

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser address bar displays 'localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w'. The application header includes the Skyward logo and the text 'Skyward School District'. A navigation menu at the top contains various options such as 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. A user profile for 'Alan Smithscr' is visible in the top right corner with links for Account, Preferences, and Exit. The main content area is divided into several sections: 'True Time' (with links for Quick Entry, My History, Employee Locator, My Setup, Data Mining, Reports), 'My Time Sheets' (with links for Unsubmitted, History), and 'Supervisor Access' (with links for My Employees True Time, My Employees Totals by Status, My Employees Weekly Averages, Schedule Tracker, and Employees Time Sheets). A yellow callout box is overlaid on the interface, containing the following text:

**Schedule Tracker**

Click Employee Access, TrueTime, Supervisor Access, Schedule Tracker.

**Who, What, When, Why?**

Supervisors (as identified by the TrueTime Org Chart) will have access to review their employees' TrueTime transactions to see employees that are starting before or after their scheduled start time and that are ending before or after their scheduled end time.

The Schedule Tracker will also display Total Lunch Times, amount of Lunch Time over/under the schedule, Working out of Office time, and Temporary out of Office time.

At the bottom of the page, there is a footer with '© 2012 Skyward, Inc. All rights reserved.', 'FL Finance Data', and 'Windows 7 / Firefox 16'.

Slide 2 - Slide 2

Schedule Tracker - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsbrws006.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

Schedule Tracker

The workweek begins on Sunday. <Prev Week \* Workweek: 10/21/2012 Next Week> Apply

Views: Totals By Status - By Name Filters: \*

Last Name	First	Middle	Start	End	End	End	End	End	End	Total WOOF	Total TOOF	Level	Primary Pay
1	ALLENSWORTHSCR	LULA	K	30m	30m	1h 00m	-4h 00r	9h 00m	3	03			
2	MILLERSCR	ERIK		2h 01m	2h 50m		-5h 00r		3	PT607			
3	SMITHSCR	ALAN	M	31h 00r	72h 07r			18h 12r	2	PT134			

20 3 records displayed Last Name: [ ] ABC

Asterisk (\*) denotes a required field

Slide 3 - Slide 3

The workweek begins on Sunday. <Prev Week \* Workweek: 10/21/2012 Next Week> Apply

Views: Totals By Status - By Name Filters: \*Only Show Employees That Report Directly to Me

Last Name	First	Middle	Before Start	After Start	Before End	After End	Total Lunch	Lunch Dur +/-	Total WOOF	Total TOOF	Level	Primary Pay
ALLENSWORTHSCR	LULA	K	30m		30m		1h 00m	-4h 00r	9h 00m		3	03
MILLERSCR	ERIK			2h 01m		2h 50m		-5h 00r			3	PT607
SMITHSCR	ALAN	M										TI34

20 3 records displayed Last Name: [ ] ABC

Asterisk (\*) denotes a required field

Slide 4 - Slide 4

Schedule Tracker - 05.12.10.00.04 - Mozilla Firefox  
 localhost/scripts/cgiip.exe/WService=wsFLORIDA/httsprbrws006.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

Schedule Tracker

The workweek begins on Sunday. <Prev Week \* Workweek: 10/21/2012 Next Week> Apply

Views: Totals By Status - By Name Filters: \*Only Show Employees That Report Directly to Me

	Last Name ▲	First	Middle	Before Start	After Start	Before End	After End	Total Lunch	Lunch Dur +/-	Total WOOF	Total TOOF	Level	Primary Pay
1	ALLENSWORTHSCR	LULA	K	30m		30m		1h 00m	-4h 00m	9h 00m		3	03
2	MILLERSCR	ERIK			2h 01m		2h 50m		-5h 00m			3	PT607
3	SMITHSCR	ALAN	M		31h 00m		72h 07m			18h 12m		2	PTI34

In this example, the highlighted employee worked 2 hours and 1 minute past their scheduled end time.

20 3 records displayed Last Name: [ ] ABC

Asterisk (\*) denotes a required field

Slide 5 - Slide 5

Schedule Tracker - 05.12.10.00.04 - Mozilla Firefox  
 localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsbrws006.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

Schedule Tracker

The workweek begins on Sunday. <Prev Week \* Workweek: 10/21/2012 Next Week> Apply

Views: Totals By Status - By Name Filters: Only Show Employees That Report Directly to Me Clone

Last Name	First	Middle	Before Start	After Start	Before End	After End	Total Lunch	Lunch Dur +/-	Total WOOF	Total TOOF	Level	Primary Pay
1 ▶ ALLENSWORTHSCR	LULA	K	30m		30m		1h 00m	-4h 00r	9h 00m		3	03
2 ▶ MILLERSCR	ERIK			2h 01m		2h 50m		-5h 00r			3	PT607
3 ▶ S						72h 07m			18h 12i		2	PTI34

This example shows an employee that stopped working a total of 30 minutes prior to their scheduled end time.

20 3 records displayed Last Name: [ ] ABC

Asterisk (\*) denotes a required field

Slide 6 - Slide 6

Schedule Tracker - 05.12.10.00.04 - Mozilla Firefox  
 localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsbrws006.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

Schedule Tracker

The workweek begins on Sunday. <Prev Week \* Workweek: 10/21/2012 Next Week> Apply

Views: Totals By Status - By Name Filters: Only Show Employees That Report Directly to Me Clone

	Last Name ▲	First	Middle	Before Start	After Start	Before End	After End	Total Lunch	Lunch Dur +/-	Total WOOF	Total TOOF	Level	Primary Pay
1	ALLENSWORTHSCR	LULA	K	30m		30m		1h 00m	-4h 00r	9h 00m		3	03
2	MILLERSCR	ERIK			2h 01m		2h 50m		-5h 00r			3	PT607
3	SMITHSCR	ALAN	M		31h 00m		7h 07m			18h 12m		2	PTI34

This example shows an employee that worked a total of 2 hours and 50 minutes after their scheduled end time.

20 3 records displayed Last Name: [ ] [A] [B] [C]

Asterisk (\*) denotes a required field

Slide 7 - Slide 7

Schedule Tracker - 05.12.10.00.04 - Mozilla Firefox  
 localhost/scripts/cgiip.exe/WService=wsFLORIDA/httsprbws006.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

Schedule Tracker

The workweek begins on Sunday. <Prev Week \* Workweek: 10/21/2012 Next Week> Apply

Views: Totals By Status - By Name Filters: Only Show Employees That Report Directly to Me Clone

	Last Name ▲	First	Middle	Before Start	After Start	Before End	After End	Total Lunch	Lunch Dur +/-	Total WOOF	Total TOOF	Level	Primary Pay
1	▶ ALLENSWORTHSCR	LULA	K	30m		30m		1h 00m	-4h 00r	9h 00m		3	03
2	▶ MILLERSCR	ERIK			2h 01m		2h 50m		-5h 00r			3	PT607
3	▶ SMITHSCR									18h 12i		2	PTI34

The browse will also show the total amount of Lunch time taken as well as which employees are taking more or less than their scheduled lunch time.

20 3 records displayed Last Name: [ ] [A] [B] [C]

Asterisk (\*) denotes a required field

Slide 8 - Slide 8

Schedule Tracker - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httsprbrws006.w

We value your feedback

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

Schedule Tracker

The workweek begins on Sunday. <Prev Week \* Workweek: 10/21/2012 Next Week> Apply

Views: Totals By Status - By Name Filters: Only Show Employees That Report Directly to Me Clone

	Last Name ▲	First	Middle	Before Start	After Start	Before End	After End	Total Lunch	Lunch Dur +/-	Total WOOF	Total TOOF	Level	Primary Pay
1	ALLENSWORTHSCR	LULA	K	30m		30m		1h 00m	-4h 00r	9h 00m		3	03
2	MILLERSCR	ERIK			2h 01m		2h 50m		-5h 00r			3	PT607
3	SMITHSCR	ALAN	M									2	PTI34

Lastly, the browse will display the total amount of Work Out of Office and Temporary Out of Office time for each employee.

This concludes the tutorial.

20 3 records displayed Last Name: ABC

Asterisk (\*) denotes a required field