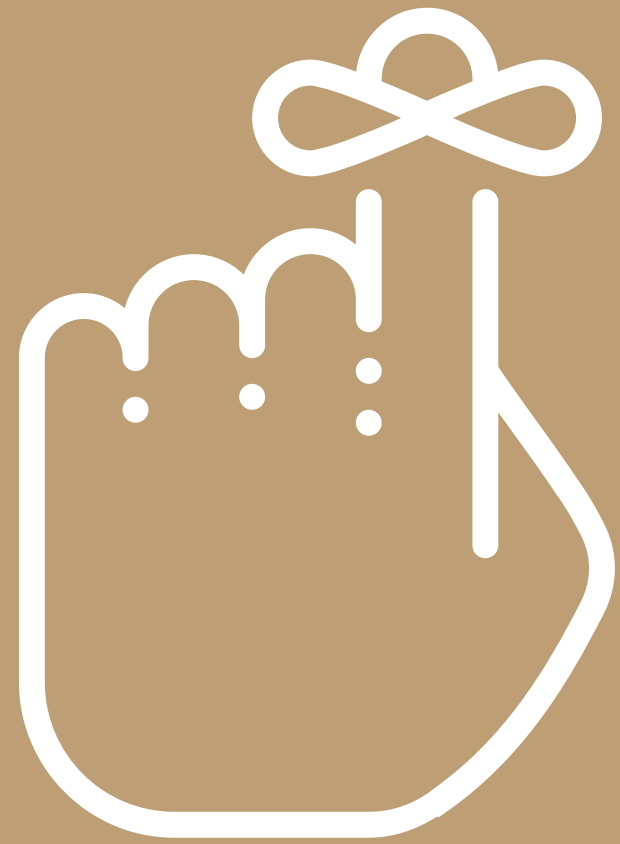# SKYWARD TRUE TIME

Timekeeping System

Extra Duty

THINGS TO REMEMBER

1 Choose Extra Duty pay code when clocking in

2 Choose Extra Duty Supervisor when submitting timesheet

3 Submit timesheets WEEKLY

CLOCK IN/OUT METHODS

Employee Access Quick Entry

Employee Access Widget

SSO/Kiosk/Shortcut
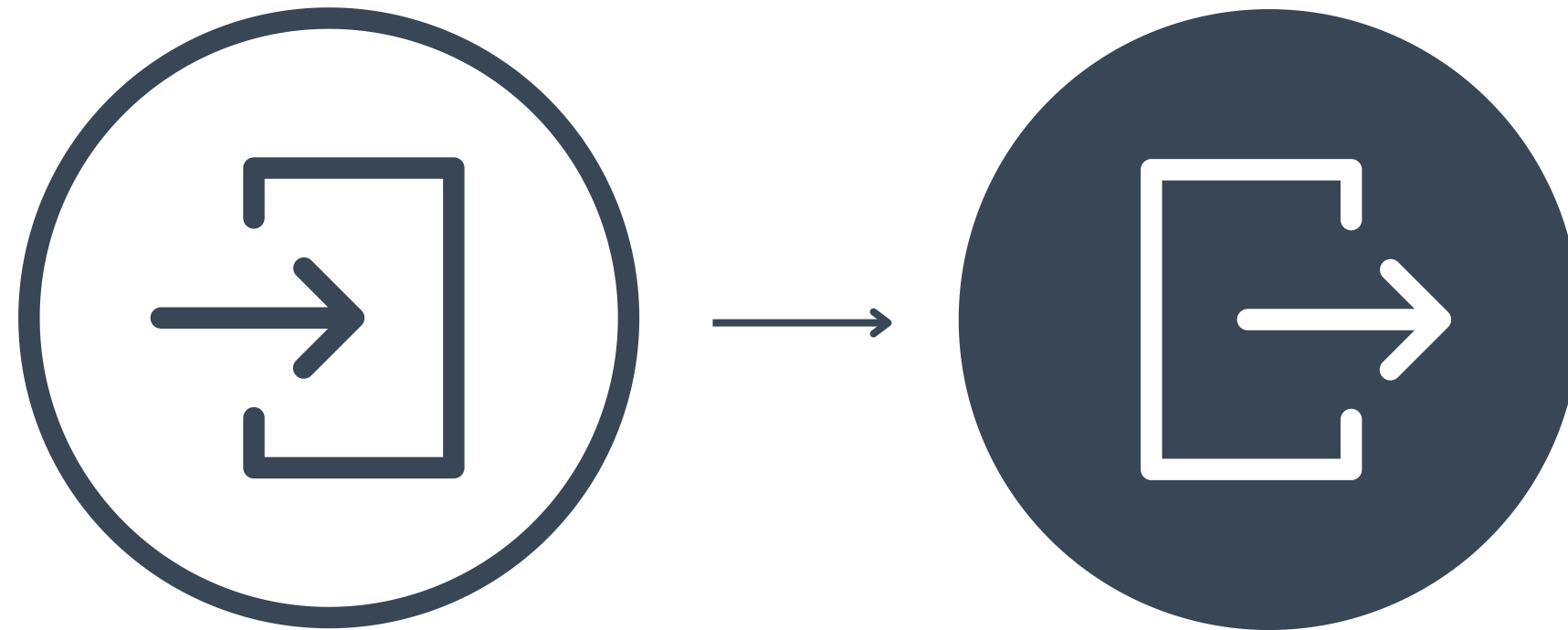
WHEN DO I CLOCK *in/out?*

Beginning of Duty → IN

End of Duty → GONE FOR DAY

MULTIPLE Pay Codes

When clocking in/out with multiple Pay Codes

- Enter your True Time Access Code or Username/Password
- In the Job Selection pop up window, check the box next to correct Extra Duty code
- Click Select

Job Selection

Select Job for True Time Entry

Select ▲	Primary	Pay Code	Description
☐	No	CLC	CLC FACILITATOR
☐	No	sumsc	SUMMER SCHOOL
☐	No	TUTR2	TUTOR ESSER FUNDING TEACHER

Select
Back

3 records displayed

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   Edit Notes

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

IF... **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

IF... **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

WHEN DO I SUBMIT MY TIMESHEET?

Employees clock in/out throughout week → Employees request Adjustments by Friday afternoon → Supervisor makes Adjustments by Monday afternoon → Employee Submits timesheet by end of day Monday → Supervisor Approves timesheets by noon Tuesday

HOW DO I SUBMIT?

Skyward Employee Access

True Time Tab

Usubmitted   OR

Quick Entry

View/Submit Time Sheets

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

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

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

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

▼ **True Time**
Quick Entry
My History
My Setup
Data Mining
Reports

▼ **My Time Sheets**
Unsubmitted
History

Ti

▶ 03/28/2021   04/03/2021   Time Sheet Not Submitted

MULTIPLE SUPERVISORS

Supervisor Selection

Supervisor Selection for GROVER CLEVELAND

Please select a supervisor for each job:

Supervisor	Pay Code	Primary	Description
SARAH PARTAIN	TUTR2	No	Tutor Esser Funding Teacher
ANGELA MARTIN	SUMSC	No	Summer School
SHAWN LEE	CLC	No	Clc Facilitator

Continue
Back

In Unsubmitted Timesheets

- Highlight the correct timesheet (should only be one)

- Click "Submit Time Sheet"

- In Supervisor Selection pop-up, click on the drop-down arrow next to each Pay Code and choose correct Supervisor

- Click "Continue"

- Click "Submit Time Sheet"

TIMESHEET Details

Period Summary
- Summary of accumulated hours

Daily Totals
- Breakdown of each day
- Adjustments in GREEN

Adjustment Details
- When adjustment made
- Adjusted by
- Adjustment notes

THANK YOU!

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

Sarah Partain
Business Systems Analyst

Eagle Mountain Saginaw ISD

📞 (817) 232-0880 X2571

✉ spartain@ems-isd.net

📍 1600 Mustang Rock Rd.