

Slide 1 - Slide 1

The screenshot displays the Skyward School District Employee Access web application. The browser window title is "Employee Access - 05.12.10.00.04 - Mozilla Firefox". The address bar shows "localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w". The page header includes the Skyward logo and the text "Skyward School District". A navigation bar at the top contains links: 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, Exit, and a help icon. The main content area is divided into three sections: "True Time" (containing Quick Entry, My History, Employee Locator, My Setup, Data Mining, and Reports), "My Time Sheets" (containing Unsubmitted and History), and "Supervisor Access" (containing My Employees True Time and My Employees Totals by Status). A yellow tutorial overlay is positioned over the "Unsubmitted" link in the "My Time Sheets" section. The overlay contains the following text: "View Time Sheet", "Click Employee Access, TrueTime, My Time Sheets, Unsubmitted.", "Who, What, When, Why?", "Unsubmitted Time sheets are time sheets that have not been submitted by the employee to their supervisor for approval.", and "This tutorial will show how to view time sheets in TrueTime." The bottom of the page features a footer with "© 2012 Skyward, Inc. All rights reserved", "FI Finance Data", and "Windows 7 / Firefox 16".

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 Enrollment

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

View Time Sheet

Click Employee Access, TrueTime, My Time Sheets, Unsubmitted.

Who, What, When, Why?

Unsubmitted Time sheets are time sheets that have not been submitted by the employee to their supervisor for approval.

This tutorial will show how to view time sheets in TrueTime.

Employee Profile

Financial Management

- Vendor Profile
- Approve Requisitions
- Account Profile

District News

Lunch Menu

School Lunch Menu

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.

Recent Programs

- Employee Access Home**
- Unsubmitted
- Reports
- Data Mining
- Data Mining
- Personal Information
- Data Mining
- WHITTIDM
- Data Mining
- WHITTIDM
- Human Resources Home**
- WH
- Configuration

Edit Favorites

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My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsmain005.w

SKYWARD Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Time True FastTrack FastTrack Work Account Budget Purchasing Inventory Expense Online
Information Off Time Open Positions Screener Requests Master Management Requisitions Reimbursement Open Enroll

My Unsubmitted Time Sheets

A list of previously **unsubmitted timesheets** will display in the browse.

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	Time Sheet Not Submitted
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

Filter Options

View Time Sheet

Submit Time Sheet

Highlight a time sheet and click **View Time Sheet**.

20 10 records displayed Week Start:

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View Time Sheet - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httssub000.w?isPopup=true

View Time Sheet

Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012

Period Summary

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

[Print](#)
[Back](#)

The time sheet will display.
Click the **Print** button to print a copy of the time sheet.
Note: Time sheets can be submitted electronically, therefore printing is optional.

Daily Totals

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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My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpsmain005.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Time True FastTrack FastTrack Work Account Budget Purchasing Inventory Expense Online
Information Off Time Open Positions Screener Requests Master Management Requisitions Reimbursement Open Enroll

My Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

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4	07/22/2012	07/28/2012		Time Sheet Not Submitted
5	06/17/2012	06/23/2012	42h 22m	Time Sheet Not Submitted
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

To see future unsubmitted time sheets, click Filter Options.

Filter Options

View Time Sheet

Submit Time Sheet

20 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/httpsmain005.w

SKYWARD 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

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

Filter Options

Show future Time Sheets up to: 10/24/2013

Apply Filter Reset Filter Back

View Time Sheet Submit Time Sheet

Future time sheets can be viewed one year into the future from today's date.

20 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/httpsmain005.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Time True FastTrack FastTrack Work Account Budget Purchasing Inventory Expense Online
Information Off Time Open Positions Screener Requests Master Management Requisitions Reimbursement Open Enroll

My Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

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8	06/18/2012	06/24/2012		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

To see the details of the highlighted timesheet, click the down arrow.

Filter Options

View Time Sheet

Submit Time Sheet

20 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/httpsmain005.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Time True FastTrack FastTrack Work Account Budget Purchasing Inventory Expense Online
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My Unsubmitted Time Sheets

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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		Time Sheet Not Submitted

Expand All Collapse All Modify

Time Sheet Information

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
06/23/2012 Sat										
Total					34h 22m	8h 00m		42h 22m	4h 00m	38h 22m

Time Sheet Detail

20 10 records displayed Week Start:

Information such as the **Workweek Totals** will display.
This concludes the tutorial.