

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. 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 navigation menu includes: 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 main content area is divided into three sections: "True Time" (with links for Quick Entry, My History, Employee Profile, My Schedule, Data, and Reports), "My Time Sheets" (with links for Unsubmitted and History), and "Supervisor Access" (with links for My Employees True Time, My Employees Totals by Status, My Employees Weekly Averages, Schedule Tracker, My Employees Time Sheets, Unsubmitted, Unapproved, and History). A yellow callout box is overlaid on the "Quick Entry" link, containing the following text:

Quick Entry - Edit the Existing Times
Click **Employee Access, TrueTime, Quick Entry.**

Who, What, When, Why?
The option to allow employees to edit their times is based on the Org Chart setting for that employee.

If activated, employees will have the ability to adjust their existing times in TrueTime.

At the bottom of the page, there is a "Recent Programs" sidebar with links to Employee Access Home, Human Resources Home, Configuration, Organizational Charts, Quick Entry, Financial Management Home, Imports, and Cash Receipts. The footer contains "© 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/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: **9:59 AM**
Duration: **44m**
Scheduled Return:
Note:

Totals

Tue 10/23/12 Total: **45m**
Scheduled Hours: **8h 00m**
Lunch Total:
Break Total:
Weekly Total: **45m**

<Prev Day Current Day Next Day>

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

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)		44m	PTI34 -

Edit the Existing Times
Add a Missing Record
Delete

Highlight the record that needs to be adjusted and click Edit the Existing Times.

Slide 3 - Slide 3

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: **9:59 AM**
Duration: **44m**
Scheduled Return:
Note:

Totals

Tue 10/23/12 Total: **45m**
Scheduled Hours: **8h 00m**
Lunch Total:
Break Total:
Weekly Total: **45m**

Employees will be able to adjust their Start Time, End Time, and Pay Code.

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM		44m	PTI34 - Cu

Save Cancel

Slide 4 - Slide 4

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

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

We value your feedback

Alan Smithscr Account Preferences Exit ?

Skyward School District

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 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:
Start Time:
Current Time:
Duration:
Scheduled Return:
Note:

Totals

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

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

Start Time	End Time	
9:15 AM (9:15)	9:30 AM (9:30)	
9:30 AM	10:00 AM	30m Add Record
10:00 AM (10:00)	10:00 AM (10:00)	PT408 - Bus Driver

Add a Missing Record
Delete

If the changes result in a gap in time, an **Add Record** button transaction will be created.

This will allow the employee to easily add a record to fill the **gap in time** if needed.

If the **Timekeeping Rule** is set to capture **adjustments**, an adjustment record will display on the employee's time sheet and Adjustment History screens.

This concludes the tutorial.