

Employee Access - True Time: Approver

Employee Access Link

True Time: Dashboard Widgets

- 1. Login to Skyward Employee Access
- 2. Click Select Widgets
- 3. Under Employee Widgets, check box next
 - a. Time Off Awaiting My Approval
 - b. Time Sheets Awaiting My Approval
 - c. My Employee's Time Off Per Week
 - d. Time Sheets Awaiting Lower Approval
- 4. Click Save
- 5. True Time Current Status widget will now show on your Employee Access dashboard

Kirk Murdock Employee		
Everyone's Widgets		Save Add
Calendar Events	🗹 \star District Information	Dashboard
Last Five Logins	RSS Feeds	Rename
Skyward Twitter Feed	Web Favorites	Selected Dashboard
Employee Widgets		Delete Selected Dashboard
AP Payments	C 🖈 District News	Peset
🗹 🗯 Favorites	My Employee's Time Off Per Week	Selected
🛄 🗯 My Print Queue	🗹 🚖 My Time Off Status	Dashboard
Notifications	🛄 🗯 Recent Programs	Uncheck
Requisitions Awaiting My Approval	Task History	All Items
Task Manager	Task Processes	Back
Time Off Awaiting My Approval	Time Sheets Awaiting Lower Approval	_
🗹 Time Sheets Awaiting My Approval 🗧	True Time Current Status	

My Employees True Time allows Supervisors to review their employee's True Time Data.

- 1. Login to Employee Access
- 2. Click True Time tab
- 3. Under Supervisor Access, click My Employees True Time

Employee Time True FastTrack Open Positions	FastTrack Screener
→ True Time	* Supervisor Access
Data Mining for the second sec	My Employees True Time My Employees Totals by States My Employees Weekly Averages Schedule Tracker Max Hours
	- My Employees Time Sheets
	Unsubmitted C Unapproved C History C





True Time: Supervisor Access

- 4. A list of your employees will display
- 5. Click the drop-down arrow next to View to change the way your data displays
- 6. Click the drop-down arrow next to **Filters** to narrow your results to:
 - a. Only Show Employees That Report Directly to me
 - b. or Show All Employees Under Me

Supe	rvisor Acces	is 😭						🎅 💼 合 Favi	orites 🔻 🐔 I	New Window	My Print Que
Views: Adjustme	ents - By Name		Filters: *	Only Sho	ow Employees T	hat Report	Directly to	Me	7	2 2 4	Refresh
Last Name	Firet	Middle	SSN Status	Notes	(1) Workday	(1) Tune	(1) Statue	Adjusted Start Time	(1) Adjusted	(1) Adjusted	
	1 1131	Wilduic	IN	N	05/20/2019	ADDED	IN	7:50 AM	2:03 PM	TECH	*
Þ.			IN	N			Colori			CORA IMA N	
Þ			IN	N							
Þ			TOF	N							
E.			TOF	N							
Þ.			IN	N	05/28/2019	MODIFIED	IN	7:41 AM	3:12 PM	TECH	
F.				N							
P.				N							
Þ.			IN	N	05/20/2019	MODIFIED	IN	8:18 AM	4:08 PM	TECH	
P.			IN	N							
Þ.				N							
P.			IN	N							
Þ			IN	N	05/20/2019	MODIFIED	IN	8:03 AM	11:32 AM	ADMSU	
P.			IN	Y	05/17/2019	MODIFIED	IN	8:32 AM	10:41 AM	TECH	
Þ.			TOF	N							
Þ			IN	N							
E.			IN	Y	05/23/2019	MODIFIED	IN	7:56 AM	4:24 PM	ADMSU	

7. Highlight Employee's name and click the drop-down arrow to see employee details

Last Name 🔺	First	Middle	SSN	Status	Notes	(1) Workday	(1) Type	(1) Status	(1) Adjusted Start Time	(1) (1) Adjusted Adjusted End Time Pay Code	
CLEAVELAND	GROVER	S	6712	IN	N	05/28/2019	MODIFIED	IN	9:17 AM	9:22 AM TECH	-
Expand All Collapse	All Modify Deta	ils (displaying I	8 of 8) V	iew Print	able Det	ails					
Current Status	ante producerto ference.		2.25 DE 118								
F Current Status											
Workweek Totals											
Previous Time She	eets Unsubmitted	Time Sheets Ti	ime Sheet H	listory							
Upcoming Schedu	iled Tracked Tin	ne									
Exception Notes	Ì										
► Workweek Schedu	Ile Edit Workweel	k Schedule									
Adjustments To B	e Read Unread A	Adjustments									
Adjustments Histo	FY Adjustments			_		_	_	_			

- a. **Current Status** employee's current status such as Today's hours, Week's hours, OT hours, etc.
- b. Workweek Totals employee's workday entries
- c. Previous Time Sheets employee's previous time sheets from different periods. Click the Unsubmitted Time Sheets link to see any time sheets the employee has not submitted. Click the Time Sheet History to view historical time sheets.



True Time: Supervisor Access

- d. Upcoming Scheduled Tracked Time will not be used
- e. Exception Notes Notes from employee to supervisor
- f. Workweek Schedule employee's schedule
- g. Adjustments to be Read list of Adjustments the employee has requested to be made to their timesheets. Scroll to the right to mark Adjustments as read
- h. Adjustments History list of historical adjustments. Click Adjustments link to see adjustments in a separate browse window.

My Employee's Totals by Status allows Supervisors to review their employee's True Time data by Status (In, Lunch, Gone for the Day, etc.).

- 1. Login to Employee Access
- 2. Click True Time tab
- 3. Under Supervisor Access, click My Employees Totals by Status
- A list of your employees will show and the hours they've worked



Totals	s By Status 😭						1	💼 🏫 Fa	vorites	Ne	w Window 🖷	My Print Queue
The workweek be	egins on Sunday.	* Sta	arting Workweek:	05/26/2019	D D	ay Of Week:	Entire Wee	ek 🔻 🗲	status	s Type:	IN 🔻	Apply
Views: Totals B	y Status - <mark>B</mark> y Name	▼ Filters: *	Only Show Employ	ees That Re	port Direct:	ly to Me ▼			T			Totals by Status
Last Name	First	Middle	Total Hours	Starting Week	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Level	Primary Pay	Org Cha	Report
Þ			30h 38m	8h 25m	22h 13m				4	TECH	6-7-169	
1 million			41h 18m	8h 17m	33h 01m				4	TECH	6-7-16	
Þ.			56h 42m	16h 59m	39h 43m				4	TECH	6-7-16	
1 million			33h 54m		33h 54m				4	TECH	6-7-169	
Þ.			59h 09m	12h 57m	29h 31m	16h 41m			4	TECH	6-7-169	
			and the							Composed in		

- 5. Choose the **Starting Workweek** date to narrow down the totals for a specific week
- 6. Click drop-down arrow next to **Day of Week** to view a particular day or the entire week
- 7. Click the drop-down arrow next to Status Type to view
- 8. Click Apply to initiate selections made



- 9. Highlight Employee's name and click the drop-down arrow to see employee details
- 10. Click **Totals by Status Report** button to run a customized report of your employees' totals based on the **Status Type** selected

The	e workwee <mark>k beg</mark> i	ns on Sunday.	* Sta	rting Workweek	05/26/2019	¥ D	ay Of Week	Entire Wee	k ▼ *	Status Type:	IN 🔻	Ap
Vi	ews: Totals By S	tatus - By Nar	ne 🔻 <u>Filters:</u> *C	only <mark>Sh</mark> ow Employ	ees That Re	port Direct	ly to Me ▼			T	· 🖲 💩	Totals
Las	st Name 🔺	First	Middle	Total Hours	Starting Week	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Primary Level Pay	Org Cha	Repo
•	BRICE	CARLA	J	33h 54m		33h 54m				4 TECH	6-7-16! 🔺	
	CLEAVELAND	GROVER		59h 09m	12h 57m	29h 31m	16h 41m			4 TECH	6-7-16	
	Weekly Totals	with Status Type	e of IN Total Hours									
	 ✓ Weekly Totals Week ▶ 05/26/19 - ▶ 05/19/19 - 	with Status Type 06/01/19 05/25/19	e of IN Total Hours 12h 57m 29h 31m									
	 ₩eekiy Totals Week 05/26/19 - 05/19/19 - 05/12/19 - 	with Status Type 06/01/19 05/25/19 05/18/19	e of IN Total Hours 12h 57m 29h 31m 16h 41m									
	 ₩eekiy Totals Week 05/26/19 - 05/19/19 - 05/12/19 - 05/05/19 - 	with Status Type 06/01/19 05/25/19 05/18/19 05/11/19	e of IN Total Hours 12h 57m 29h 31m 16h 41m 0h 00m									
	 ₩eekiy Totals Week 05/26/19 - 05/19/19 - 05/12/19 - 05/05/19 - 	with Status Type 06/01/19 05/25/19 05/18/19 05/11/19	e of IN Total Hours 12h 57m 29h 31m 16h 41m 0h 00m									

My Employees Weekly Averages allows Supervisors to review their employees' Weekly Averages.

- 1. Login to Employee Access
- 2. Click True Time tab
- 3. Under Supervisor Access, click My Employees Weekly Averages
- A list of your employees will show and the Total Hours, Weeks Worked and

Average Hours for Weeks Worked

Home	Employee Information	Time Off	True Time	FastTrack Open Positions	FastTrack Screener		
< 🔽	rue Time				- Supervi	sor Access	
Re	ta Mining ports			<u>୧</u> ୧୦	My Emplo My Emplo My Emplo Schedule Max Hours	yees True Time yees Totals by Status yees Weekly Averages Tracker s	<mark>له له له له ا</mark>
					- My Emp	loyees Time Sheets	
					Unsubm Unappro History	itted ived	4 4 4



- 5. Select the Starting Workweek and click Apply
- 6. Sort columns by clicking on the **column heading** to see which employees are working the most/least hours

Weekly	/ Averages 會						1		avorites 🔻 👘	New Window	My Print	Quei
The workweek beg	jins on <mark>Sund</mark> ay.			* <mark>S</mark> I	arting Workweel	05/26/2019					A	pply
Views: Weekly Av	erages - By Name 🔻	Filters: *On	ly Show Emp	loyees T	hat Report Direc	tly to Me י	•			7		8
Last Name 🔺	First	Middle	Total Hours	Weeks Worked	Avg Hrs for Weeks Worked	Starting Week	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Previous Week 6	
Passonn.	74.547	0		0								1
Þ			33h 00m	1	33h 00m		33h 00m					
Þ			39h 30m	1	39h 30m		39h 30m					
Þ.			34h 00m	1	34h 00m		34h 00m					
• • • • • • • • • • • • • • • • • • •				0								

- 7. Highlight Employee's name and click the drop-down arrow to see a list of the employee's **time sheets per pay period**
- 8. Click View Timesheet link to see daily transactions

Last Name	<	First	Middle	Total Hours	Weeks Worked	Avg Hrs for Weeks Worked	Starting Week	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Previous Week 6	
				33h 00m	1	33h 00m		33h 00m		9.0		1	*
Expan	d All Collapse /	All View Pri	ntable Details										
🔻 Tim	e Sheet Detail												
	Week	Т	otal Hours										
Þ	05/26/19 - 06/0	1/19	0h 00m										
•	05/19/19 - 05/2	5/19	33h 01m View	Timesheet									
•	05/12/19 - 05/1	8/19	0h 00m										
•	05/05/19 - 05/11	1/19	0h 00m										
•	04/28/19 - 05/04	4/19	0h 00m										
- F	04/21/19 - 04/2	7/19	0h 00m										

Schedule Tracker allows Supervisors to review their employee's True Time transactions to see employees that are starting before or after their scheduled start time and/or that are ending before or after their end time.

- 1. Login to Employee Access
- 2. Click True Time tab
- 3. Under Supervisor Access, click Schedule Tracker

Home	Employee Information	Time Off	True Time	FastTrack Open Positions	FastTrack Screener	
< 🖵	rue Time				* Supervisor Acc	ess
Re	ata Mining eports			<u>ହ</u> ୧	My Employees True My Employees Tota My Employees We Schedule Tracker	e Time 👘 als by Status 👘 ekly Averages 👘
					- My Employees Ti	ime Sheets
Ľ					Unsubmitted Unapproved History	ې م



- 4. Select the **Workweek** date and click **Apply**
- 5. A list of your employees will show along with time worked **Before Start, After Start, Before End** and **After End.**

The workweek be	gin <mark>s</mark> on Sunday.				< <u>Prev</u>	/ Week	* Workv	veek: 05/	26/2019	Ne:	<u>kt Week></u>	į	0	Apply
Views: Totals By	Status - By N	lame 🔻 Filters: *0	nly Show Emp	ployees '	That Repor	t Direct	tly to Me					8	7 🔟 📝 🖲	
Last Name 🔺	First	Middle	Before Start	After Start	Before End	After End	Total Lunch	Lunch Dur +/-	Total WOOF	Total TOOF	Level P	imary V	Org Chart Level	Supe
Þ.											4 TI	СН	6-7-169-2	MUR 🔺
Þ											4 TI	CH	6-7-169-3	MUR
Þ											4 TI	CH	6-7-169-4	MUR
•										2h 25m	4 TI	CH	6-7-169-5	MUR

My Employees Time Sheets: Unsubmitted allows Supervisors to review their employees' Unsubmitted Timesheets.

- 1. Login to Employee Access
- 2. Click **True Time** tab
- 3. Under Supervisor Access and My Employees Time Sheets, click Unsubmitted
- 4. A list of your employees will display



5. Click the drop-down arrow next to View to view employees By Name or By Org Chart

ilters: *Only Show E	Employees That	Report Direct	tly to Me	• 1	8							1000	Chou bhilliou
aet Name		The second secon										EQ.	Time Sheets for
ast Marrie A	First	Middle	SSN	Current Week	Previous Week 1	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Pay Code	Lev	el C	Selected Employee
			8002	Y	Y		Ĩ.			TECH	1	4 6 -	
			4126	Y		Y		Y		TECH	6	4 E	
			2339	Y				Y		TECH		46	
			4785	Y				Y	Y	TECH		4 E	
			6712	Y	Y	Y				TECH		4 E	

6. Highlight Employee's name and click the drop-down arrow to see a list of **recently unsubmitted timesheets** for the employee



7. Click the **View/Submit Timesheet** link to review/submit timesheet on behalf of your employee

EAVELAND	GROVER	S	6712 <u>Y</u>	Ϋ́	Y	4	TECH
xpand All Collaps	e All View Printa	ble Details					
Unsubmitted Tin	ne Sheets View A	Il Unsubmitte	d Time Sheets				
Week	Total Hours	1					
05/26/19 - 06/01/1	9 29h 17m	n View/Si	ubmit Timesheet				
05/19/19 - 05/25/1	9 29h 31m	View/Si	ubmit Timesheet				
05/12/19 - 05/18/1	9 16h 41m	1 View/Si	ubmit Timesheet				

- 8. Click View All Unsubmitted Time Sheets for Selected Employee to see a list of All the employee's Unsubmitted Time Sheets.
- 9. Click View Time Sheet button to review the highlighted timesheet
- 10. Click Submit Time Sheet button to submit a timesheet for your employee

Time Sheet Infor	mation for GROV	ER CLEAVE	LAND	A 16	Filter Options
Week Start 🛩	Week End	Total Hrs	Status		View Time
05/26/2019	06/01/2019	29h 17m	Time Sheet Not Submitted		Sheet 7
▶ 05/19/2019	05/25/2019	29h 31m	Time Sheet Not Submitted		Submit Time
▶ 05/12/2019	05/18/2019	16h 41m	Time Sheet Not Submitted		Sheet
					Close K

Unapproved Timesheets allows Supervisors to review and approve/deny their employees' **Unapproved Timesheets.**

- 1. Login to Employee Access
- 2. Click True Time tab
- 3. Under Supervisor Access and My Employees Time Sheets, click Unapproved
- A list of your employees with Unapproved Timesheets will show





True Time: Supervisor Access

📲 🕨 My Ei	mployees Un	approved	Timesheets	s 😭			1	' 🛋 😭 Fa	avorites 🔻 🐔	New Window	My Print Queu
Views: Time She	et Information	- By Name	Filters: *:	Status - All Ur	approved		张	1	7 🔟 🍞	1 B	Refresh
Last Name 🔺	First	Middle	R SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pd Hrs (View/ Approve/ Deny Individual
F				05/19/2019	05/25/2019	WFM	39h 43m	37h 30m			Time oneer
•				05/19/2019	05/25/2019	WFM	33h 54m	34h 00m			Mass Approve Time Sheets
Þ.				05/19/2019	05/25/2019	WFM	28h 16m	28h 15m		3h 45	Waiting For My Approval
				05/19/2019	05/25/2019	WFM	29h 04m	29h 00m			Afree Driet Time
•				05/19/2019	05/25/2019	WFM	37h 27m	37h 30m		16h 15	Sheets
Þ :				05/19/2019	05/25/2019	WFM	31h 39m	31h 45m			Time Sheet
•				05/19/2019	05/25/2019	WFM	34h 15m	34h 15m		3h 45	Colors
				05/19/2019	05/25/2019	WFM	37h 36m	37h 30m		13h 00	

- 5. Click the drop-down arrow next to View to change the way your data displays
- 6. Click the drop-down arrow next to **Filters** to narrow your results to:
 - a. All Unapproved
 - b. Waiting for Higher Approval
 - c. Waiting for Lower Approval
 - d. Waiting for My Approval
- 8. Highlight Employee's name and click the drop-down arrow to see employee details
 - a. Timesheet Information
 - b. Workweek Totals
 - c. Timesheet Detail
 - d. Timesheet History
 - e. Adjustments

Martin and Andrews	0138	05/19/2019	05/25/2019	WFM	37h 36m	37h 30m	13h 00
Expand All Collapse All Modify Details (displaying 5	5 of 5) View	v Printable Details					
Time Sheet Information							
Workweek Totals							
Fime Sheet Detail							
Time Sheet History							
► Adjustments							

9. Click on the drop-down arrow next to each section to see further detail



10. Click the **Date** link in the **Workweek Totals** Section to **View** or **Modify** employee's individual day transactions

				Hours	Paid Hours	Unpaid		Scheduled	D.17
Workday	Start Lime	End Time	Lunch	Worked	Off	Hours Off	Iotal Hours	Hours	Difference
05/19/2015 Sun									
05/20/2019 vion									
05/21/2019 Tue	7:55 AM	3:25 PM		7h 30m			7h 30m		7h 30r
05/22/2019 Wed	7:34 AM	4:12 PM		8h 38m			8h 38m		8h 38i
05/23/2019 Thu	7:56 AM	4:24 PM		8h 28m			8h 28m		8h 28i
05/24/2019 Fri									
05/25/2019 Sat					13h 00m		13h 00m		13h 00
Total				24h 36m	13h 00m		37h 36m		37h 36r

11. To Individually approve or deny, highlight the individual timesheet in the browse window and

Views: Time She	et Information	- By Name	Filters:	*Status - All Un	approved		•	1	7 🔟 📝	1	Refresh
Last Name 🔺	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pd Hrs (View/ Approve/ Deny Individual Time Sheet
F				05/19/2019	05/25/2019	WFM	39h 43m	37h 30m			Time shoet
Þ				05/19/2019	05/25/2019	WFM	33h 54m	34h 00m			Time Sheets
E.				05/19/2019	05/25/2019	WFM	28h 16m	28h 15m		3h 45	Waiting For My Approval
P-				05/19/2019	05/25/2019	WFM	29h 04m	29h 00m			Mass Drint Time
P.				05/19/2019	05/25/2019	WFM	37h 27m	37h 30m		16h 15	Sheets
b.				05/19/2019	05/25/2019	WFM	31h 39m	31h 45m			Time Sheet
E.				05/19/2019	05/25/2019	WFM	34h 15m	34h 15m		3h 45	Colors
Denne				05/19/2019	05/25/2019	WFM	37h 36m	37h 30m		13h 00	

click on View/Approve/Deny Individual Timesheet

- 12. The Period Summary, Daily Totals and Adjustments of the timesheet will show
- 13. Click **Approve** to approve the timesheet
- 14. Click **Print** if you need a hard copy for your records
- 15. An Approve Timesheet window will open
- 16. Click Approve or Deny and add any Notes applicable
- 17. Click Save

(see below for examples)



True Time: Supervisor Access

	Time Shee	t for] 38): 05/19/2019 - 05/25/2019	
Period	Summary		Annroy
Туре	Pay	Note Hours	Denv
Timeoff	ADMSU (Admin Support)	13h 00m	Print
Work	ADMSU (Admin Support)	Monday 5/20/19 should be comp time - 5/24/19 is a bad weather make 24h 36m up day.	Back
		Total Hours: 37h 36m	
		Hours Paid: 37h 30m	
Daily To	otals		
	St	atus Note Hours	
Tuesday	05/21/19		
7:55	AM - 3:25 PM IN	7h 30m 05/21/19 Total Hours: 7h 30m	
Wednes	day 05/22/19	osterio interiore in som	
7:34	AM - 4:12 PM IN	8h 38m 05/22/19 Total Hours: 8h 38m	
Thursda	y 05/23/19		
7:56	AM - 4:24 PM IN	Kiosk blanked out- adjust punch to reflect Kronos 7:45AM 8h 28m	
		05/23/19 Total Hours: 8h 28m	
Saturda	y 05/25/19		
	N/A TO	13h 00m 05/25/19 Total Hours: 13h 00m	
Adjustr	nents	Adjusted Original	
Workday	Type Status Start	Time End Time Pay Code Start Time End Time Pay Code Adjusted By Note	
05/23/19	Mod IN 7:5	Kiosk blanked out- 6 AM 4:24 PM ADMSU 7:56 AM 7:56 AM ADMSU JULIA WOLFE adjust punch to reflect Kronos 7:45AM	
Er	nployee:	Date:	
Anne	oved By:	Date:	

Period Summai	гу			Save 24
Туре	Pay Code	Summary	Hours	Back
Timeoff	ADMSU		13h 00m	
Work	ADMSU		24h 36m	
		Total Hours:	37h 36m	
		Hours Paid:	37h 30m	
Approve/Deny Approval O	Time Sheet ptions: Approve Deny			



- To Mass Approve timesheets click the Mass Approve Timesheets Waiting for My Approval
- 18. Individually select each timesheet you wish to Approve or click Select All/Unselect All Displayed Timesheets buttons

Views: Time Sh	eet Information -	By Name	▼ Filters:	*Status - All Un	approved		•		r 🛄 📝	🖲 🗟	Refresh
Last Name 🔺	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pd Hrs (View/ Approve/ Deny Individual Time Sheet
Þ			9	05/19/2019	05/25/2019	WFM	39h 43m	37h 30m		*	Time oneer
Þ			5	05/19/2019	05/25/2019	WFM	33h 54m	34h 00m			Time Sheets
Þ			8	05/19/2019	05/25/2019	WFM	28h 16m	28h 15m		3h 45	Waiting Fcr My Approval
Þ			9	05/19/2019	05/25/2019	WFM	29h 04m	29h 00m			Mass PrintTime
Þ			8	05/19/2019	05/25/2019	WFM	37h 27m	37h 30m		16h 15	Sheets
Þ			57	05/19/2019	05/25/2019	WFM	31h 39m	31h 45m			Time Sheet
Þ.			1	05/19/2019	05/25/2019	WFM	34h 15m	34h 15m		3h 45	Colors
▶ WOLFE	JULIA		0138	05/19/2019	05/25/2019	WFM	37h 36m	37h 30m		13h 00	

- 19. After timesheets are selected, click Mass Approve Timesheets Waiting For My Approval
- 20. Optionally, click Print Selected Timesheets for a hard copy
- 21. Note: Timesheets with notes attached can NOT be Mass Approved and will need to be Individually Approved
- 22. You can now see a **History** of these in the **Time Sheet History** area under the employee's name
- 23. To Mass Print, click the Mass Print Timesheets button

Views: Time She	et Information - B	/ Name 🔻	Filters:	*Status - All Un	approved		۲	1	7 🛄 📝	2	Refresh
ast Name 🔺	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pd Hrs (View/ Approve Deny Individua Time Sheet
				05/19/2019	05/25/2019	WFM	39h 43m	37h 30m		*	Mana Annenia
				05/19/2019	05/25/2019	WFM	33h 54m	34h 00m			Time Sheets
•				05/19/2019	05/25/2019	WFM	28h 16m	28h 15m		3h 45	Waiting For My Approval
				05/19/2019	05/25/2019	WFM	29h 04m	29h 00m			Mass Print Tim
•				05/19/2019	05/25/2019	WFM	37h 27m	37h 30m		16h 15	Sheets
•				05/19/2019	05/25/2019	WFM	31h 39m	31h 45m			Time Sheet
				05/19/2019	05/25/2019	WFM	34h 15m	34h 15m		3h 45	Colors
				05/19/2019	05/25/2019	WFM	37h 36m	37h 30m		13h 00	

- 24. The next window will allow you to individually select employee's names to be mass printed by clicking on the **My Employees** link
- 25. Enter the Start and End Date
- 26. Click Print

My Employees Timesheets – History allows Supervisors to view their employees' **Historical** timesheets.

1. Login to Employee Access



True Time: Supervisor Access

- 2. Click True Time tab
- 3. Under Supervisor Access and My Employees Time Sheets, click History
- A list of your
 Employee Historical
 Timesheets will show
- Click the drop-down arrow next to View to change the way your data displays



6. Click the drop-down arrow next to Filters to narrow your results to Statuses

Home	Employee Information	Time Off	True Time	FastTrack Open Positions	FastTr Screen	ack her							
	My Emplo	oyees	Time	Sheets Histo	ory 😭					2 🖻 🏫	Favorites	🚹 New Windo	w 🚮 My Print Queue
Views:	y Employees	Time Sh	eets Hi	istory - By Name	Filte	rs: *All Time	Sheets - All E	mployees	5	×	7 🔟 [Refresh
Last Name	•	First		Middle	SSN	Week Start	Week End	Status	Total Hrs	Comp Time Clock Hours	Krs Paid	Overtime	View Time Sheet
						05/19/2019	05/25/2019	WFP	33h 01m		33h 00m	-	Mass Print Time
													Sheets

- 7. Click the drop-down arrow next to highlighted employee to view details for:
 - a. Timesheet Information
 - b. Workweek Totals
 - c. Timesheet Detail
 - d. Timesheet History
 - e. Adjustments

Views: My Employ	vees Time Sheet	s History - By M	Vame ▼ <mark>Filt</mark>	ers: *All Time S	heets - All E	mployees	l.	۲	7 🔟 [2 🖻 6	D,	Refresh
ast Name 🔺	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Comp Time Clock Hours	Hrs Paid	Overtime	e	View Time Sheet
				05/19/2019	05/25/2019	WFP	33h 01m		33h 00m		*	Mass Print Tim
L Time Sheet	Information				J							
 Time Sheet Workweek T 	Information				J							
 Time Sheet Workweek T Time Sheet 	Information otals Detail		*		J							
 Time Sheet Workweek T Time Sheet Time Sheet 	Information otals Detail History		*		J							



True Time: Supervisor Access

8. Click View Timesheet to see timesheet details

Time Sheet for		6): 05/19/2019 - 05/25/2019			
Period Sum	nary				
уре	Pay		Note		Hours
Work	TECH (Technology)				33h 01m
				Total Hours:	33h 01m
				Hours Paid:	33h 00m
Daily Totals					
171	Status	Note			Hours
londay 05/2	20/19				
7:53 AM -	4:06 PM IN				8h 13m
	of which the processing of the		05/20/19	Total Hours:	8h 13m
uesday 05/	21/19				
8:01 AM -	4:03 PM IN				8h 02m
			05/21/19	Total Hours:	8h 02m
Vednesday L	15/22/19				al. 20
7:52 AM -	4:01 PM IN		05/22/10	Total Hours	8h 09m
hursday 05	122/10		03/22/19		011 0 9111
7.16 AM -	3:53 PM IN				8h 37m
/			05/23/19	Total Hours:	8h 37m
Adjustments	12				
lo Adjustment	s For This Timesheet.				
8					
Employ	ree:	1992 11 200 55	Date:	95000 (25 11)	
Approved	Rv.		Date		