

Slide 1 - Slide 1

Employee Access - 05.12.10.00.04 - Mozilla Firefox
localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w

Print this tutorial
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
My History
Employee Locator
My Setup
Data Mining
Reports

My Time Sheets
Unsubmitted
History

Supervisor Access
My Employees True Time
My Employees Totals by Status
My Employees Weekly Averages
Schedule Tracker
My Employees Time Sheets
Unsubmitted
Approved
History

My Employees Time Sheets - Unsubmitted
Navigate to Employee Access, TrueTime, My Employees Time Sheets, Unsubmitted.
Who, What, When, Why?
Supervisors (as identified by the TrueTime Org Chart) will have access to review their employees' Unsubmitted Timesheets.

Recent Programs
Employee Access Home
History
Human Resources Home WH
Configuration WHHTTPSICF
Unsubmitted
Reports
Data Mining
Data Mining
Personal Information
Data Mining WHTTDM

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Slide 2 - Slide 2

The screenshot shows the Skyward School District web application interface. The browser title is "My Employees Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox". The URL is "localhost/scripts/cgiip.exe/WService=wsFLORIDA/httssprv006.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 heading is "My Employees Unsubmitted Time Sheets". Below this, there are "Views" and "Filters" dropdown menus. The "Views" dropdown is open, showing options: "My Employees Unsubmitted Time Sheets - By Name" (selected), "My Employees Unsubmitted Time Sheets - By Org Chart", and "My Employees Unsubmitted Time Sheets - By SSN". A callout box points to the "Views" button with the text: "A list of the supervisor's employees will display. Click the Views button to select to view the employees By Name or By Org Chart." The table below shows two records:

Last Name	First	Middle	SSN	Current	Previous	Previous	Previous	Previous	Previous Week 5	Pay Code
ALLENSWORTHSCR	LULA	K								03
MILLERSCR	ERIK									PT607

At the bottom, it says "20" in a dropdown, "2 records displayed", and a "Last Name:" search field with "ABC" buttons.

Slide 3 - Slide 3

The screenshot shows a web browser window with the URL `localhost/scripts/cgiip.exe/WService=wsFLORIDA/httssprv006.w`. The page title is "My Employees Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox". The application header includes the "Skyward School District" logo and a navigation menu with items like "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 Enroll".

The main content area is titled "My Employees Unsubmitted Time Sheets" and includes a "Views" dropdown set to "My Employees Unsubmitted Time Sheets - By Name" and a "Filters" dropdown set to "*Show All Employees Under Me". A table lists employees with columns for "Last Name", "First", "Middle", "SSN", "Current Week", "Previous Week 1", "Previous Week 2", "Previous Week 3", "Previous Week 4", "Previous Week 5", and "Pay Code".

Last Name	First	Middle	SSN	Current Week	Previous Week 1	Previous Week 2	Previous Week 3	Previous Week 4	Previous Week 5	Pay Code
ALLENSWORTHSCR	LULA	K	0758	Y						03
MILLERSCR	ERIK									PT607

A yellow callout box points to the "View/Submit Timesheet" link in the table, containing the following text:

Expand an employee record for a list of **recently unsubmitted time sheets** for the employee.

Click the **View/Submit Timesheet** link to review or submit a time sheet on behalf of your employee.

At the bottom of the page, there is a "20" dropdown menu, the text "2 records displayed", and a "Last Name:" search field with "ABC" buttons.

Slide 4 - Slide 4

My Employees Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httssprv006.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

My Employees Unsubmitted Time Sheets

Views: My Employees Unsubmitted Time Sheets - By Name

Filters: *Show All Employees Under 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	
1	ALLENSWORTHSCR	LULA	K	0759							02	
2	MILLERSCR	ERIK										

Click the View All Unsubmitted Time Sheets for Selected Employee button.

20 2 records displayed Last Name: [input] ABC

Slide 5 - Slide 5

A browse of all of the employee's Unsubmitted Time Sheets will display.

We value your feedback

View Unsubmitted Time Sheets

Time Sheet Information for LULA ALLENSWORTHSCR

	Week Start	Week End	Total Hrs	Status
1	10/14/2012	10/20/2012	18h 45m	Time Sheet Not Submitted
2	01/01/2012	01/07/2012	7h 30m	Time Sheet Not Submitted
3	12/18/2011	12/24/2011		Time Sheet Not Submitted
4	11/20/2011	11/26/2011	7h 30m	Time Sheet Not Submitted
5	09/04/2011	09/10/2011	7h 30m	Time Sheet Not Submitted
6	03/22/2009	03/28/2009		Time Sheet Not Submitted
7	03/15/2009	03/21/2009		Time Sheet Not Submitted
8	04/27/2008	05/03/2008		Time Sheet Not Submitted
9	04/20/2008	04/26/2008		Time Sheet Not Submitted
10	01/13/2008	01/19/2008		Time Sheet Not Submitted
11	10/07/2007	10/13/2007		Time Sheet Not Submitted
12	09/30/2007	10/06/2007		Time Sheet Not Submitted
13	05/20/2007	05/26/2007		Time Sheet Not Submitted
14	04/29/2007	05/05/2007		Time Sheet Not Submitted
15	03/04/2007	03/10/2007		Time Sheet Not Submitted
16	09/03/2006	09/09/2006		Time Sheet Not Submitted
17	05/07/2006	05/13/2006		Time Sheet Not Submitted

Click the **View Time Sheet** button to review the highlighted time sheet.

Click the **Submit Time Sheet** button to submit a time sheet for your employee.

[This concludes the tutorial.](#)

Filter Options
View Time Sheet
Submit Time Sheet
Close

20 17 records displayed Week Start: