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The screenshot shows the Skyward School District Employee Access web application. The browser 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 'True Time' menu is expanded, showing 'Quick Entry', 'My History', 'Employee Locator', 'My Setup', 'Data Mining', and 'Reports'. The 'My Time Sheets' menu is also expanded, showing 'Unsubmitted'. A yellow callout box is overlaid on the 'Unsubmitted' link, containing the following text:

Re-Submit a Time Sheet
Click Employee Access, TrueTime, My Time Sheets, Unsubmitted.
Who, What, When, Why?
Time sheets that have been denied will need to be re-submitted for supervisor approval.

The interface also features a 'District News' section with a 'Lunch Menu' announcement: '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.' A 'Recent Programs' sidebar lists 'Employee Access Home', 'Unsubmitted', 'Reports', 'Data Mining', 'Personal Information', 'Data Mining WHITTDM', 'Data Mining WHITTDM', 'Human Resources Home WH', and 'Configuration'. The footer contains '© 2012 Skyward, Inc. All rights reserved', 'FI Finance Data', and 'Windows 7 / Firefox 16'.

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Time Sheet Information for ALAN SMITHSCR

	Week Start	Week End	Total Hrs	Status
1	10/21/2012	10/27/2012	1h 15m	Time Sheet Not Submitted
2	09/16/2012	09/22/2012		Time Sheet Not Submitted
3	08/19/2012	08/25/2012	8h 00m	Time Sheet Not Submitted
4	07/22/2012	07/28/2012		Time Sheet Not Submitted
5	06/17/2012	06/23/2012	42h 22m	Denied
6	05/14/2012	05/20/2012		Time Sheet Not Submitted
7				Denied
8				Denied
9	03/26/2012	04/01/2012	10h 30m	Time Sheet Not Submitted
10	04/15/2012	04/21/2012	43h 11m	Time Sheet Not Submitted

Time sheets that have been denied will display with a Denied status in the My Unsubmitted Time Sheets browse.

To see why the time sheet was denied or to modify the time sheet, highlight the time sheet and click the down arrow.

Filter Options
View Time Sheet
Submit Time Sheet

10 records displayed Week Start:

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Time Sheet Information for ALAN SMITHSCR

Week Start: 06/18/2012 Week End: 06/22/2012 Total Hrs: 22m 00m Status: 22m

Day	Total Hours	254 Cust I	Hours Paid
06/18/2012 Mon	8h 27m	8h 27m	8h 27m
06/19/2012 Tue	8h 28m	8h 28m	8h 28m
06/20/2012 Wed	8h 59m	8h 59m	8h 59m
06/21/2012 Thu	8h 28m	8h 28m	8h 28m
06/22/2012 Fri	8h 00m		
Total			

* Total Time Off (0h 00m)

Time Sheet History

Status	Name	Date	Time	Note
Denied	ILKKA, DAVE	10/24/2012	3:22 PM	Denied, punch out time on Thursday needs to be corrected.
Submitted	SMITHSCR, ALAN M	10/24/2012	2:20 PM	Approved by Supervisor

Adjustments

6	06/10/2012	06/16/2012		Time Sheet Not Submitted
7	06/03/2012	06/09/2012	24h 00m	Time Sheet Not Submitted
8	05/13/2012	05/19/2012	13h 45m	Time Sheet Not Submitted
9	05/06/2012	05/12/2012	16h 30m	Time Sheet Not Submitted
10	04/15/2012	04/21/2012	43h 11m	Time Sheet Not Submitted

10 records displayed Week Start:

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My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httsmain005.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 Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

Week Start Week End Total Hrs Status

Workweek Totals

Workday	Start Time	End Time	Lunch	Break	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours	Difference
06/17/2012 Sun										
06/18/2012 Mon	7:00 AM	3:27 PM			8h 27m			8h 27m	4h 00m	4h 27m
06/19/2012 Tue	7:00 AM	3:28 PM			8h 28m			8h 28m		8h 28m
06/20/2012 Wed	7:01 AM	4:00 PM			8h 59m			8h 59m		8h 59m
06/21/2012 Thu	7:00 AM	3:28 PM			8h 28m			8h 28m		8h 28m
06/22/2012 Fri					8h 00m	8h 00m		8h 00m		8h 00m
Total						8h 00m		42h 22m	4h 00m	38h 22m

The Workweek Totals tab will show the Daily Transactions.
To modify the times for an individual day, click the Date link (i.e. 06/20/2012).

Time Sheet Detail

Day	Total Hours	254 Cust I	Hours Paid
06/18/2012 Mon	8h 27m	8h 27m	8h 27m
06/19/2012 Tue	8h 28m	8h 28m	8h 28m
06/20/2012 Wed	8h 59m	8h 59m	8h 59m
06/21/2012 Thu	8h 28m	8h 28m	8h 28m
06/22/2012 Fri	8h 00m		
Total	42h 22m	34h 22m	42h 22m

* Total Time Off (8h 00m) currently does not equal the Total Time Off when the Time Sheet was submitted (8h 00m).

20 10 records displayed Week Start:

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The screenshot displays a web application interface for 'True Time Quick Entry'. The main window shows a summary of time sheet information for Wednesday, 06/20/2012, including a total of 8h 59m. Below this, a table lists transactions for the day, with one entry for 'IN' at 7:01 AM to 4:00 PM, lasting 8h 59m with pay code PTI34. To the right of the table are buttons for 'Edit the Existing Times', 'Add a Missing Record', 'Delete', and 'Close'. A yellow callout box points to the table and buttons, stating: 'If the Timekeeping Rule allows, employees will be able to Edit, Add, or Delete transactions.'

Totals

Wed 06/20/12 Total: **8h 59m**
Scheduled Hours:
Lunch Total:
Break Total:
Weekly Total: **42h 22m**

<Prev Day Wed 06/20/2012 Next Day> Current Day View/Submit Time Sheets

Transactions for Wednesday 06/20/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	7:01 AM (7:01)	4:00 PM (4:00)	8h 59m	PTI34

Buttons: Edit the Existing Times, Add a Missing Record, Delete, Close

Callout: If the Timekeeping Rule allows, employees will be able to Edit, Add, or Delete transactions.

Slide 6 - Slide 6

The screenshot shows a web browser window titled "My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox". The URL is localhost/scripts/cgiip.exe/WService=wsFLORIDA/httsmain005.w. The page header includes the Skyward School District logo and a user profile for Alan Smithscr. A navigation menu contains various options like Home, Employee Information, Time Off, True Time, FastTrack, etc. The main content area is titled "My Unsubmitted Time Sheets" and displays "Time Sheet Information for ALAN SMITHSCR".

	Week Start	Week End	Total Hrs	Status
1	10/21/2012	10/27/2012	1h 15m	Time Sheet Not Submitted
2	09/16/2012	09/22/2012		Time Sheet Not Submitted
3	08/19/2012	08/25/2012	8h 00m	Time Sheet Not Submitted
4	07/22/2012	07/28/2012		Time Sheet Not Submitted
5	06/17/2012	06/23/2012	42h 22m	Denied
6	06/10/2012	06/16/2012		Time Sheet Not Submitted
7	06/03/2012	06/09/2012	24h 00m	Time Sheet Not Submitted
8	05/13/2012	05/19/2012	13h 45m	Time Sheet Not Submitted
9	05/06/2012	05/12/2012	16h 30m	Time Sheet Not Submitted
10	04/15/2012	04/21/2012	43h 11m	Time Sheet Not Submitted

At the bottom of the table, it says "10 records displayed". To the right of the table, there are buttons for "Filter Options", "View Time Sheet", and "Submit Time Sheet". A yellow callout box points to the "Submit Time Sheet" button with the text: "After reviewing/modifying the time sheet, click the Submit Time Sheet button."

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Submit Time Sheet - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpstsubt000.w?isPopup=true

Submit Time Sheet

Time Sheet for

The Period Summary, Daily Totals, and Adjustments will display on the time sheet.

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACA	
WORK	PTI34 (CUSTODIAN - HOURLY)		

Total Hours: 42h 22m
Hours Paid: 42h 22m

Submit Time Sheet
Request
Up Time
Print
Back

Daily Totals

Date	Status	Note	Hours
Monday 06/18/12			
7:00 AM (7:00) -	3:27 PM (3:27) IN		8h 27m
		06/18/12	Total Hours: 8h 27m
Tuesday 06/19/12			
7:00 AM (7:00) -	3:28 PM (3:28) IN		8h 28m
		06/19/12	Total Hours: 8h 28m
Wednesday 06/20/12			
7:01 AM (7:01) -	4:00 PM (4:00) IN		8h 59m
		06/20/12	Total Hours: 8h 59m
Thursday 06/21/12			
7:00 AM (7:00) -	3:28 PM (3:28) IN		8h 28m
		06/21/12	Total Hours: 8h 28m
Friday 06/22/12			
	N/A	TOF VACATION	8h 00m
		06/22/12	Total Hours: 8h 00m

Adjustments

Adjusted	Original
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Slide 8 - Slide 8

The screenshot shows a web browser window titled "Submit Time Sheet - 05.12.10.00.04 - Mozilla Firefox". The main page displays a "Submit Time Sheet" form for "ALAN SMITHSCR (XXXX-XX-7878)" covering the period "06/17/2012 - 06/23/2012". A "Period Summary" table is visible:

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	8h 00m
WORK	PTI34 (CUSTODIAN - HOURLY)		34h 22m

Buttons for "Submit Time Sheet" and "Request Comp Time" are present. A modal dialog box titled "Time Sheet Submission Information" is open, containing the following text:

Time Sheet Submission Information

A rule on your timekeeping ruleset requires you to enter a reason when your time sheet is at least 1h 00m more than your scheduled time. Please select the reason why you are submitting a time sheet with 42h 22m.

Hitting the Back Button will cancel the submission of this time sheet.

* Select reason why your time sheet is over hours:

Buttons for "Save" and "Back" are also visible in the dialog.

A yellow callout box with a speech bubble points to the dialog, containing the text:

In this example, the district has added a **Time Sheet Submission Rule** that requires the employee to select a reason if their time sheet is **plus** or **minus** one hour of their **workweek** schedule.

Select a **reason** and click **Save**.

Below the dialog, a table shows the daily breakdown for "Friday 06/22/12":

Adjusted	Original
N/A	TOF
	VACATION
	8h 00m
	06/22/12
	Total Hours: 8h 00m

An "Adjustments" section is partially visible at the bottom.

Slide 9 - Slide 9

The screenshot shows a web browser window titled "Submit Time Sheet - 05.12.10.00.04 - Mozilla Firefox". The address bar shows "localhost/scripts/cgiip.exe/WService=wsFLORIDA/httstsubt000.w?isPopup=true". The page content includes a "Submit Time Sheet" header, a "Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012" title, and a "Period Summary" table. A "Time Sheet Submission Information" popup window is open, displaying the following text:

Time Sheet Submission Information

The Time Sheet for 06/17/12 - 06/23/12 has been successfully submitted by ALAN M SMITHSCR on 10/24/2012 at 2:20 PM.

The Time Sheet is currently Waiting for the Approval of DAVE ILKKA.

Buttons for "Submit Time Sheet", "Request", and "Back" are visible on the page. A yellow callout box contains the text: "The system will display a message indicating the time sheet has been **successfully submitted**. Click Back. This concludes the tutorial."

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)	VACATION	8h 00m
WORK	PTI34 (CUSTODIAN - HOURLY)		

Friday 06/22/12

Adjusted	Original		
N/A	TOF	VACATION	8h 00m
			06/22/12 Total Hours: 8h 00m