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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 address bar shows "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 Locator, My History, Date, and Request), "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 "Recent Programs" sidebar on the right lists: Employee Access Home, My History, Quick Entry, Third Party Import (WHYSTTP), Master Records (WHSTMA), Detail Transactions (WHSTDT), Human Resources Home (WH), Configuration (WHTT\PS\CF), and Configuration. A yellow callout box titled "My History" is overlaid on the interface, containing the following text: "Click Employee Access, TrueTime, My History. Who, What, When, Why? The My History option allows employees to view their: • Current Status • Workweek Totals • Upcoming Scheduled Tracked Time • Exceptions Notes • Workweek Schedule • Adjustments". The footer of the page includes "© 2012 Skyward, Inc. All rights reserved.", "FL Finance Data", and "Windows 7 / Firefox 16".

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The **Views** option allows employees to see a browse of one of the following options:

- Current Status
- Workweek Totals
- Upcoming Scheduled Tracked Time
- Exceptions Notes
- Workweek Schedule
- Adjustments

Last Name	Week's Hours	Overtime Hours	Paid Hours Off	Unpaid Hours Off	Scheduled Hours	Differ
1 ▶ SMIT	15m				40h 00m	-39h

20 records displayed

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My True Time History - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htmmain001.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

My True Time History ☆

Views: Current Status Filters: *Skyward Default Refresh

Last Name	First	Middle	Status	Notes	Today's Hours	This Week's Hours	Overtime Hours	Paid Hours Off	Unpaid Hours Off	Scheduled Hours	Difference
SMITHSCR	ALAN	M		N	15m	15m				40h 00m	-39h

Expand All Collapse All Modify Details (displaying 8 of 8) View Printable Details

Current Status

- Status:
- Note:
- Today's Hours: 15m
- This Week's Hours: 15m
- Overtime Hours:
- Paid Hours Off:
- Unpaid Hours Off:
- Scheduled Hours: 40h 00m
- Difference: -39h 45m

Workweek Totals

Previous Time Sheets Unsubmitted Time Sheets Time Sheet History

Upcoming Scheduled Tracked Time

Exception Notes

Workweek Schedule Edit Workweek Schedule

Adjustments To Be Read Unread Adjustments

Adjustments History Adjustments

20 1 records displayed

Clicking the down arrow next to the employee's name will show you their **Current Status**.

This includes their **Status, Notes, Today's Hours, This Week's Hours, Overtime Hours, Paid Hours Off, Unpaid Hours Off, Scheduled Hours, and the Difference.**

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The screenshot shows the 'My True Time History' page for employee SMITHSCR. A yellow callout box contains the following text:

- The **Workweek Totals** option will display the employee's transactions by day.
- Click the **Date** link next to the transaction to edit the daily transactions.
- The **View/Submit Time Sheet** link will allow employees to submit their time sheet to their supervisor.
- Use the **arrows** next to the **Current Week** to move **back** to previous weeks or **forward** to future weeks.

The interface includes a navigation menu with options like Home, Employee Information, Time, True, FastTrack, Work, Account, Budget, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. The 'My True Time' section shows a table of transactions for the current week, with a 'View/Submit Time Sheet' link and navigation arrows.

Workday	Start Time	End Time	Lunch	Break	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours
10/21/2012 Sun								
10/22/2012 Mon								
10/23/2012 Tue	9:15 AM	9:30 AM			15m			15m
10/24/2012 Wed								
10/25/2012 Thu								
10/26/2012 Fri								
10/27/2012 Sat								
Total					15m			15m

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The **Previous Time Sheets** option will display a list of prior time sheets for the employee.

Click the **Unsubmitted Time Sheets** link to see a list of time sheets that **have not** been submitted.

Click the **Time Sheet History** link to view a **list of all** time sheets.

Week	Total Hours	View/Submit Timesheet
▶ 10/21/12 - 10/27/12	15m	View/Submit Timesheet
▶ 09/16/12 - 09/22/12		View/Submit Timesheet
▶ 08/19/12 - 08/25/12	8h 00m	View/Submit Timesheet
▶ 07/22/12 - 07/28/12		View/Submit Timesheet
▶ 06/17/12 - 06/23/12	42h 22m	View/Submit Timesheet

Slide 6 - Slide 6

The screenshot displays the 'My True Time History' page for employee SMITHSCR, ALAN M. The page includes a navigation menu with options like Home, Employee Information, Time Off, True Time, FastTrack, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. The main content area shows a table with columns for Last Name, First, Middle, Status, Notes, Today's Hours, This Week's Hours, Overtime Hours, Paid Hours Off, Unpaid Hours Off, Scheduled Hours, and Difference. A callout box highlights the 'Upcoming Scheduled Tracked Time' section, which lists a 'WOOF' (Work Out of Office) event on 10/24/2012 from 7:00 AM to 8:00 AM for a 'Dentist Appointment'.

Callout Box Text:

The **Upcoming Scheduled Tracked Time** option will display future transactions for the employee. These future transactions include **Work Out of Office (WOOF)**, **Temporarily Out of Office (TOOF)**, and/or **Meetings**.

Last Name	First	Middle	Status	Notes	Today's Hours	This Week's Hours	Overtime Hours	Paid Hours Off	Unpaid Hours Off	Scheduled Hours	Difference
SMITHSCR	ALAN	M		N	15m	1h 15m				40h 00m	-38h

Date	Status	Start Time	End Time	Total	Note	Auto Lunch	Lunch Start	Lunch End
10/24/2012 Wed	WOOF	7:00 AM	8:00 AM	1h 00m	Dentist Appointment			

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The Exception Notes option will allow you to **view notes** from your employees (if you are a supervisor) and allow you to **post notes** to your supervisor.

Click the **View Notes from My Employees** link to go to a browse of notes from your employees.

Click the **Add/View Notes to Supervisor** link to **view notes** from your supervisor or **send a note** to your supervisor.

	Overtime Hours	Paid Hours Off	Unpaid Hours Off	Scheduled Hours	Differ
1 SMITHSCR				40h 00m	-38h

Exception Notes

Unread Exception Notes from My Employees [View Notes from My Employees](#)
No Exceptions Posted

Unread Exception Notes to My Supervisor [Add/View Notes to Supervisor](#)

Note Date	Note
04/10/2012 Tue	Worked extra because of lunchroom cleaning project.
04/05/2012 Thu	An end time of 11:59 PM for 11/07/2011 has been auto-created.
11/07/2011 Mon	An end time of 11:59 PM for 10/26/2011 has been auto-created.

Workweek Schedule [Edit Workweek Schedule](#)

Adjustments To Be Read [Unread Adjustments](#)

20 1 records displayed

Slide 8 - Slide 8

The **Workweek Schedule** option displays your daily schedule of **Start/End Time**, **Lunch Start/End Time**, **Break Length**, and **total** scheduled hours for the day and week.

If activated in the Timekeeping Rules, the **Edit Workweek Schedule** option will display. This will allow employees to **adjust their schedule**.

Workday	Start Time	End Time	Lunch Start	Lunch End	Break Length	Hours
Monday	7:00 AM	4:00 PM	12:00 PM	1:00 PM		8h 00m
Tuesday	7:00 AM	4:00 PM	12:00 PM	1:00 PM		8h 00m
Wednesday	7:00 AM	4:00 PM	12:00 PM	1:00 PM		8h 00m
Thursday	7:00 AM	4:00 PM	12:00 PM	1:00 PM		8h 00m
Friday	7:00 AM	4:00 PM	12:00 PM	1:00 PM		8h 00m
Total						40h 00m

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The **Adjustments to Be Read** option will display a list of recent adjustment records (changes made to TrueTime transactions) for the employee. Click the **Unread Adjustments** link to see a browse of adjustment records that have not been read.

Workday	Type	Status	Adjusted			Original			Date		Time
			Start Time	End Time	Pay Code	Start Time	End Time	Pay Code	Adjusted	Adjusted	
10/23/2012	MODIFIED	IN	9:15 AM	9:30 AM	PT134	9:15 AM	10:00 AM	PT134	10/23/2012	10:00 AM	
06/21/2012	ADDED	IN	7:00 AM	3:28 PM	PT134				06/25/2012	3:28 PM	
06/20/2012	ADDED	IN	7:01 AM	4:00 PM	PT134				06/25/2012	3:28 PM	
06/19/2012	ADDED	IN	7:00 AM	3:28 PM	PT134				06/25/2012	3:28 PM	
06/18/2012	ADDED	IN	7:00 AM	3:27 PM	PT134				06/25/2012	3:28 PM	
06/05/2012	DELETED	IN	12:00 AM		PT134				06/05/2012	4:20 PM	
05/07/2012	MODIFIED	IN	7:30 AM		PT134	1:00 PM		PT134	05/07/2012	12:56 PM	

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The **Adjustments History** option will display a list of recent adjustments made by the employee.

Click the **Adjustments** link to see a browse of **Adjustment History** records.

This concludes the tutorial.

Workday	Type	Status	Adjusted			Original			Date	Time
			Start Time	End Time	Pay Code	Start Time	End Time	Pay Code		
09/14/2012	MODIFIED	IN	8:00 AM	9:15 AM	PTI34	9:15 AM	9:11 AM	PTI34	09/14/2012	9:12 AM
09/14/2012	DELETED	IN	12:00 AM		PTI34				09/14/2012	8:20 AM
09/13/2012	MODIFIED	IN	8:00 AM	4:15 PM	PTI34	1:30 PM	1:23 PM	PTI34	09/14/2012	8:19 AM
09/12/2012	ADDED	IN	7:02 AM	4:03 PM	PTI34				09/14/2012	8:19 AM
09/11/2012	ADDED	IN	7:01 AM	4:00 PM	PTI34				09/14/2012	8:18 AM
09/10/2012	ADDED	IN	7:02 AM	4:00 PM	PTI34				09/13/2012	11:23 AM