

SKYWARD TRUE TIME



Timekeeping System
End User



CLOCK IN/OUT METHODS

Employee Access

Jump to Other Dashboards

- Calendar
- Skyward User
- Employee
- Set Dashboards Select Widgets
- Task Manager ?

There are no tasks currently assigned to you.

District Information

Eagle Mountain Saginaw I S D
1200 OLD DECATUR RD
FORT WORTH TX 76179

True Time Current Status

Status: Gone

07/19/2021 Total:

Scheduled Hours: **7h 30m**

Weekly Total:

Task Processes

- SUBMIT RESIGNATION/RETIREMENT FORM

Category	Days	Balance	
HICOV	0 Days	0	
JURY DUTY	0 Days	0	
PERSONAL LEAVE-STATE	0 Days	-5 Days	5
SICK LEAVE-LOCAL	0 Days	-7 Days	7
VACATION	0 Days	0	
VACATION ACCUMULATED	0 Days	0	
xDOCK	0 Days	0	

[Add Time Off Req](#)

Employee Access Widget

True Time Quick Entry

Current Status

Current Status:
Start Time: **12:59 PM**
Current Time: **12:59 PM**
Duration:
Scheduled Return:
Note:

Totals

Wed 05/15/19 Total:
Scheduled Hours:
Lunch Total:
Weekly Total:

[Refresh](#)

<Prev Day 05/15/2019 **Wednesday** Next Day> [View/Submit Time Sheets](#)

Transactions for Wednesday 05/15/2019 for CLEAVGRO000 CLEVELAND, GROVER S

Status	Start Time	End Time	Duration	Note
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Employee Access Quick Entry

SKYWARD®

Eagle Mountain Saginaw ISD
FDB

Access Code:

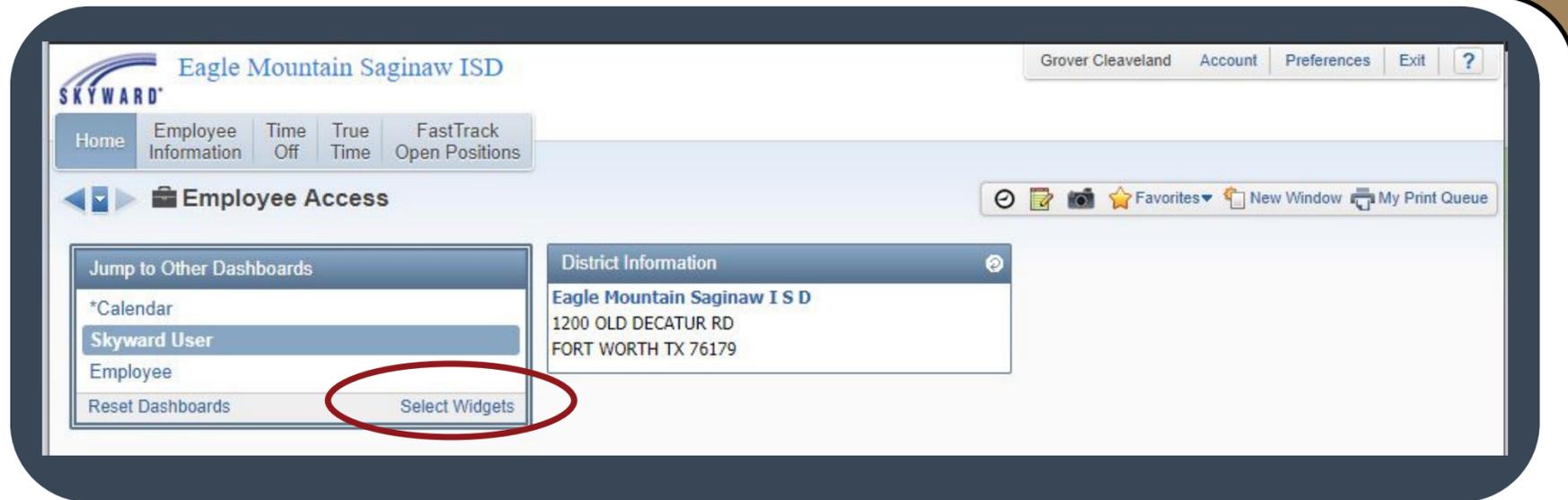
[Sign In](#)

Username/Password?

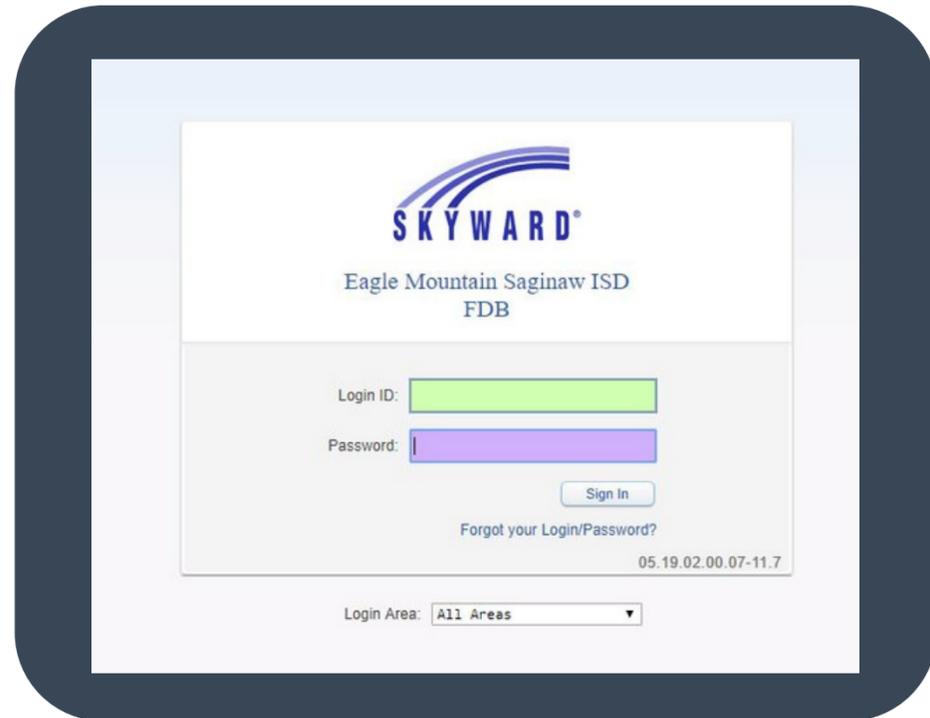
05.19.02.00.07-11.7

SSO/Kiosk/Shortcut

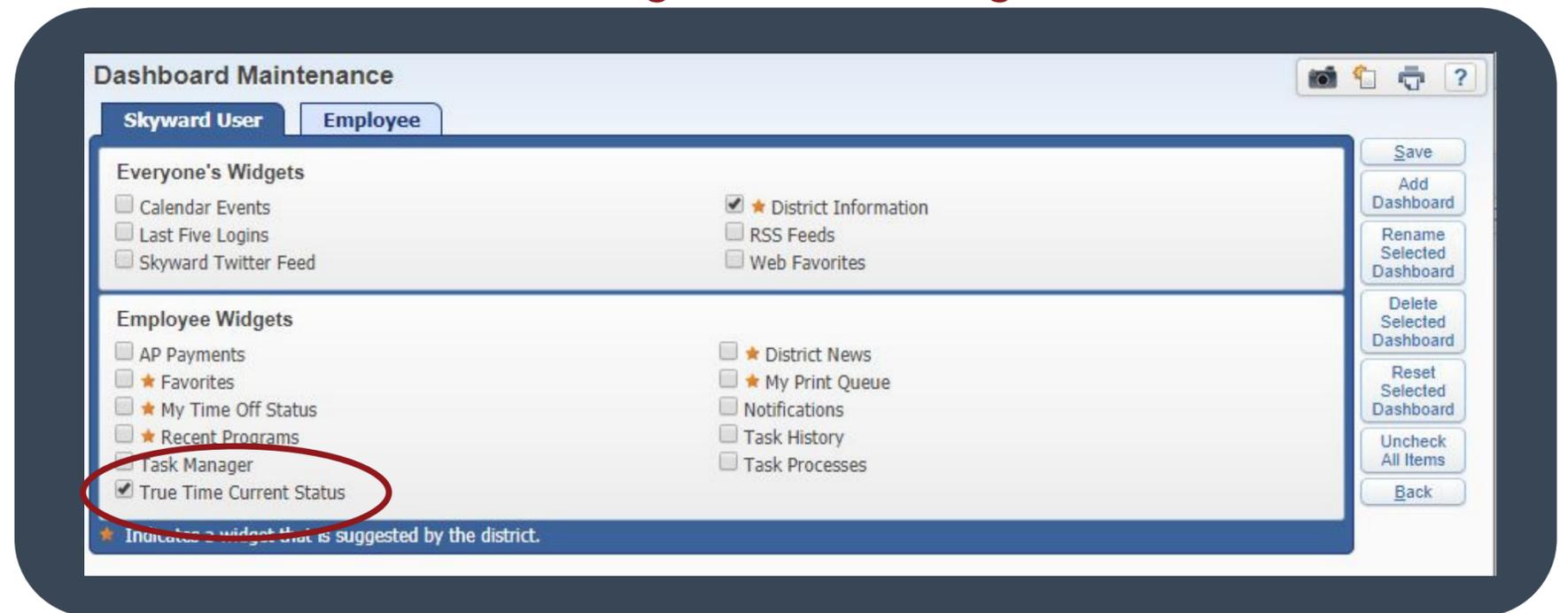
Current Status WIDGET



Click "Select Widgets" on Home Page Dashboard

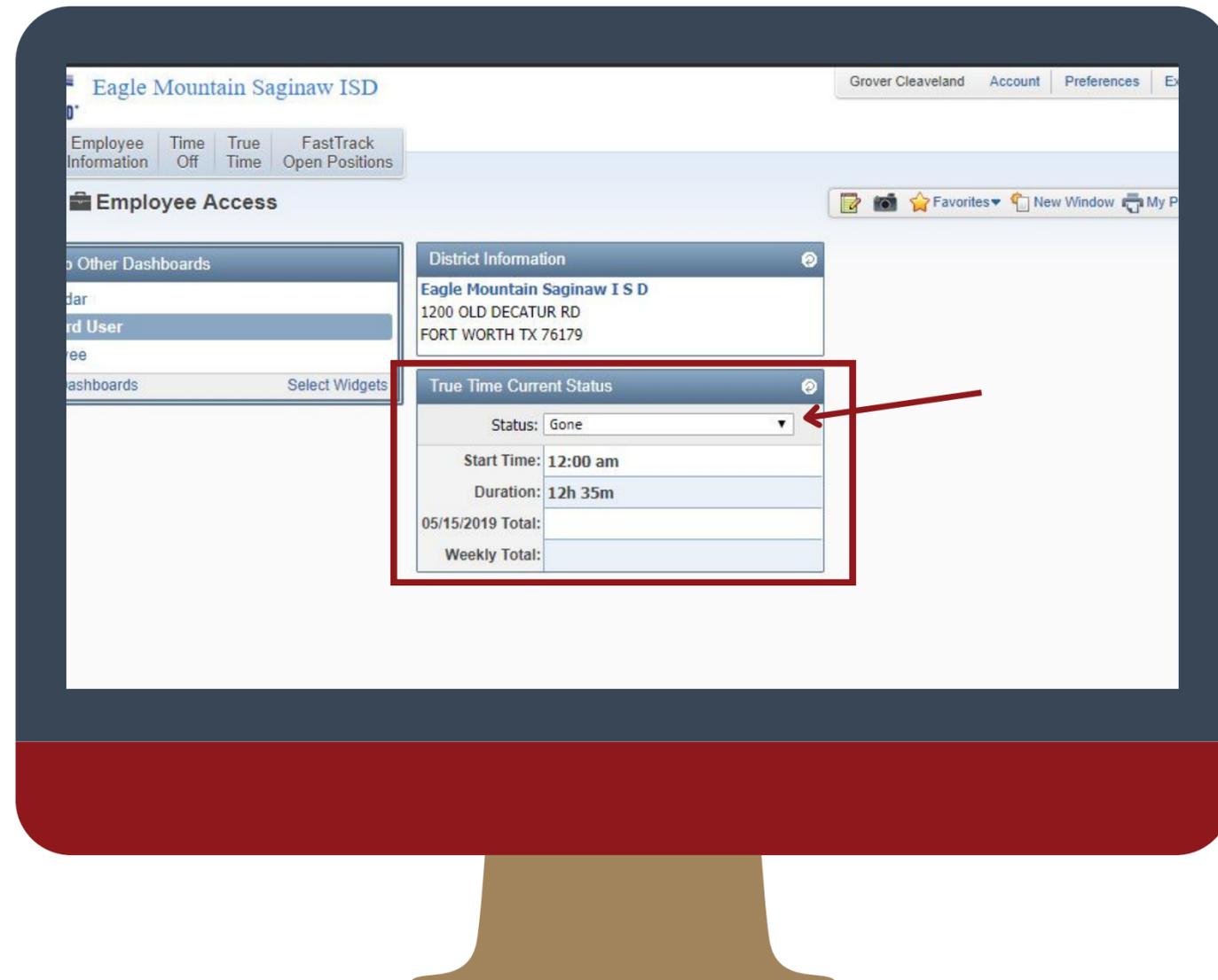


Login to Employee Access



Check box for "True Time Current Status"

CURRENT STATUS WIDGET



QUICK ENTRY



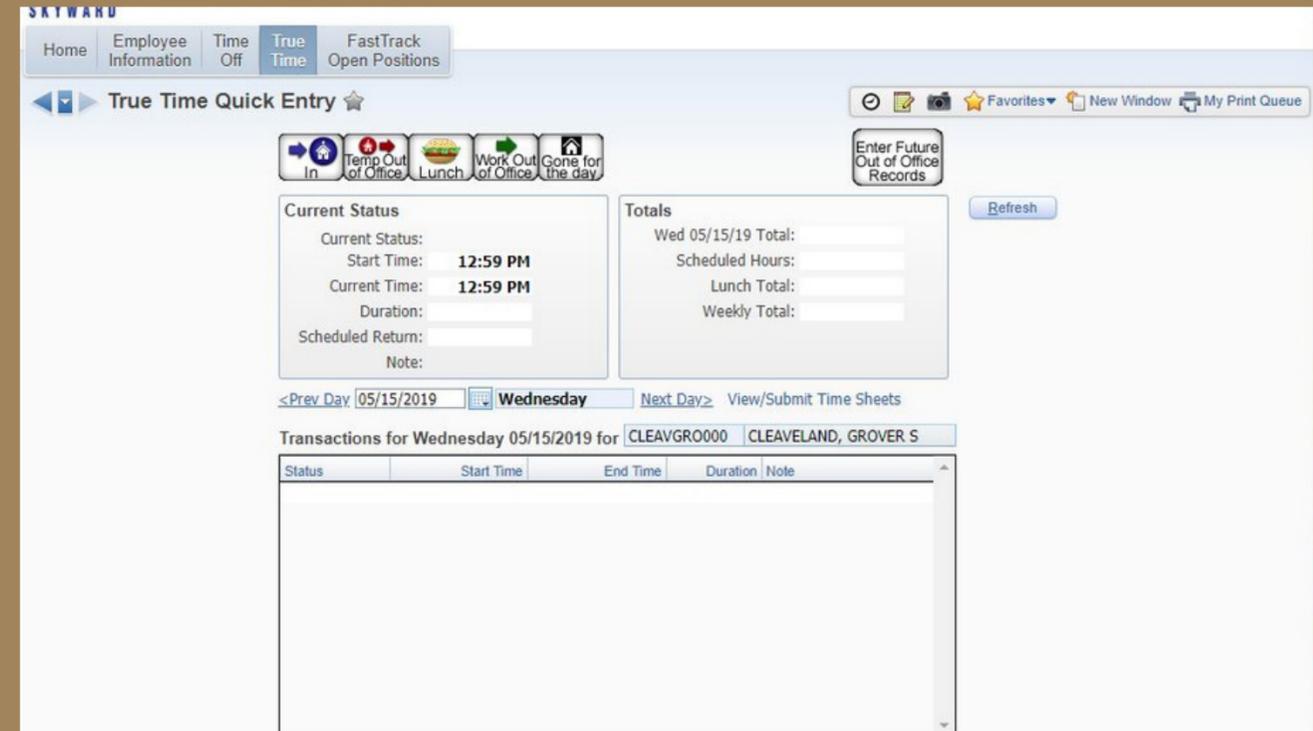
SSO

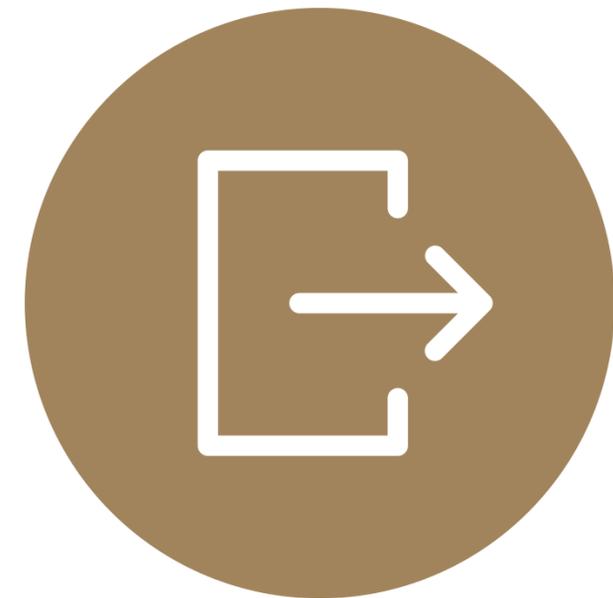
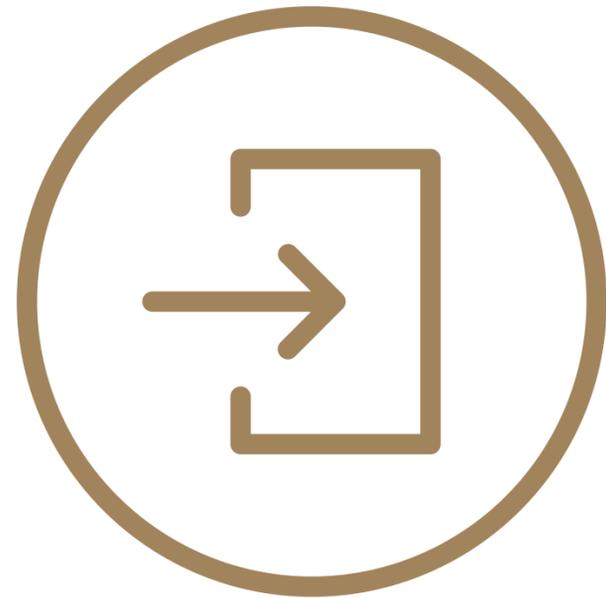


SHORTCUT



KIOSK





WHEN DO I CLOCK *in/out?* →

Beginning of Day

→ IN

Leaving for Lunch

→ LUNCH

Returning from Lunch

→ IN

End of Day

→ GONE FOR DAY

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	Edit Notes
3:42 PM	11:59 PM	8h 17m	AIDEI - Aide - Instru	

- 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



Forget to clock IN (Start of day/Lunch)



- Clock IN as soon as you remember
- Clock IN before you leave campus
- Make an Edit Note
- Indicate actual time IN



Forget to clock OUT (End of day/Lunch)



- Lunch
- Make an Edit Note
 - Indicate lunch duration
- End of Day
- Make an Edit Note next day
 - Indicate time OUT

HOW DO I SUBMIT?

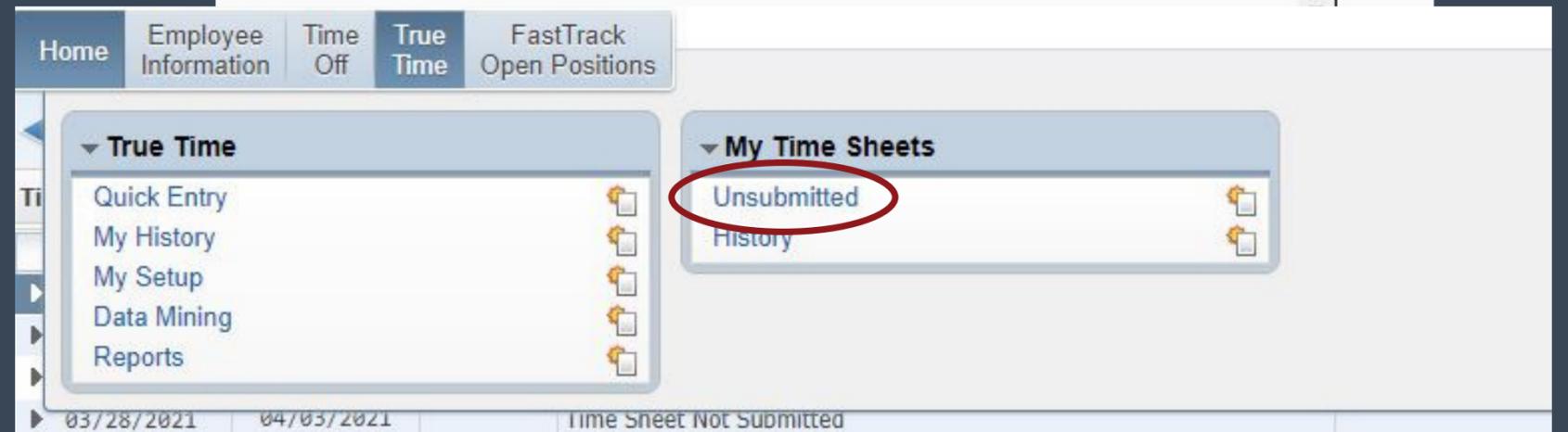
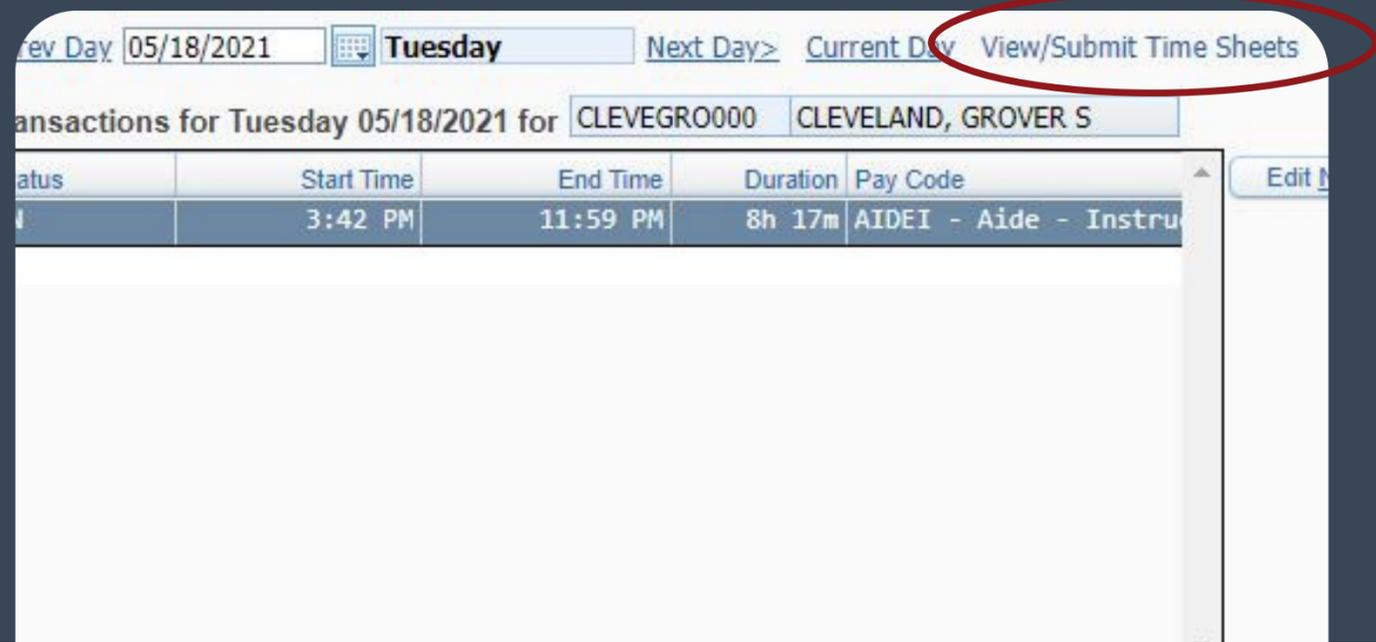
Skyward Employee Access

True Time Tab

Unsubmitted OR

Quick Entry

View/Submit Time Sheets



WHEN DO I SUBMIT MY TIMESHEET?





DO NOT SUBMIT Until...



Adjustments have been made



Time Off has been approved



Review timesheet and confirm everything correct

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:				27h 58m
Hours Paid:				28h 00m

Approve
Deny
Print
Back

Daily Totals

Status	Note	Hours
Tuesday 05/30/23		
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
		05/30/23 Total Hours: 15h 33m
Wednesday 05/31/23		
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
		05/31/23 Total Hours: 12h 25m

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	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: 37h 53m
				Total Hours: 37h 53m
				Non-Work Hours: 7h 30m
				Original Hours Paid: 30h 30m
				Requested Comp Time Clock Hours: 0h 30m
				Adjusted Hours Paid: 30h 00m
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
Totals		9h 45m		13h 23m

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
Tuesday 05/30/23			
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
		05/30/23	Total Hours: 15h 33m
Wednesday 05/31/23			
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
		05/31/23	Total Hours: 12h 25m

- **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
Monday 05/15/23			
	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
		05/15/23	Total Hours: 7h 44m
Tuesday 05/16/23			
	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
		05/16/23	Total Hours: 6h 35m
Wednesday 05/17/23			
	10:31 AM - 4:31 PM IN		6h 00m
		05/17/23	Total Hours: 6h 00m
Thursday 05/18/23			
	8:00 AM - 4:23 PM IN		8h 23m
		05/18/23	Total Hours: 8h 23m
Friday 05/19/23			
		05/19/23	Total Hours: 0h 00m Non-Work Hours: 7h 30m
Saturday 05/20/23			
N/A	TOF		1h 15m
		05/20/23	Total Hours: 1h 15m

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 REVIEW

My Time Sheet History ☆

Views: Time Sheet Information Filters: *Skyward Default

Week Start	Week End	Total Hrs	Comp Time Clock Hours	Hrs Paid	Overtime	Pd Hrs Off	Non-Work Hrs	Unpd Hrs Off	Status
▶ 07/11/2021	07/17/2021	37h 24m		37h 30m		6h 45m			Waiting for approval from KIRK
▶ 07/04/2021	07/10/2021	37h 30m		30h 00m		30h 00m	7h 30m		Waiting for Payroll
▶ 06/27/2021	07/03/2021	37h 28m		37h 30m		3h 00m			Waiting for Payroll
▶ 06/20/2021	06/26/2021	40h 08m	2h 45m	37h 30m					History
▶ 06/13/2021	06/19/2021	40h 58m	3h 30m	37h 30m					History
▶ 06/06/2021	06/12/2021	38h 50m	1h 15m	37h 30m					History
▶ 05/30/2021	06/05/2021	37h 28m		30h 00m		15m	7h 30m		History
▶ 05/23/2021	05/29/2021	37h 25m		37h 30m		17h 30m			History
▶ 05/16/2021	05/22/2021	39h 00m	1h 30m	30h 00m			7h 30m		History
▶ 05/09/2021	05/15/2021	40h 08m	2h 45m	37h 30m					History
▶ 05/02/2021	05/08/2021	39h 28m	2h 00m	37h 30m					History
▶ 04/25/2021	05/01/2021	38h 05m	30m	37h 30m					History

Earned Not Yet Received

Earned and Received

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

COMP TIME TOTALS

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

My Time Off Status ☆

Views: General Filters: *Skyward Default

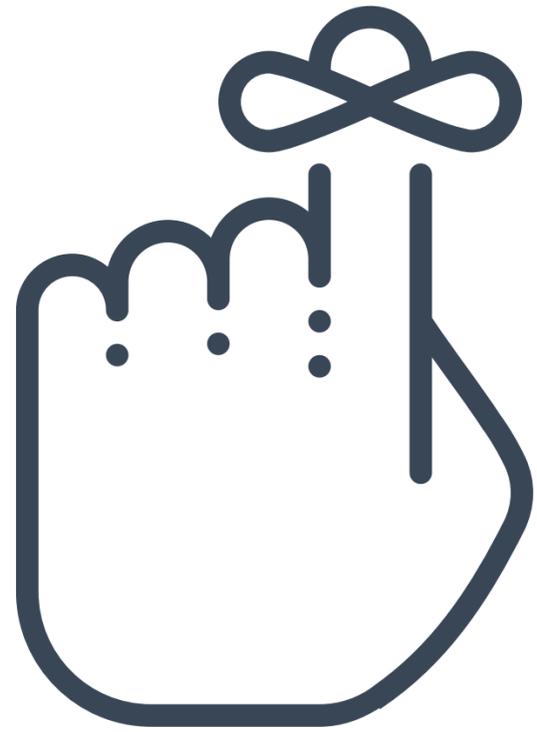
Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ COMP HRS		10h 00m	10h 00m	0h 00m			0h 00m
▶ HHC OV				0 Days			0 Days
▶ JURY DUTY				0 Days			0 Days
▶ PERSONAL LEAVE-STAT				0 Days	-5 Days		5 Days
▶ SICK LEAVE-LOCAL				0 Days	-7 Days		7 Days
▶ VACATION				0 Days			0 Days
▶ VACATION ACCUMULA				0 Days			0 Days
▶ xDOCK				0 Days			0 Days

REMAINING + EARNED NOT YET RECEIVED = TOTAL COMP TIME



MONTHLY PAYROLL SCHEDULE

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



THINGS TO REMEMBER



Do NOT submit
unless Edits made
and Time Off
approved



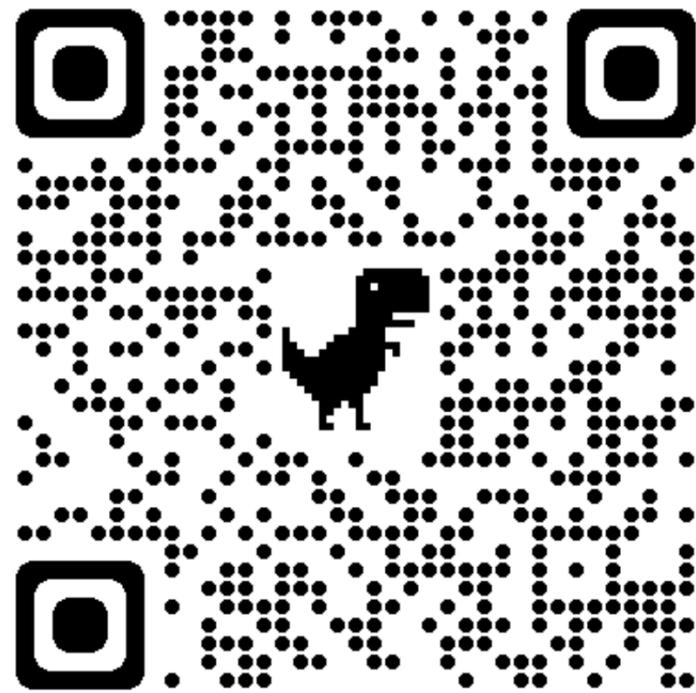
Submit timesheet
WEEKLY



Submitting =
Your Signature of
Approval

THANK YOU!

Contact me with questions or scan the QR code for training material.

A business card for Sarah Partain, Business Systems Analyst at Eagle Mountain Saginaw ISD. The card features a circular portrait of Sarah Partain on the left. To the right of the portrait, her name and title are listed. Below that, her contact information is provided: phone number (817) 232-0880 X2571, email spartain@ems-isd.net, and address 1600 Mustang Rock Rd. On the right side of the card, the Eagle Mountain Saginaw ISD logo is displayed, which includes a shield with a flame and the text "EMS ISD".

Sarah Partain
Business Systems Analyst

Eagle Mountain Saginaw ISD

(817) 232-0880 X2571

spartain@ems-isd.net

1600 Mustang Rock Rd.

