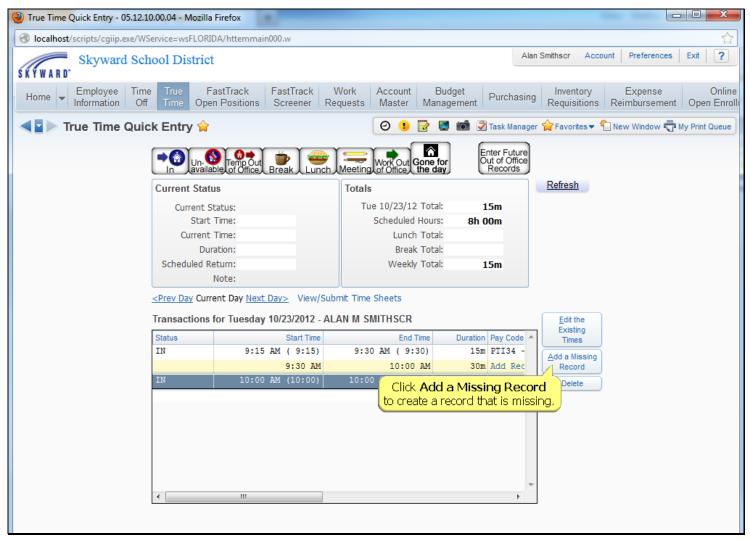
## Slide 1 - Slide 1

Employee Access - 05.12.10.00.04 - Mozilla Fi	refox	
localhost/scripts/cgiip.exe/WService=wsFLO	RIDA/semhom01.w	Print this tutorial
Skyward School Distri	ct	Alan Smithscr Account Preferences Exit ?
Home Employee Time True Information Off Time O	FastTrack FastTrack Work Account Bud pen Positions Screener Requests Master Manag	lget Jement Purchasing Inventory Expense Online Requisitions Reimbursement Open Enrol
True Time	→ My Time Sheets	- Supervisor Access
My St	History	My Employees True Time 1   My Employees Totals by Status 1   My Employees Weekly Averages 1   Schedule Tracker 1
A	e Access, TrueTime, Quick Entry.	✓ My Employees Time Sheets
The Add Missi to add a transaction	o, What, When, Why? ng Record button allows employees in TrueTime that currently did not exist.	Unsubmitted 1 Unapproved 1 History 1
Financial Management	n employee that forgot to clock out for lunch.	Edit
Vendor Profile	Lunch Menu School Lunch Menu	Recent Programs
Approve Requisitions     1       Account Profile     1	Our district is committed to providing a well balanced meal to Please click on the link above to see the monthly school me	
		Configuration WHXTO\PS\CF
		Human Resources Home WH
		Quick Entry
		Organizational Charts WH\EP\OC
		Financial Management Home WF
Edit Favorites		Imports WF\AD\SB\IM
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Slide 2 - Slide 2



## Slide 3 - Slide 3

🅘 True Time Qu	ick Entry - 05.12.10.00.04 - Mozilla Firefox	
localhost/se	ripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w	
S K Ý W A R D'	Skyward School District If the employee works multiple jobs, this browse will display.	Alan Smithsor Account Preferences Exit ?
Home V	Add True Time Entry - 05.12.10 Enter the Start and End Times, select the Status, and select the appropriate job.	Irchasing Infertory Expense Open Enrolli I III III IIII IIIIIIIIIIIIIIIIIIIIII
	Add True Time Entry Notes can also be added to the transaction.	E 📾 🕁 ?
	Add True Time Entry Click Save when finished.	Save
	Date: Tuesday 10/23/2012 Note:	Back
	Start Time: 10:00 AM	
	End Time: 10:30 AM	
	Status: IN	
	Views: General - Filters: *Skyward Default -	
	Select A Primary Pay Code Description	
	1 Ves PTI34 Custodian - Hourly	
	2 No PT408 Bus Driver - Hourly	
	•	
	20 V K V D 2 records displayed	
(		<b>T</b>
	<	4

Slide 4 - Slide 4

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox		- 0 %
localhost/scripts/cgiip.exe/WService=wsFLORIDA/httem	nmain000.w We value your fo	eedback 🛱
Skyward School District	Alan Smithscr Account Preferences	
Home - Employee Time True FastTrack	Durchaeing	Online nt Open Enrolli
< 🖬 🕨 True Time Quick Entry 😭	🥝 ! 🕎 💻 📷 🕏 Task Manager 😭 Favorites 🕶 🕤 New Window 🕏	My Print Queue
	Next Day≥   View/Subming     Sday 10/23/2012 - ALAT   Time Reveal (Cone for Eutropering Rule is set to capture adjustments, an adjustment record will display on the employee's time sheet and Adjustment History screens.	
Status IN Status	Start Time This concludes the tutorial. 9:15 AM (9:15) SU AM (9:30) ISM (9:134 - (Anter Start))	/
	9:30 AM 10:00 AM 30m Add Rec	
	0:00 AM (10:00) 10:30 AM (10:30) 30m PTI34 - Delete	