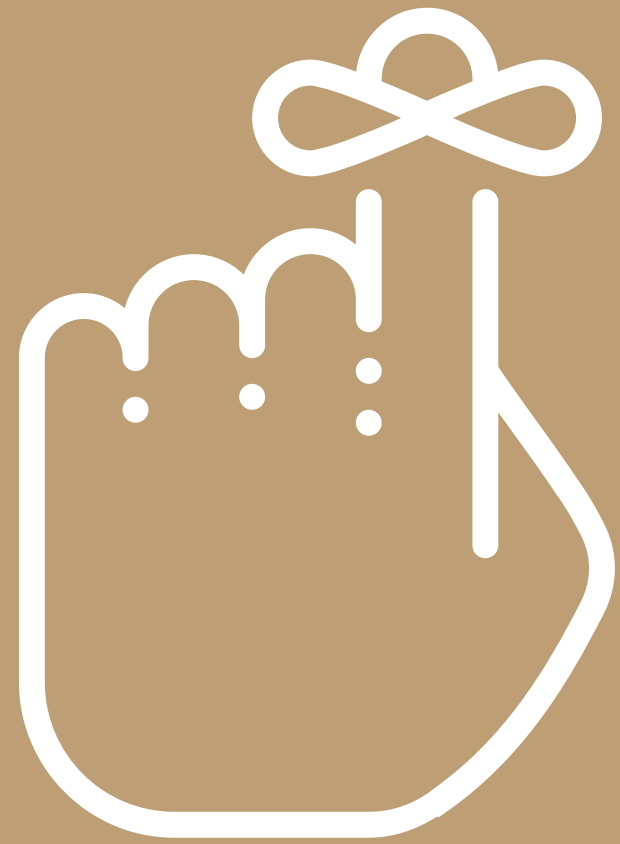


SKYWARD TRUE TIME



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

Jump to Other Dashboards

Calendar

Myward 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

Avail

HHCov	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

Eagle Mountain Saginaw ISD

Grover Cleveland Account Preferences Exit

Home Employee Information Time Off True Time FastTrack Open Positions

True Time Quick Entry

In

Temp Out of Office

Lunch

Work Out of Office

Gone for the Day

Enter Future Out of Office Records

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
--------	------------	----------	----------	------

Employee Access Quick Entry

Eagle Mountain Saginaw ISD

FDB

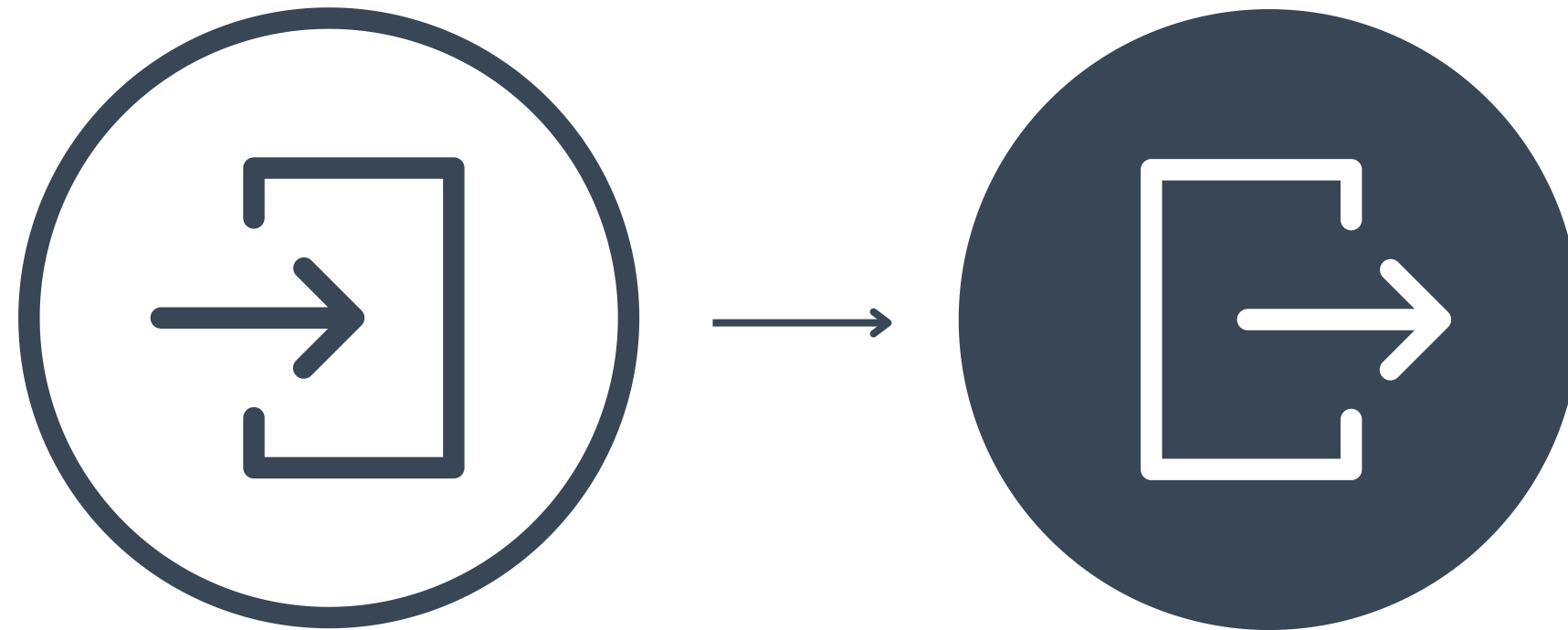
Access Code:

Sign In

Login/Password?

05.19.02.00.07-11.7

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
<input checked="" type="checkbox"/>	No	CLC	CLC FACILITATOR
<input type="checkbox"/>	No	sumsc	SUMMER SCHOOL
<input type="checkbox"/>	No	TUTR2	TUTOR ESSER FUNDING TEACHER

3 records displayed

Select Back

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



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

WHEN DO I SUBMIT MY TIMESHEET?



HOW DO I SUBMIT?

☐ Skyward Employee Access

☐ True Time Tab

☐ Unsubmitted OR

☐ Quick Entry

☐ View/Submit Time Sheets

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

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

Status	Start Time	End Time	Duration	Pay Code
	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

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

MULTIPLE SUPERVISORS

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"

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

Period Summary

Type	Pay	Note	Hours
Work	ADMSU (Admin Support)		40h 08m
Total Hours:			40h 08m
Original Hours Paid:			40h 15m
Requested Comp Time Clock Hours:			2h 45m
Adjusted Hours Paid:			37h 30m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals

Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMP HRS	Hours	0h 15m * 1.5	=	0h 23m
COMP HRS	Hours	2h 30m * 1	=	2h 30m
Totals		2h 45m		2h 53m

Daily Totals

Status	Note	Hours
Monday 06/21/21		
7:00 AM - 5:20 PM IN		10h 20m
	06/21/21 Total Hours:	10h 20m
Tuesday 06/22/21		
7:31 AM - 5:32 PM IN		10h 01m
	06/22/21 Total Hours:	10h 01m
Wednesday 06/23/21		
7:30 AM - 5:32 PM IN		10h 02m
	06/23/21 Total Hours:	10h 02m
Thursday 06/24/21		
7:30 AM - 5:15 PM IN	Clock out time should be 5:15 PM	9h 45m
	06/24/21 Total Hours:	9h 45m
	Hours Paid:	7h 00m

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.

