

Slide 1 - Slide 1

The screenshot shows the Skyward School District software interface. The browser title is "Employee Access - 05.12.10.00.04 - Mozilla Firefox" and the URL is "localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w". The user is logged in as "Alan Smithscr". The interface has a top navigation bar with tabs for Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. The "True Time" tab is selected. Below the navigation bar, there are three main sections: "True Time", "My Time Sheets", and "Supervisor Access". The "True Time" section contains links for Quick Entry, My History, Employee Information, My Settings, Data, and Reports. The "My Time Sheets" section contains links for Unsubmitted and History. The "Supervisor Access" section contains links for My Employees True Time, My Employees Totals by Status, Employees Weekly Averages, and Schedule Tracker. A yellow callout box is overlaid on the "Quick Entry" link, containing the following text:

Quick Entry - Current Status

Click **Employee Access, TrueTime, Quick Entry.**

Who, What, When, Why?

The Quick Entry screen allows employees with TrueTime access to clock in and out from the software.

Employees may have the ability to clock in/out from a TrueTime reader (optional).

The Quick Entry screen will also allow employees to see their Current Status and Totals.

Additionally, employees may be able to adjust their times (based on configuration settings) and submit their time sheets.

The bottom of the screenshot shows the footer with "© 2012 Skyward, Inc. All rights reserved.", "FL Finance Data", and "Windows 7 / Firefox 16".

Slide 2 - Slide 2

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry ☆

In Unavailable Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Current Status

Current St
Start T
Current
Dura
Scheduled Return:
Note:

Weekly Total:

Refresh

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Add a Missing Record

Status	Start Time	End Time	Duration	Pay Code
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Slide 3 - Slide 3

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry ☆

In Unavailable Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

Click the In button.

Current

Start Time: _____

Current Time: _____

Duration: _____

Scheduled Return: _____

Note: _____

Totals

Tue 10/23/12 Total:

Scheduled Hours: **8h 00m**

Lunch Total: _____

Break Total: _____

Weekly Total: _____

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
--------	------------	----------	----------	----------

Add a Missing Record

Slide 4 - Slide 4

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

True Time Quick Entry

Task Manager Favorites New Window My Print Queue

In Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Job Selection - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemjobs000.w?isPopup=true

Job Selection

Views: General Filters: *Skyward Default

Select	Primary	Pay Code	Description
1 <input type="checkbox"/>	Yes	PTI34	Custodian - Hourly
2 <input type="checkbox"/>	No	PT408	Bus Driver - Hourly

Select Back

20

If the employee works **multiple jobs**, a browse of available jobs will display. **Select** the appropriate job.

If the employee only works one job, this browse will not display and the employee will be logged into their **primary job**.

Slide 5 - Slide 5

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htmmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

True Time Quick Entry ☆

Change Job Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

If the employee works multiple jobs, the IN button will change to a Change Job button. This will allow the employee to clock out of their first job and into their second job.

Refresh

Duration: Break Total: 3h 00m
Scheduled Return: Weekly Total:
Note:

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)			PTI34 -

Edit the Existing Times
Add a Missing Record
Delete

Slide 6 - Slide 6

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htmmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry ☆

Change Job Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

Current Status	Totals
Current Status: IN	Tue 10/23/12 Total:

If the employee has access to modify their transactions (based on Org Chart setting), the **Edit the Existing Times**, **Add a Missing Record**, and **Delete** buttons will be available.

If the Timekeeping Rules is set to **track adjustments**, any TrueTime transactions that are **modified** or **deleted** will create an **adjustment record**.

Adjustment records will print on the employees' time sheets and reports can print adjustment history.

Edit the Existing Times
Add a Missing Record
Delete

Slide 7 - Slide 7

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htmmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

True Time Quick Entry

Change Job Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

To create an upcoming record in TrueTime, click the Enter Future Out of Office Records button.

Current
Start Time: 9:15 AM Scheduled Hours: 8h 00m
Current Time: 9:15 AM
Duration:
Scheduled Return:
Note:
Lunch Total:
Break Total:
Weekly Total:

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)			PTI34 -

Edit the Existing Times
Add a Missing Record
Delete

Slide 8 - Slide 8

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htmmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry ☆

Change Job Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

Current Status

Current Status: **IN**

Start Time: 9:15 AM

Current Time:

Duration:

Scheduled Return:

Note:

Totals

Tue 10/23/12 Total:

Scheduled Hours: 8h 00m

The **Current Status** area shows current information for the employee.

The **Current Status** will show if the employee is In, Gone, at Lunch, Meeting, etc.

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)			PTI34 -

Edit the Existing Times

Add a Missing Record

Delete

Slide 9 - Slide 9

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htmmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

True Time Quick Entry

Change Job Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

Current Status

Current Status: **IN**

Start Time: **9:15 AM**

Current Time: **9:15 AM**

Duration:

Scheduled Return:

Note:

Totals

Tue 10/23/12 Total:

Scheduled Hours: **8h 00m**

Lunch Total:

Break Total:

Weekly Total:

<Prev Day Current Day

Transactions for Tues

Status
IN

The **Current Status** also shows the Start Time, Current Time, and Duration of the current action.

If the Current Status is Break, Temp Out of Office, Lunch, Meeting, or Work Out of Office, a **Scheduled Return** can be entered.

Edit the Existing Times

Add a Missing Record

Delete

Slide 10 - Slide 10

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htmmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry

Change Job Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

Current Status

Current Status: **IN**

Start Time: **9:15 AM**

Current Time: **9:15 AM**

Duration:

Scheduled Return:

Note:

Totals

Tue 10/23/12 Total:

Scheduled Hours: **8h 00m**

Lunch Total:

Break Total:

Weekly Total:

The Totals area includes total time worked that work week.

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)			PTI34 -

Edit the Existing Times

Add a Missing Record

Delete

Slide 11 - Slide 11

Web Human Resources - WH - 10657 - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/shrhom01.w

We value your feedback

Alan Smithscr Account Preferences Exit ?

SKYWARD Skyward School District

Home Employee Administration Payroll Time Off Substitute Tracking Insurance Tracking TrueTime Work Requests Advanced Features Federal/State Reporting Custom Reports

Human Resources Task Manager Favorites New Window My Print Queue

My Favorites

- Employee Access
- Employee Locator
- Requisitions
- Approve Time Off
- Approve Expense Reimbursements
- Quick Entry - True Time

Human Resources

- Employee Profile

Financial Management

- Vendor Profile
- Approve Requisitions
- Account Profile

Edit Favorites

	Status
Employees	Completed
Time Off Detail Transaction Report - My Employees	Completed
B/S Dtl Rpt: detail report 01/01/2012-05/07/2012	Completed
Budget Report ** 9/2012	Completed
Calculate available funds for account groups	Completed

District News Edit

Lunch Menu

School Lunch Menu

Our district is committed to providing a well balanced meal to students and staff. Please click on the link above to see the monthly school menu.

Jump To Other Systems

- Educator Access Plus
- Employee Access
- Family Access
- Financial Management
- Human Resources**
- Student Management
- Product Setup

Recent Programs

- Human Resources Home** WH
- Configuration WH\TT\PS\ICF
- Employee Access Home
- Organizational Charts WH\EP\OC
- Quick Entry
- Financial Management Home WF
- Imports WF\AD\SB\IM
- Cash Receipts WF\AM\G\CA\CA\CA
- Product Setup Home