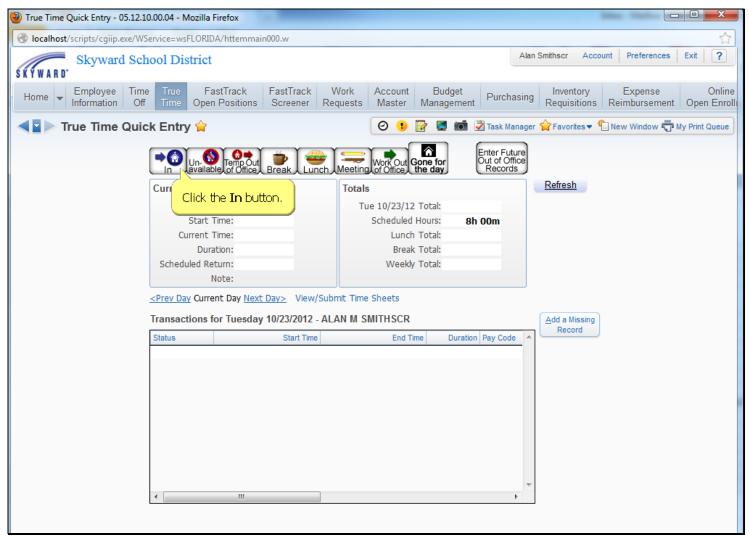
Slide 1 - Slide 1

Employee Access - 05.12.1	0.00.04 - Mozilla	Firefox										23		
localhost/scripts/cgiip.ex	e/WService=wsFL	.ORIDA/semhom0	1.w							Print this tu	torial			
Skyward	School Dist	rict						Alan S	Smithscr Acco	unt Preferences	Exit	?		
S K Y W A R D Home Employee	Time True Off Time	FastTrack Open Positions	FastTrack Screener	Work Requests	Account Master	Budget Management	Purc	chasing	Inventory Requisitions	Expense Reimbursement	One			
True Time			→ My Time :		indotor	includgement	- S	upervi	sor Access			ue		
Quick Entry		≙ €	Unsubmitted	ł		^	Му	/ Employ	ees True Time		Online Open Enroll			
My His w			History			<u>e</u> -	M	-Employ	ees Totals by	Status				
Emp		QUICK EN	ry - Curre	ent Statu	IS			1. 1	ees Weekly A	verages				
F My S	Click Er	nployee Acc	ess True	Time Oi	iick Entr			ule T	racker					
A Data	Char Er	nproyee ne	.c.s., mac			y .		mplo	oyees Time S	heets				
A Repo			lhat, Whei					ıbmit	ted					
d		ntry screen all				e access		prov	ed					
F		to clock in an	d out from	the softw	are.			ry						
Employee Employee	es may have t	he ability to d	lock in/out	from a T	rueTime i	reader (ontio	hal).	Edit						
Financial I			, out in your	nom a n	dorinio									
Vendor Pr		<u>)</u> uick Entry so				6			Recent P		-			
Approve R		to see their C	urrent Stati	us and To	tals.			ff.		yee Access Hon		_^^		
Account F	Additiona	lly, employee	e may be al	bla ta adii	ict thair t	imoc			Financ WF	cial Management Home				
	Additiona		configuratio			innes			Import	s				
			nit their tim		-,					D\SB\IM				
										Receipts		=		
										INGINCANCANCA		_		
									Produce PS	t Setup Home				
									Log Fi	les				
									PS\SA	\DT\LF				
									Check WF\AC	Request				
Edit Favorites									Unapp					
© 2012 Skyward, Inc. All ri	abte received			EL Ein-	ance Data					Windows 7	Finafo	× 16		

Slide 2 - Slide 2

W 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 Time True FastTrack FastTrack Work Information Off Time Open Positions Screener Requests	Account Budget Purchasing Inventory Expense Online Requisitions Reimbursement Open Enroll
< 🖬 🕨 True Time Quick Entry 😭	🛛 🕑 🤰 🔄 📷 🕏 Task Manager 🏫 Favorites 🕶 🕤 New Window 🖏 My Print Queue 🛛
Current Status Current Status Current Status Start Current St Start Dura Buttons that display Dura Scheduled Return: Note:	can be controlled
<u><prev day<="" u=""> Current Day <u>Next Day></u> View/Submit Time Transactions for Tuesday 10/23/2012 - ALAN M S</prev></u>	
Status Start Time	End Time Duration Pay Code
< <u> </u>	

Slide 3 - Slide 3



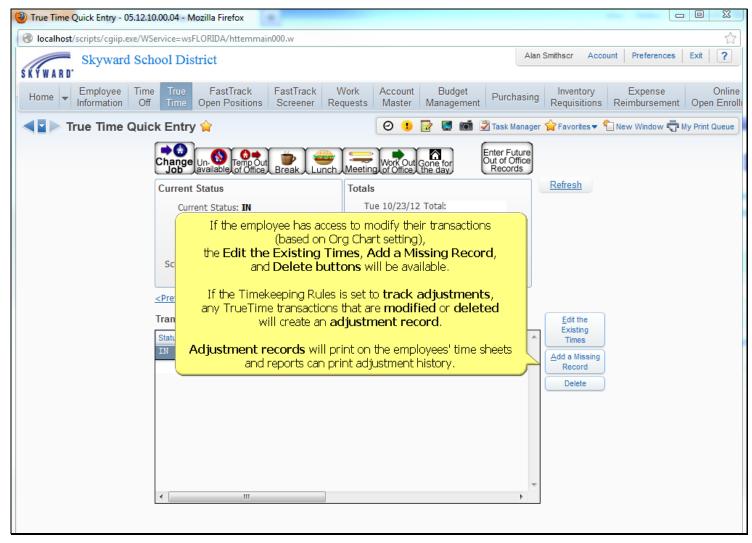
Slide 4 - Slide 4

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox
Image: Skyward School District Alan Smithscr Account Preferences Exit ?
HomeEmployeeTimeTrueFastTrackWorkAccountBudgetPurchasingInventoryExpenseOnlineInformationOffTimeOpen PositionsScreenerRequestsMasterMasterManagementPurchasingInventoryExpenseOpen Enrol
True Time Quick Entry 🚖 Image: Second se
Un Stremp Out In available of Office Break Lunch Meeting of Office Gone for Break Lunch Meeting of Office Gone for Break Lunch Meeting of Office Gone for
Under State
localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemjobs000.w?isPopup=true
Job Selection
Views: General 🗸 Filters: *Skyward Default 🗸
Select A Primary Pay Code Description
1 Yes PTI34 Custodian - Hourly 2 No PT408 Bus Driver - Hourly
 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

Prue Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox					. 0 %					
localhost/scripts/cgiip.exe/WService=wsFLORIDA/htte	nmain000.w									
Skyward School District			Alan Smithscr	Account Preferences	Exit ?					
Home - Employee Time True FastTrac Information Off Time Open Posit			Purchasing Requisition		Online Open Enrolli					
< 🖬 🕨 True Time Quick Entry 😭		0 ! 📝 🛒 🚳	💐 Task Manager 🏫 Favorites	👻 怕 New Window 🖶 I	My Print Queue					
)()	eeting of Office the day	Enter Future Out of Office Records <u>Refresh</u>							
the IN buttor This will allow t	will change to a Cha ne employee to clock	ange Job button. out of their first job sh I job.	00m							
			_							
Note:		Weekly Total.								
< <u>Prev Day</u> Current Day										
Transactions for Tue	sday 10/23/2012 - ALAN	M SMITHSCR	Edit the							
Status	Start Time	End Time Duration	Pay Code Existing Times							
IN	9:15 AM (9:15)		PTI34 - Add a Miss	ing						
			Record							
			Delete							
	<prev current="" day="" next=""> View/Submit Time Sheets Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR Status Start Time End Time Duration Pay</prev>									
<	1									

Slide 6 - Slide 6



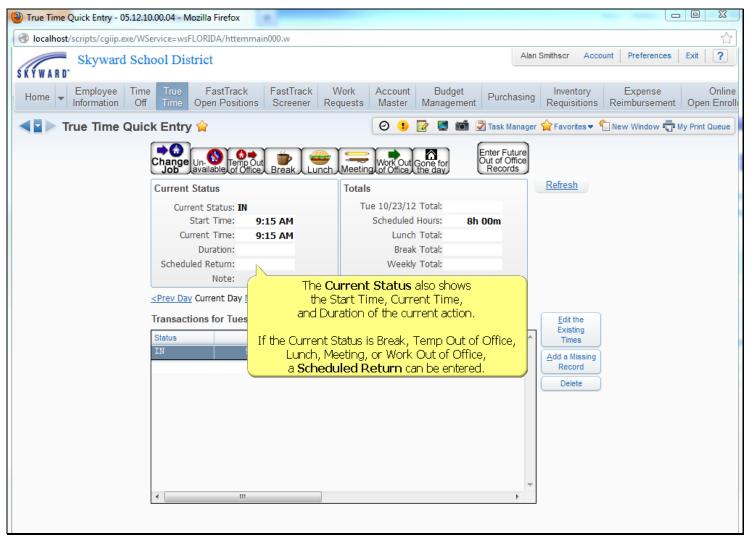
Slide 7 - Slide 7

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox								x
Scalhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmai	n000.w							$\dot{\Box}$
Skyward School District				Alan	Smithscr A	ccount Preferences	Exit	?
ŚŔŸWARD'								
Home - Employee Time True FastTrack	FastTrack Work Screener Requests	Account Master M	Budget lanagement	Purchasing	Inventory Requisition			nline nrolli
			0	9 <u> </u>				_
True Time Quick Entry		0 🤨 🖥	[] [a lask Manager	Favorites	🔹 怕 New Window 🖶	My Print Qu	leue
Change Un-So Temp Out Job	Break Lunch Meeti	Work Out Gor	te for day	Enter Future Out of Office Records				
Curren To crea	te an upcoming rec	ord in TrueT	ïme,		<u>Refresh</u>			
	Future Out of C	Scheduled Ho		00m				
	15 AM	Lunch To		oom				
Duration:		Break To	ital:					
Scheduled Return:		Weekly To	ital:					
Note:								
<u><prev day<="" u=""> Current Day <u>Next</u></prev></u>	<u>Day></u> View/Submit Tim	e Sheets						
Transactions for Tuesday	10/23/2012 - ALAN M	SMITHSCR			Edit the Existing			
Status IN 9:15	Start Time	End Time		Pay Code	Times			
1N 9:15	AM (9:15)			PTI34 -	Add a Missir Record	g		
					Delete	1		
				-				
<				+				

Slide 8 - Slide 8

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox					
localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemr	nain000.w				
Skyward School District			Alan Smithscr A	ccount Preferences	Exit ?
Home Employee Time True FastTrack Information Off Time Open Position	FastTrack Work s Screener Requests	Account Budget Master Management	Purchasing Requisitio		Online Open Enrolli
True Time Quick Entry		0 ! 📝 🛄 📷	🛃 Task Manager 🏠 Favorites	🔹 怕 New Window 🖶 I	My Print Queue
Change Un S Temp C Job	ut Dreak Lunch Meetin	Work Out Gone for g of Office the day	Enter Future Out of Office Records		
Current Status Current Status: IN Start Time: Current Time: Duration: Scheduled Return: Note: <prev current="" day="" it<br="">Transactions for Tuesd</prev>	Totals Tu The Currer shows current inform	IE 10/23/12 Total: Scheduled Hours: Photos area hation for the employ will show if the employ inch, Meeting, etc. Is neets MITHSCR		g	

Slide 9 - Slide 9



Slide 10 - Slide 10

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 Time True FastTrack FastTrack Work	
◄ ► True Time Quick Entry ☆	🥑 ! 📴 🖷 🖏 Task Manager 😭 Favorites 🕶 🖺 New Window 🖏 My Print Queue
	Work Out Gone for eeting of Office the day
Current Status To	otals Refresh
Current Status: IN	Tue 10/23/12 Total:
Start Time: 9:15 AM	Scheduled Hours: 8h 00m Lunch Total:
Current Time: 9:15 AM Duration:	Break Total:
Scheduled Return:	Weekly Total:
Note:	
The Totals area includes total time worked	d that work week.
Iransactions for Tuesday TU/23/2012 - ALANT	
Status Start Time	End Time Duration Pay Code Fixisting Times
IN 9:15 AM (9:15)	PTI34 - Add a Missing
	Record
	Delete
	-
<	•

Slide 11 - Slide 11

localhost/scripts/cgiip.ex	e/WService=w	vsFLORIDA/sł	nrhom01.	N							We value y	our feedba	⊧k]_`
Skyward	School D	istrict							Alan Smith	iscr .	Account Pre	ferences Exit	│ ?
Home 👻 Employee	Employee Administratio	n Payroll	Time Off	Substitute Tracking	Insurance Tracking	TrueTime	Work Requests	Advance Features		al/State orting	e Custom Reports		
🚺 🕨 上 Human F	Resources	5				9 ! [2 💆 🔟	🔰 🛃 Task Ma	inager 😭	avorite	s 🔻 怕 New Wi	ndow 🦷 My Pri	nt Que
My Favorites				in click the k Entry sc		on				Jump	To Other Sys	stems	
mployee Access			. Quici	CENCY SC	rean.			Status	<u>^</u>	🗐 E0	ducator Acces	ss Plus	4
Employee Locator This concludes the tutorial.							5	Completed		Ē Ei	mployee Acce	ess	4
equisitions pprove Time Off		Time	e Off Deta	ail Transactio	n Report - M	ly Employee	5	Completed	=	∱ Fa	Family Access		
pprove Time Oil pprove Expense Reimbu		B/S I	Dtl Rpt: d	letail report ()1/01/2012-(05/07/2012	2012 Completed 🛛 🖬 Financial Management					gement	
uick Entry - True Time		Budg	et Repor	t ** 9/2012				Completed		🔔 He	uman Resou	rces	
-		Calc	ulate ava	ilable funds f	or account g	roups		Completed	-	🕋 St	tudent Manag	ement	
uman Resources mployee Profile										🖌 Pi	roduct Setup		
		1 Distr	ict News						<u>Edit</u>				
nancial Management			n Menu							Rece	nt Programs		
endor Profile pprove Requisitions		Cur d		committed to				idents and s	taff.	L Hu W	uman Resoui ^{'H}	rces Home	
ccount Profile		Please	e click on	the link abov	e to see the	monthly sch	ool menu.				onfiguration /H\TT\PS\CF		
										💼 Er	mployee Acce	ess Home	
											rganizational (/H\EP\OC	<u>Charts</u>	
										Q	uick Entry		
										Fin W	,	gement Home	
											nports F\AD\SB\IM		
											ash Receipts F\AM\GI\CA\C	A\CA	
dit Favorites										Pr	oduct Setup I	Home	