b>
<b>Wednesday 05/31/23</b>		
9:43 AM - 9:43 AM IN	7:30 am - forgot to clock in	0h 00m
9:43 AM - 9:43 AM IN		0h 00m
9:43 AM - 9:43 AM LNCH		0h 00m
10:53 AM - 10:53 AM IN	10:20 am forgot to clock in	0h 00m
11:34 AM - 11:59 PM IN	11:15 am forgot to clock in	12h 25m
<b>05/31/23</b>		<b>Total Hours: 12h 25m</b>

Adjustments

Workday	Type	Status	Adjusted Start Time	Adjusted End Time	Adjusted Pay Code	Original Start Time	Original End Time	Original Pay Code	Adjusted By	Note
05/30/23	Mod	IN	8:26 AM	9:21 AM	sumsc	8:26 AM	9:21 AM	sumsc	GROVER S CLEVELAND	7:30 am - forgot to clock in
05/31/23	Mod	IN	9:43 AM	9:43 AM	sumsc	9:43 AM	9:43 AM	sumsc	GROVER S CLEVELAND	7:30 am - forgot to clock in



# REVIEWING TIMESHEETS

Period Summary					
Supervisor	Type	Pay	Note	Hours	
SARAH PARTAIN	NON-WORK	ADMSU (Admin Support)	Admin Support	7h 30m	
SARAH PARTAIN	Timeoff	ADMSU (Admin Support)	NONWORK DAY	2h 00m	
SARAH PARTAIN	Timeoff	ADMSU (Admin Support)	PERSONAL LEAVE-STATE	0h 00m	
SARAH PARTAIN	Work	ADMSU (Admin Support)		28h 23m	
SARAH PARTAIN				Subtotal Hours:	<b>37h 53m</b>
				Total Hours:	<b>37h 53m</b>
				Non-Work Hours:	7h 30m
				Original Hours Paid:	30h 30m
				Requested Comp Time Clock Hours:	0h 30m
				Adjusted Hours Paid:	<b>30h 00m</b>
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours					

**Type:**  
 Nonwork Day = Holiday/District Closed  
 Timeoff = Personal/Sick/Vacation  
 Work = Actual Hours Worked

Confirm Supervisor matches Pay Code  
 District Hours = 37.5 Hours/Week  
 Overages = Comp Time  
 Shortages = Docked Time



# REVIEWING TIMESHEETS

Comp Time Totals				
Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMP HRS	Hours	7h 15m * 1.5	=	10h 53m
COMP HRS	Hours	2h 30m * 1	=	2h 30m
<b>Totals</b>		<b>9h 45m</b>		<b>13h 23m</b>

### Comp Hours:

Clock Hours Requested = Comp Time Earned

Hours \* 1 = 40 Hours Worked

Hours \* 1.5 = Hour Worked over 40 Hours

\* Over 60 hours paid out of **Campus Budget** back to 60 Hours



# REVIEWING TIMESHEETS

Daily Totals			
	Status	Note	Hours
<b>Tuesday 05/30/23</b>			
8:26 AM - 9:21 AM IN		7:30 am - forgot to clock in	0h 55m
9:21 AM - 11:59 PM IN			14h 38m
9:21 AM - 9:21 AM IN			0h 00m
9:21 AM - 9:21 AM LNCH			0h 00m
			<b>05/30/23 Total Hours: 15h 33m</b>
<b>Wednesday 05/31/23</b>			
9:43 AM - 9:43 AM IN		7:30 am - forgot to clock in	0h 00m
9:43 AM - 9:43 AM IN			0h 00m
9:43 AM - 9:43 AM LNCH			0h 00m
10:53 AM - 10:53 AM IN		10:20 am forgot to clock in	0h 00m
11:34 AM - 11:59 PM IN		11:15 am forgot to clock in	12h 25m
			<b>05/31/23 Total Hours: 12h 25m</b>

- **GREEN** = Requested Edit
- **RED** = 11:59 pm Did Not Clock Out
- Review Daily Totals for accuracy
- Review Lunches for accuracy
- Review all edits have been made



# REVIEWING TIMESHEETS

Daily Totals			
Status	Note		Hours
<b>Monday 05/15/23</b>			
8:02 AM - 1:03 PM IN			5h 01m
1:03 PM - 1:48 PM LNCH			0h 45m
1:48 PM - 4:31 PM IN			2h 43m
		<b>05/15/23</b>	<b>Total Hours: 7h 44m</b>
<b>Tuesday 05/16/23</b>			
8:00 AM - 12:28 PM IN			4h 28m
12:28 PM - 1:01 PM LNCH			0h 33m
1:01 PM - 3:08 PM IN			2h 07m
		<b>05/16/23</b>	<b>Total Hours: 6h 35m</b>
<b>Wednesday 05/17/23</b>			
10:31 AM - 4:31 PM IN			6h 00m
		<b>05/17/23</b>	<b>Total Hours: 6h 00m</b>
<b>Thursday 05/18/23</b>			
8:00 AM - 4:23 PM IN			8h 23m
		<b>05/18/23</b>	<b>Total Hours: 8h 23m</b>
<b>Friday 05/19/23</b>			
		<b>05/19/23</b>	<b>Total Hours: 0h 00m</b> <b>Non-Work Hours: 7h 30m</b>
<b>Saturday 05/20/23</b>			
N/A	TOF		1h 15m
		<b>05/20/23</b>	<b>Total Hours: 1h 15m</b>

Saturdays indicate Comp Time Used. True Time will pull the exact amount of comp time needed to balance timesheet to 37.5 hours. No Time Off request needed unless using a **full week** of comp time.



# REVIEWING TIMESHEETS

Adjustments										
Workday	Type	Status	Adjusted			Original			Adjusted By	Note
			Start Time	End Time	Pay Code	Start Time	End Time	Pay Code		
05/30/23	Mod	IN	7:30 AM	9:21 AM	sumsc	8:26 AM	9:21 AM	sumsc	SARAH E PARTAIN	7:30 am - forgot to clock in
05/31/23	Mod	IN	9:43 AM	9:43 AM	sumsc	9:43 AM	9:43 AM	sumsc	GROVER S CLEVELAND	7:30 am - forgot to clock in
05/31/23	Mod	IN	10:53 AM	10:53 AM	sumsc	10:53 AM	10:53 AM	sumsc	GROVER S CLEVELAND	10:20 am forgot to clock in
05/31/23	Mod	IN	11:34 AM	11:59 PM	sumsc	11:34 AM	11:34 AM	sumsc	GROVER S CLEVELAND	11:15 am forgot to clock in

- Workday - Date needing adjustment
- Adjusted Start/End Time - this should reflect what was requested by employee
- Original Start/End Time
- Adjusted By - Person that last touched the record
- Note

# COMP TIME TOTALS- TIME OFF

My Employees Time Off ☆

Views: My Employees Time Off ▾ Filters: Comp Hours ▾

Last Name ▲	First	Middle	Time Off Code*	Remaining	Approved	Waiting	Available
▶ CLEVELAND	GROVER	S	COMP HRS	14h 45m			14h 45m

Employee Access > Time Off > My Employees > Filter: Comp Time

## Creating a Comp Time Filter:

- Click on Filters > Add Filter
- Name Filter COMP HRS (I recommend copying/pasting. Any misspells or extra spaces will result in error)
- Column Display Options > Time Off Code Label
- Paste the COMP HRS code into Low Value and High Value fields
- Save and Apply Filter
- Comp Time filter created so Comp Time will show for every individual employee
- To view ALL Time Off Codes > Click Filter Link > Show all employees under me

# COMP TIME REVIEW - TRUE TIME

My Employees Time Sheets History

Views: Time Sheet Information - By Name Filters: WAITING

Last Name	First	Middle	SSN	Week Start	Week End	Status*	Total Hrs	Comp Time Clock Hours	Hrs Paid	Overtime
				07/02/2023	07/08/2023	WFP	37h 30m		30h 00m	
				06/25/2023	07/01/2023	WFP	37h 31m		37h 30m	
				07/09/2023	07/15/2023	WFP	39h 29m	2h 00m	37h 30m	
				07/02/2023	07/08/2023	WFP	37h 30m		30h 00m	
				06/25/2023	07/01/2023	WFP	37h 29m		37h 30m	
				07/09/2023	07/15/2023	WFP	37h 32m		37h 30m	
				07/02/2023	07/08/2023	WFP	37h 30m		30h 00m	
				06/25/2023	07/01/2023	WFP	37h 35m		37h 30m	
				07/09/2023	07/15/2023	WFP	38h 16m	45m	37h 30m	
				07/09/2023	07/15/2023	WFP	38h 35m	1h 00m	37h 30m	

- Create a Filter**
- Click Filter Link > Add Filter
  - Name Filter > "Waiting for Payroll"
  - Column Display Options > Status
  - WFP in Low and High Value
  - Save and Apply Filter
  - All Comp Time in WFP status is Earned NOT yet received

Employee Access > True Time > My Employees Time Sheets > History



# MONTHLY PAYROLL SCHEDULE

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[Click to view 23-24 Monthly Payroll Schedule](#)