







True Time Quick Entry - 05.17.06.00.11 - Google Chrome

Secure | <https://skyweb.isd624.org/scripts/wsisa.dll/WService=wsSky/httemmain000.w>

### True Time Quick Entry

**Current Status**

Current Status:

Start Time:

Current Time:

Duration:

Scheduled Return:

Note:

**Totals**

Thu 10/19/17 Total: **11h 21m**

Scheduled Hours: **8h 00m**

Lunch Total: **18m**

Weekly Total: **41h 26m**

[Refresh](#)

[<Prev Day](#) 10/19/2017  [Next Day>](#)

[View/Submit Time Sheets](#)

Transactions for Thursday 10/19/2017 for LOR, LEE000 LOR, LEE VANG

Status	Start Time	End Time	Duration	Note
IN	6:10 AM ( 6:10)	1:13 PM ( 1:13)	7h 03m	
LNCH	1:13 PM ( 1:13)	1:31 PM ( 1:31)	18m	
IN	1:31 PM ( 1:31)	5:49 PM ( 5:49)	4h 18m	

[Edit the Existing Times](#)

[Add a Missing Record](#)

[Delete](#)

[Close](#)

My Unsubmitted Time Sheets - 05.17.06.00.11 - Google Chrome

Secure | <https://skyweb.isd624.org/scripts/wsisa.dll/WService=wsSky/httsmain005.w?isPopup=true>

### My Unsubmitted Time Sheets

Time Sheet Information for [Redacted]

Week Start	Week End	Total Hrs	Status
▶ 10/16/2017	10/22/2017	41h 26m	Time Sheet Not Submitted

[Filter Options](#)

[View Time Sheet](#)

[Submit Time Sheet](#)

[Close](#)

### View/Submit This Weeks Time Sheet

Time Sheet for [Redacted]

#### Period Summary

Type	Pay	Note	Hours
TIMEOFF	CONF (CONFIDENTIAL)	VACATION HOURS	4h 00m
WORK	CONF (CONFIDENTIAL)		37h 26m
Total Hours:			<b>41h 26m</b>
Hours Paid:			<b>41h 26m</b>

- [Submit Time Sheet](#)
- [Request Comp Time](#)
- [Print](#)
- [Back](#)

#### Daily Totals

	Status	Note	Hours
<b>Monday 10/16/17</b>			
	N/A	TO	
6:35 AM ( 6:35) -	10:57 AM (10:57) IN		
<b>Tuesday 10/17/17</b>			
6:49 AM ( 6:49) -	12:00 PM (12:00) IN		
12:00 PM (12:00) -	12:30 PM (12:30) LN		
12:30 PM (12:30) -	6:02 PM ( 6:02) IN		
<b>Wednesday 10/18/17</b>			
6:52 AM ( 6:52) -	2:45 PM ( 2:45) IN		
2:45 PM ( 2:45) -	3:01 PM ( 3:01) LNCH		0h 16m
3:01 PM ( 3:01) -	6:08 PM ( 6:08) IN		3h 07m
			<b>10/18/17 Total Hours: 11h 00m</b>
<b>Thursday 10/19/17</b>			
6:10 AM ( 6:10) -	1:13 PM ( 1:13) IN		7h 03m
1:13 PM ( 1:13) -	1:31 PM ( 1:31) LNCH		0h 18m
1:31 PM ( 1:31) -	5:49 PM ( 5:49) IN		4h 18m
			<b>10/19/17 Total Hours: 11h 21m</b>

**Skyward**

This employee has hours that are eligible for Comp Time.

To request Comp Time:

- Click the Request Comp Time button
- Enter the number of Comp Time hours/minutes requested
- Click the Submit Comp Time Request button

To submit your Time Sheet without using Comp Time:

- Click the Submit Time Sheet button

[OK](#)

#### Adjustments

		Adjusted		Original						
Monday	Tuesday	Status	Start Time	End Time	Req Code	Start Time	End Time	Req Code	Adjusted By	Note

View/Submit This Weeks Time Sheet - 05.17.06.00.11 - Google Chrome

Secure | https://skyweb.isd624.org/scripts/wsisa.dll/WService=wsSky/httssub000.w?isPopup=true

### View/Submit This Weeks Time Sheet

Time Sheet for [Redacted]

Submit Time Sheet

Request

Period Summary			
Type	Pay	Note	Hours
TIMEOFF	CONF (CO		
WORK	CONF (CO		

Daily Totals

Day	Start Time	End Time	Hours
<b>Monday 10/16/17</b>			
		N/A	
	6:35 AM ( 6:35) -		
<b>Tuesday 10/17/17</b>			
	6:49 AM ( 6:49) -		
	12:00 PM (12:00) -		
	12:30 PM (12:30) -		
<b>Wednesday 10/18/17</b>			
	6:52 AM ( 6:52) -		
	2:45 PM ( 2:45) -		
	3:01 PM ( 3:01) -		
			<b>10/18/17 Total Hours: 11h 00m</b>
<b>Thursday 10/19/17</b>			
	6:10 AM ( 6:10) -	1:13 PM ( 1:13) IN	7h 03m
	1:13 PM ( 1:13) -	1:31 PM ( 1:31) LNCH	0h 18m
	1:31 PM ( 1:31) -	5:49 PM ( 5:49) IN	4h 18m
			<b>10/19/17 Total Hours: 11h 21m</b>

Adjustments

Workday	Type	Status	Adjusted		Original		Adjusted By	Note
			Start Time	End Time	Start Time	End Time		

**Time Sheet Submission Information**

The Time Sheet for 10/16/17 - 10/22/17 has been successfully submitted by [Redacted] 10/19/2017 at 5:50 PM.

The Time Sheet is currently Waiting for the Approval of THOMAS DONALD WIECZOREK.

You can add any additional information about this time sheet in the Notes field below. These notes will be tied to the time sheet and be viewable by Payroll.

Notes:

Save

\*Make sure you click save\*

After I clicked save, I checked to make sure my time sheet was submitted and waiting for my supervisor

My Time Sheet History - 05.17.06.00.11 - Google Chrome

Secure | https://skyweb.isd624.org/scripts/wsisa.dll/WService=wsSky/httssub000.w

White Bear Lake Area School District

Account Preferences Exit ?

Home Employee Information Time Off True Time

### My Time Sheet History

Views: Time Sheet Information Filters: \*Skyward Default

Week Start	Week End	Total Hrs	Comp Time Clock Hours	Hrs Paid	Overtime	Pd Hrs Off	Unpd Hrs Off	Status
▶ 10/16/2017	10/22/2017	41h 26m		41h 26m		4h 00m		Waiting for approval from THOMAS DONALD WIECZOREK
▶ 10/09/2017	10/15/2017	42h 37m		42h 37m	2h 37m			Waiting for Payroll
▶ 10/02/2017	10/08/2017	43h 34m	3h 30m	40h 04m	4m			History
▶ 09/25/2017	10/01/2017	42h 19m		42h 19m	2h 19m			History

View Time Sheet

Resubmit Time Sheet



Home

Employee Information

Time Off

True Time

### My Time Sheet History

Views: Time Sheet Information Filters: \*Skyward Default

Week Start	Week End	Total Hrs	Comp Time Clock Hours	Hrs Paid	Overtime	Pd Hrs Off	Unpd Hrs Off	Status
10/16/2017	10/22/2017	41h 26m		41h 26m		4h 00m		Waiting for approval

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

#### Time Sheet Information

Week Start: 10/16/2017  
 Week End: 10/22/2017  
 Total Hours: 41h 26m  
 Hours Paid: 41h 26m  
 Overtime:  
 Paid Hours Off: 4h 00m  
 Unpaid Hours Off:  
 Status: **Waiting for approval from THOMAS DONALD WIECZOREK**  
 Note:

#### Workweek Totals

Workday	Start Time	End Time	Lunch	Hours Worked	Paid Hours Off	Unpaid Hours Off
10/16/2017 Mon	6:35 AM	10:57 AM		4h 22m	4h 00m	
10/17/2017 Tue	6:49 AM	6:02 PM	30m	10h 43m		
10/18/2017 Wed	6:52 AM	6:08 PM	16m	11h 00m		
10/19/2017 Thu	6:10 AM	5:49 PM	18m	11h 21m		
10/20/2017 Fri						
10/21/2017 Sat						
10/22/2017 Sun						
<b>Total</b>			<b>1h 04m</b>	<b>37h 26m</b>	<b>4h 00m</b>	

#### Time Sheet Detail

Day	Total Hours	Confidential	Paid Hours Off	Unpaid Hours Off	Hours Paid
10/16/2017 Mon	8h 22m	4h 22m	4h 00m		8h 22m
10/17/2017 Tue	10h 43m	10h 43m			10h 43m
10/18/2017 Wed	11h 00m	11h 00m			11h 00m
10/19/2017 Thu	11h 21m	11h 21m			11h 21m
<b>Total</b>	<b>41h 26m</b>	<b>37h 26m</b>	<b>4h 00m</b>		<b>41h 26m</b>

#### Time Sheet History

Status	Name	Date	Time	Note
Waiting for Approval	WIECZOREK, THOMAS DONALD			
Submitted	LOR, LEE VANG	10/19/2017	5:50 PM	