



# Employee Access

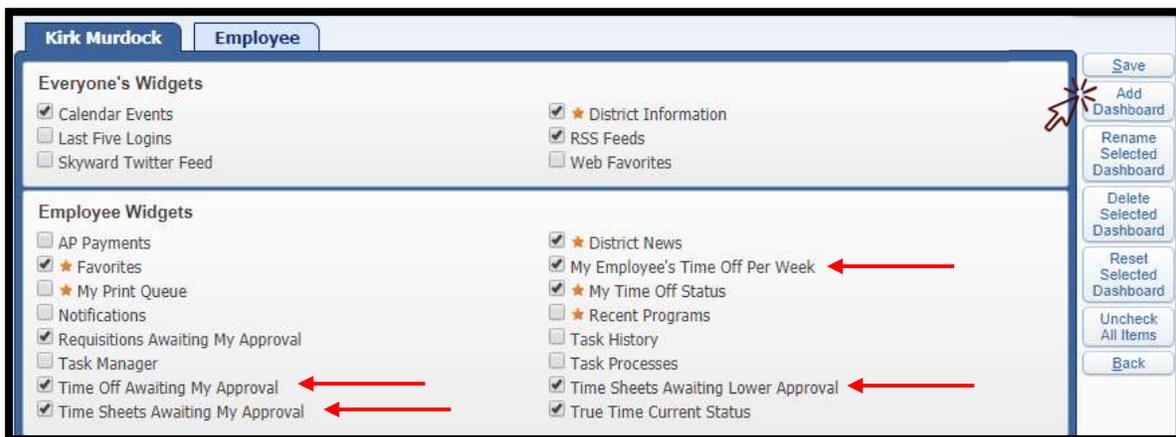
## True Time: Supervisor Access

### Employee Access - True Time: Approver

[Employee Access Link](#)

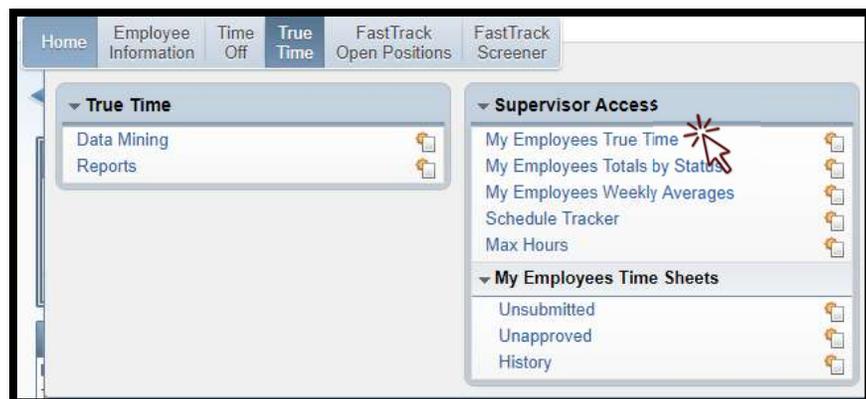
### True Time: Dashboard Widgets

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



### 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 Access

## 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

Last Name	First	Middle	SSN	Status	Notes	Workday	Type	Status	Adjusted Start Time	Adjusted End Time	Adjusted Pay Code
				IN	N	05/20/2019	ADDED	IN	7:50 AM	2:03 PM	TECH
				IN	N						
				IN	N						
				TOF	N						
				TOF	N						
				IN	N	05/28/2019	MODIFIED	IN	7:41 AM	3:12 PM	TECH
				N							
				N							
				IN	N	05/20/2019	MODIFIED	IN	8:18 AM	4:08 PM	TECH
				IN	N						
				N							
				IN	N						
				IN	N	05/20/2019	MODIFIED	IN	8:03 AM	11:32 AM	ADMSU
				IN	Y	05/17/2019	MODIFIED	IN	8:32 AM	10:41 AM	TECH
				TOF	N						
				IN	N						
				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	Workday	Type	Status	Adjusted Start Time	Adjusted End Time	Adjusted Pay Code
CLEAVLAND	GROVER	S	6712	IN	N	05/28/2019	MODIFIED	IN	9:17 AM	9:22 AM	TECH

Expand All Collapse All Modify Details (displaying 8 of 8) View Printable Details

- ▶ Current Status
- ▶ Workweek Totals
- ▶ Previous Time Sheets Unsubmitted Time Sheets Time Sheet History
- ▶ Upcoming Scheduled Tracked Time
- ▶ Exception Notes
- ▶ Workweek Schedule Edit Workweek Schedule
- ▶ Adjustments To Be Read Unread Adjustments
- ▶ Adjustments History 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.



# Employee Access

## 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**
4. A list of your employees will show and the hours they’ve worked



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



# Employee Access

## True Time: Supervisor Access

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

Last Name	First	Middle	Total Hours	Starting Week	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Level	Primary Pay	Org Chg
BRICE	CARLA	J	33h 54m		33h 54m				4	TECH	6-7-16
CLEVELAND	GROVER	S	59h 09m	12h 57m	29h 31m	16h 41m			4	TECH	6-7-16

Week	Total Hours
05/26/19 - 06/01/19	12h 57m
05/19/19 - 05/25/19	29h 31m
05/12/19 - 05/18/19	16h 41m
05/05/19 - 05/11/19	0h 00m
04/28/19 - 05/04/19	0h 00m
04/21/19 - 04/27/19	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**
4. 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

**True Time**

- Data Mining Reports

**Supervisor Access**

- My Employees True Time
- My Employees Totals by Status
- My Employees Weekly Averages**
- Schedule Tracker
- Max Hours

**My Employees Time Sheets**

- Unsubmitted
- Unapproved
- History



# Employee Access

## True Time: Supervisor Access

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

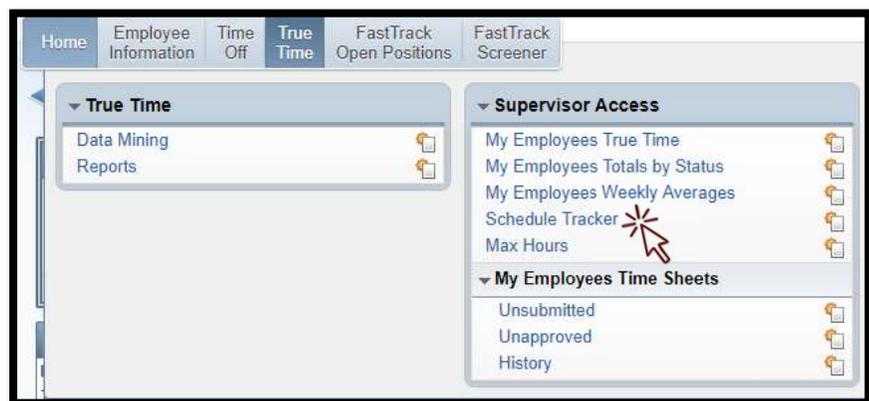


7. Highlight Employee's name and click the drop-down arrow to see a list of the employee's **time sheets per pay period**
8. Click **View Timesheet** link to see daily transactions



**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**





# Employee Access

## True Time: Supervisor Access

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**.

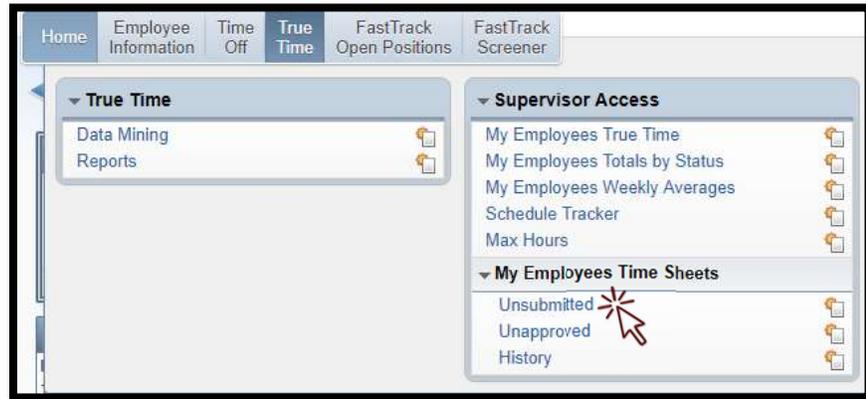
The workweek begins on Sunday. <Prev Week \* Workweek: 05/26/2019 Next Week> Apply

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

Last Name	First	Middle	Before Start	After Start	Before End	After End	Total Lunch	Lunch Dur +/-	Total WOOF	Total TOOF	Level	Primary Pay	Org Chart Level	Supervisor
											4	TECH	6-7-169-2	MUR
											4	TECH	6-7-169-3	MUR
											4	TECH	6-7-169-4	MUR
										2h 25m	4	TECH	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**



My Employees Unsubmitted Time Sheets

Views: My Employees Unsubmitted Time Sheets - By Name Filters: \*Only Show Employees That Report Directly to Me

Last Name	First	Middle	SSN	Current Week	Previous Week 1	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Pay Code	Level
			8002	Y	Y					TECH	4
			4126	Y		Y		Y		TECH	4
			2339	Y				Y		TECH	4
			4785	Y				Y	Y	TECH	4
			6712	Y	Y	Y				TECH	4

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



# Employee Access

## True Time: Supervisor Access

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

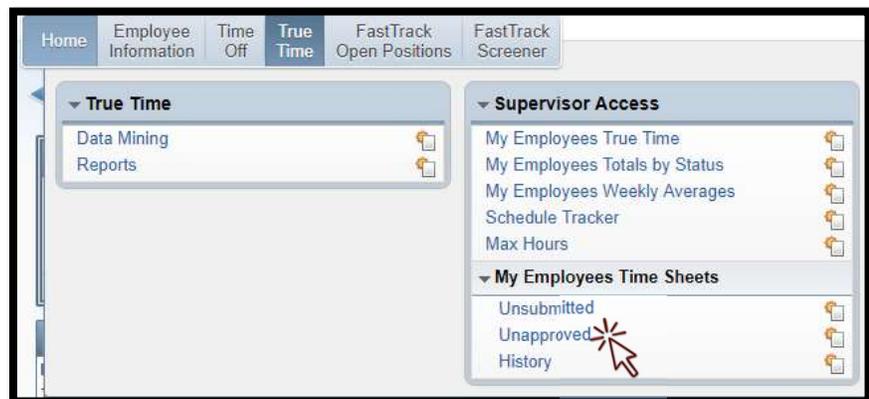


- Click **View All Unsubmitted Time Sheets for Selected Employee** to see a list of **All** the employee's **Unsubmitted Time Sheets**.
- Click **View Time Sheet** button to review the highlighted timesheet
- Click **Submit Time Sheet** button to submit a timesheet for your employee



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

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





# Employee Access

## True Time: Supervisor Access

Last Name	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pd Hrs
				05/19/2019	05/25/2019	WFM	39h 43m	37h 30m		
				05/19/2019	05/25/2019	WFM	33h 54m	34h 00m		
				05/19/2019	05/25/2019	WFM	28h 16m	28h 15m		3h 45
				05/19/2019	05/25/2019	WFM	29h 04m	29h 00m		
				05/19/2019	05/25/2019	WFM	37h 27m	37h 30m		16h 15
				05/19/2019	05/25/2019	WFM	31h 39m	31h 45m		
				05/19/2019	05/25/2019	WFM	34h 15m	34h 15m		3h 45
				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

0138 05/19/2019 05/25/2019 WFM 37h 36m 37h 30m 13h 00

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

- ▶ Time Sheet Information
- ▶ Workweek Totals
- ▶ Time Sheet Detail
- ▶ Time Sheet History
- ▶ Adjustments

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



# Employee Access

## True Time: Supervisor Access

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

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

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

Last Name	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pd Hrs
				05/19/2019	05/25/2019	WFM	39h 43m	37h 30m		
				05/19/2019	05/25/2019	WFM	33h 54m	34h 00m		
				05/19/2019	05/25/2019	WFM	28h 16m	28h 15m		3h 45
				05/19/2019	05/25/2019	WFM	29h 04m	29h 00m		
				05/19/2019	05/25/2019	WFM	37h 27m	37h 30m		16h 15
				05/19/2019	05/25/2019	WFM	31h 39m	31h 45m		
				05/19/2019	05/25/2019	WFM	34h 15m	34h 15m		3h 45
				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)*



# Employee Access

## True Time: Supervisor Access

### View/Process Time Sheet

Time Sheet for **38): 05/19/2019 - 05/25/2019**

Period Summary			
Type	Pay	Note	Hours
Timeoff	ADMSU (Admin Support)		13h 00m
Work	ADMSU (Admin Support)	Monday 5/20/19 should be comp time - 5/24/19 is a bad weather make up day.	24h 36m
			<b>Total Hours: 37h 36m</b>
			<b>Hours Paid: 37h 30m</b>

[Approve](#)  
[Deny](#)  
[Print](#)  
[Back](#)

### Daily Totals

Status	Note	Hours
<b>Tuesday 05/21/19</b>		
7:55 AM - 3:25 PM IN		7h 30m
	<b>05/21/19</b>	<b>Total Hours: 7h 30m</b>
<b>Wednesday 05/22/19</b>		
7:34 AM - 4:12 PM IN		8h 38m
	<b>05/22/19</b>	<b>Total Hours: 8h 38m</b>
<b>Thursday 05/23/19</b>		
7:56 AM - 4:24 PM IN	Kiosk blanked out- adjust punch to reflect Kronos 7:45AM	8h 28m
	<b>05/23/19</b>	<b>Total Hours: 8h 28m</b>
<b>Saturday 05/25/19</b>		
N/A	TOF	13h 00m
	<b>05/25/19</b>	<b>Total Hours: 13h 00m</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
05/23/19	Mod	IN	7:56 AM	4:24 PM	ADMSU	7:56 AM	7:56 AM	ADMSU	JULIA WOLFE	Kiosk blanked out- adjust punch to reflect Kronos 7:45AM

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

### Approve Time Sheet

Period Summary			
Type	Pay Code	Summary	Hours
Timeoff	ADMSU		13h 00m
Work	ADMSU		24h 36m
			<b>Total Hours: 37h 36m</b>
			<b>Hours Paid: 37h 30m</b>

[Save](#)  
[Back](#)

### Approve/Deny Time Sheet

Approval Options:  Approve  Deny

Approval/Denial Notes:



# Employee Access

## True Time: Supervisor Access

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

Last Name	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pd Hrs
			9	05/19/2019	05/25/2019	WFM	39h 43m	37h 30m		
			5	05/19/2019	05/25/2019	WFM	33h 54m	34h 00m		
			8	05/19/2019	05/25/2019	WFM	28h 16m	28h 15m		3h 45
			9	05/19/2019	05/25/2019	WFM	29h 04m	29h 00m		
			8	05/19/2019	05/25/2019	WFM	37h 27m	37h 30m		16h 15
			7	05/19/2019	05/25/2019	WFM	31h 39m	31h 45m		
			1	05/19/2019	05/25/2019	WFM	34h 15m	34h 15m		3h 45
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

Last Name	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pd Hrs
				05/19/2019	05/25/2019	WFM	39h 43m	37h 30m		
				05/19/2019	05/25/2019	WFM	33h 54m	34h 00m		
				05/19/2019	05/25/2019	WFM	28h 16m	28h 15m		3h 45
				05/19/2019	05/25/2019	WFM	29h 04m	29h 00m		
				05/19/2019	05/25/2019	WFM	37h 27m	37h 30m		16h 15
				05/19/2019	05/25/2019	WFM	31h 39m	31h 45m		
				05/19/2019	05/25/2019	WFM	34h 15m	34h 15m		3h 45
				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.

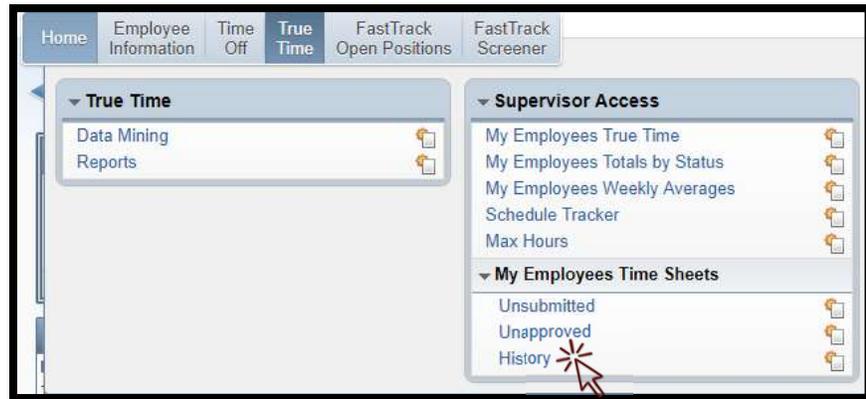
1. Login to **Employee Access**



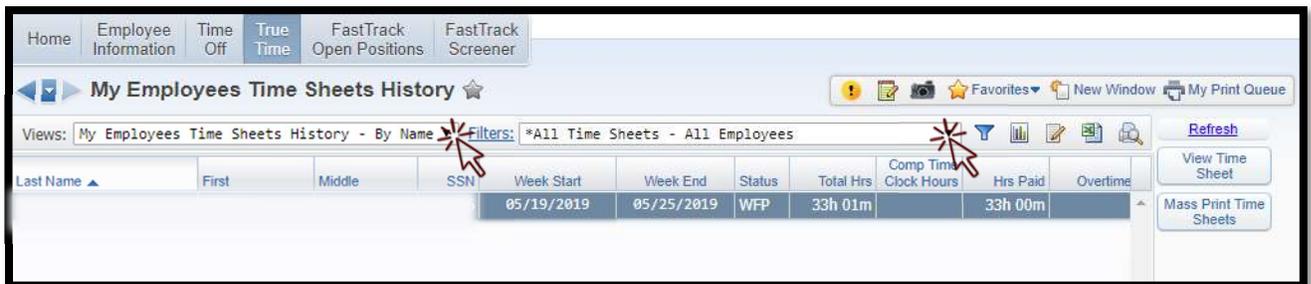
# Employee Access

## True Time: Supervisor Access

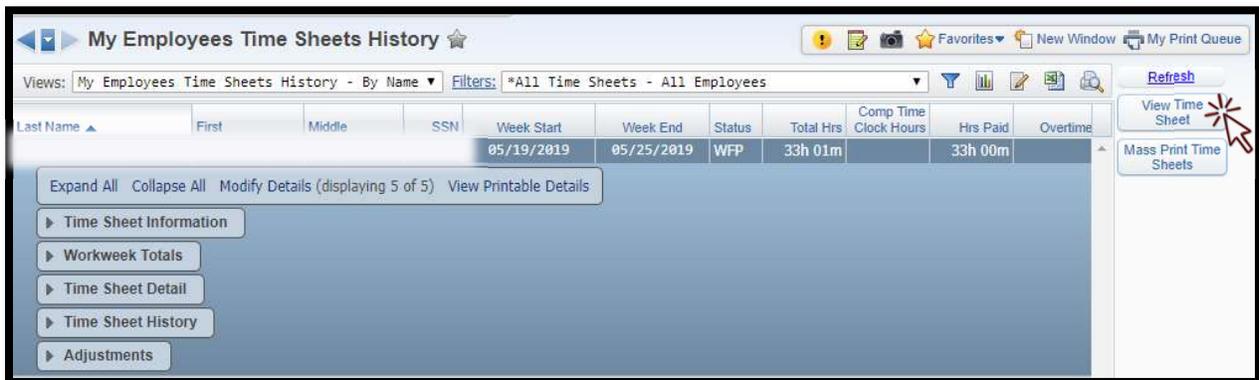
2. Click **True Time** tab
3. Under **Supervisor Access** and **My Employees Time Sheets**, click **History**
4. A list of your **Employee Historical Timesheets** will show
5. Click the drop-down arrow next to **View** to change the way your data displays



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



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





# Employee Access

## True Time: Supervisor Access

8. Click **View Timesheet** to see timesheet details

### View Time Sheet

Time Sheet for **5): 05/19/2019 - 05/25/2019**

Period Summary			
Type	Pay	Note	Hours
Work	TECH (Technology)		33h 01m
Total Hours:			<b>33h 01m</b>
Hours Paid:			<b>33h 00m</b>

[Print](#)  
[Back](#)

Daily Totals			
Status	Note		Hours
<b>Monday 05/20/19</b>			
7:53 AM - 4:06 PM IN			8h 13m
	<b>05/20/19</b>	Total Hours:	<b>8h 13m</b>
<b>Tuesday 05/21/19</b>			
8:01 AM - 4:03 PM IN			8h 02m
	<b>05/21/19</b>	Total Hours:	<b>8h 02m</b>
<b>Wednesday 05/22/19</b>			
7:52 AM - 4:01 PM IN			8h 09m
	<b>05/22/19</b>	Total Hours:	<b>8h 09m</b>
<b>Thursday 05/23/19</b>			
7:16 AM - 3:53 PM IN			8h 37m
	<b>05/23/19</b>	Total Hours:	<b>8h 37m</b>

Adjustments	
No Adjustments For This Timesheet.	

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_