

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access TrueTime interface. The browser window 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" with options for "Account", "Preferences", "Exit", and a help icon. The main 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 options like Quick Entry, My History, Employee Locator, My Setup, Data Mining, and Reports. A yellow callout box is overlaid on the interface with the following text:

**My Employees TrueTime**  
Click **Employee Access, TrueTime, Supervisor Access, My Employees TrueTime.**  
**Who, What, When, Why?**  
Supervisors (as identified by the TrueTime Org Chart) will have access to review their employees' TrueTime data.

The interface also features sections for "My Time Sheets" (Unsubmitted, History), "Supervisor Access" (My Employees True Time, My Employees True Time Totals by Status, Weekly Averages, My Employees True Time Sheets), "Financial Management" (Vendor Profile, Approve Requisitions, Account Profile), "District News" (Lunch Menu: School Lunch Menu, with a message about providing a well-balanced meal), and "Recent Programs" (Employee Access Home, History, Human Resources Home, Configuration, Unsubmitted, Reports, Data Mining, Personal Information).

At the bottom of the page, there is a copyright notice: "© 2012 Skyward, Inc. All rights reserved.", the text "FL Finance Data", and the system information "Windows 7 / Firefox 16".

Slide 2 - Slide 2

Supervisor Access - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpschd001.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

Supervisor Access ☆

Views: Supervisor Access - By Name Filters: \*Show All Employees Under Me Refresh

	Last Name ▲	First	Middle	SSN	Status	Notes	Level	Org Chart Level
1	ALLENSWORTHSCR	LULA	K	0758		N	3	3-7-3
2	MILLERSCR	ERIK		9898		N	3	3-7-2

A list of your employees will display.

20 2 records displayed Last Name: [ ] ABC

Slide 3 - Slide 3

Supervisor Access - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpschd001.w

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

Supervisor Access

Views: Supervisor Access - By Name  
Supervisor Access - By Name  
Current Status - By Name  
Current Status - By Org Chart  
Workweek Totals - By Name  
Workweek Totals - By Org Chart  
Upcoming Scheduled Tracked Time - By Name  
Exception Notes - By Name  
Workweek Schedule - By Name  
Workweek Schedule - By Org Chart  
Adjustments - By Name

Filters: \*Show All Employees Under Me

	SSN	Status	Notes	Level	Org Chart Level
1	0758		N	3	3-7-3
2	9898		N	3	3-7-2

20 2 records displayed Last Name: [ ] ABC

Click the Views option to change the data that displays in the browse.

Slide 4 - Slide 4

Supervisor Access - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpschd001.w

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

Supervisor Access ☆

Views: Supervisor Access - By Name Filters: \*Show All Employees Under Me \*Only Show Employees That Report Directly to Me \*Show All Employees Under Me Refresh

Last Name ▲	First	Middle	SSN	St			
1	ALLENSWORTH SCB	LILIA	K	0758		3	3-7-3
2						3	3-7-2

Click the Filters option to Only Show Employees That Report Directly to Me or Show All Employees Under Me.

20 2 records displayed Last Name: [ ] ABC

Slide 5 - Slide 5

Supervisor Access - 05.12.10.00.04 - Mozilla Firefox  
localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpschd001.w

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

Click the down arrow to display the **Current Status**.

This includes the employee's:  
Status, Notes, Today's Hours, This week's Hours, Overtime Hours, Paid Hours Off, Unpaid Hours Off, Number of Adjustments, Scheduled Start/End Times, Scheduled Hours, Difference, Supervisor, Primary Phone, and Email Address.

Employees Under Me

Level	Org Chart Level
3	3-7-3
3	3-7-2

Expand

**Current Status**

Status:  
Note:  
Today's Hours:  
This Week's Hours:  
Overtime Hours:  
Paid Hours Off:  
Unpaid Hours Off:  
Number of Adjustments: 1  
Scheduled Start Time: 7:00 AM  
Scheduled End Time: 4:00 PM  
Scheduled Hours: 40h 00m  
Difference: -40h 00m  
Supervisor: SMITHSCR, ALAN M  
Primary Phone: (545) 584-8484  
Email Address: milleeri@skyward.com

Workweek Totals

Previous Time Sheets Unsubmitted Time Sheets Time Sheet History

Incoming Scheduled Tracked Time

20 2 records displayed Last Name: [input] ABC

Loading details...

Slide 6 - Slide 6

The screenshot shows the Skyward Supervisor Access web application. At the top, there is a navigation menu with options like 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 titled "Supervisor Access" and shows a list of employees under the filter "\*Show All Employees Under Me". Two employees are listed: LULA K ALLENSWORTHSCR and ERIK MILLERSCR. Below the list, the "Workweek Totals" section is expanded for ERIK MILLER, showing a table of workday entries for the week of 10/14/2012 to 10/20/2012. A yellow callout box points to the "Workweek Totals" section with the text: "The Workweek Totals option allows supervisors to see their employees' workday entries." At the bottom, there is a pagination control showing "20" records displayed and a "Last Name:" search field.

Last Name	First	Middle	SSN	Status	Notes	Level	Org Chart Level
ALLENSWORTHSCR	LULA	K	0758		N	3	3-7-3
MILLERSCR	ERIK		9898		N	3	3-7-2

  

Workday	Start Time	End Time	Lunch	Break	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours	Difference
10/14/2012 Sun										
10/15/2012 Mon	7:00 AM	4:00 PM			9h 00m			9h 00m	8h 00m	1h 00m
10/16/2012 Tue	7:00 AM	4:15 PM			9h 15m			9h 15m	8h 00m	1h 15m
10/17/2012 Wed	7:01 AM	4:15 PM			9h 14m			9h 14m	8h 00m	1h 14m
10/18/2012 Thu	7:02 AM	4:15 PM			9h 13m			9h 13m	8h 00m	1h 13m
10/19/2012 Fri	7:05 AM	3:55 PM			8h 50m			8h 50m	8h 00m	50m
10/20/2012 Sat										
<b>Total</b>					<b>45h 32m</b>			<b>45h 32m</b>	<b>40h 00m</b>	<b>5h 32m</b>

Slide 7 - Slide 7

The screenshot shows the Skyward School District Supervisor Access interface. A yellow callout box contains the following text:

The **Previous Time Sheets** option allows supervisors to see their employees' previous time sheets from different periods.

Click the **Unsubmitted Time Sheets** link to see any time sheets this employee has that have not been submitted.

Click the **Time Sheet History** link to see a browse of historical time sheets.

The interface includes a navigation menu with options like 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 shows a list of employees under the supervisor, with a table for 'Previous Time Sheets' displaying the following data:

Week	Total Hours	Action
▶ 10/21/12 - 10/27/12	9h 00m	<a href="#">View/Submit Timesheet</a>
▶ 08/19/12 - 08/25/12	8h 00m	<a href="#">View/Submit Timesheet</a>
▶ 04/22/12 - 04/28/12	8h 00m	<a href="#">View/Submit Timesheet</a>
▶ 01/01/12 - 01/07/12	7h 30m	<a href="#">View/Submit Timesheet</a>
▶ 10/14/12 - 10/20/12	45h 32m	<a href="#">View Timesheet</a>

At the bottom of the page, there is a dropdown menu showing '20' and '2 records displayed', and a 'Last Name:' search field with 'ABC' buttons.

Slide 8 - Slide 8

Supervisor Access - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpschd001.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

Supervisor Access

Views: Supervisor Access - By Name Filters: \*Show All Employees Under Me Refresh

Last Name	First	Middle	SSN	Status	Notes	Level	Org Chart Level
1	ALLENSWORTHSCR	LULA	K	0758	N	3	3-7-3
2	MILLERSCR	ERIK		9898	N	3	3-7-2

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

Current Status

Workweek Schedule

Previous

Upcoming Scheduled Tracked Time

Date	Status	Start Time	End Time	Total	Note	Auto Lunch	Lunch Start	Lunch End
10/26/2012 Fri	WOOF	7:00 AM	4:00 PM	9h 00m	Dentist appointment.			

Exception Notes

Workweek Schedule Edit Workweek Schedule

Adjustments To Be Read Unread Adjustments

Adjustments History Adjustments

20 2 records displayed Last Name: ABC

Slide 9 - Slide 9

Supervisor Access - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httpschd001.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

Supervisor Access

Views: Supervisor Access - By Name Filters: \*Show All Employees Under Me Refresh

Last Name	First	Middle	SSN	Status	Notes	Level	Org Chart Level
1	ALLENSWORTHSCR	LULA	K	0758	N	3	3-7-3
2	MILLERSCR	ERIK		9898	N	3	3-7-2

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

Current Status

Workweek Schedule

Adjustments To Be Read

Adjustments History

Exception Notes

Unread Exception Notes to ERIK MILLERSCR's Supervisor View/Mark Unread Notes

No Exceptions Posted To Supervisor

20 2 records displayed Last Name: ABC

Slide 10 - Slide 10

The screenshot shows the Skyward Supervisor Access interface. At the top, there is a navigation menu with options like 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 displays a list of employees under the 'Supervisor Access' section. Two employees are listed: ALLENSWORTHSCR (LULA K, SSN 0758) and MILLERSCR (ERIK, SSN 9898). Below the list, there are several expandable sections: Current Status, Workweek Totals, Previous Time Sheets, Upcoming Scheduled Time, Exception Notes, Workweek Schedule (selected), Adjustments To Be Read, and Adjustments History. The 'Workweek Schedule' section shows a table with columns for Workday, Start Time, End Time, Lunch Start, Lunch End, Break Length, and Hours. A yellow callout box points to the 'Edit Workweek Schedule' link, stating: 'The Workweek Schedule option shows the supervisor their employees' schedule. Click the Edit Workweek Schedule link to make adjustments to the employees' schedule.'

Last Name	First	Middle	SSN	Status	Notes	Level	Org Chart Level
ALLENSWORTHSCR	LULA	K	0758		N	3	3-7-3
MILLERSCR	ERIK		9898		N	3	3-7-2

  

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
<b>Total</b>						<b>40h 00m</b>

Slide 11 - Slide 11

The screenshot shows the 'Supervisor Access' page in the Skyward system. At the top, there is a navigation menu with options like '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 Enroll'. The 'True Time' tab is selected.

Below the navigation is a 'Supervisor Access' section with a search filter set to '\*Show All Employees Under Me'. A table lists two employees:

Last Name	First	Middle	SSN	Status	Notes	Level	Org Chart Level
ALLENSWORTHSCR	LULA	K	0758		N	3	3-7-3
MILLERSCR	ERIK		9898		N	3	3-7-2

Below the employee list, there are several expandable sections: 'Current Status', 'Workweek Totals', 'Previous Time Sheet', 'Upcoming Scheduled', 'Exception Notes', and 'Workweek Schedule'. The 'Adjustments To Be Read' section is expanded, showing a table of unread adjustments:

Workday	Type	Status	Adjusted			Original			Date	Time	
			Start Time	End Time	Pay Code	Start Time	End Time	Pay Code		Adjusted	Adjusted
10/22/2012	ADDED	IN	7:00 AM	4:00 PM	PT408				10/25/2012	11:44 AM	ERIK ML
10/19/2012	ADDED	IN	7:05 AM	3:55 PM	PT408				10/25/2012	11:46 AM	ERIK ML
10/18/2012	ADDED	IN	7:02 AM	4:15 PM	PT408				10/25/2012	11:46 AM	ERIK ML
10/17/2012	ADDED	IN	7:01 AM	4:15 PM	PT408				10/25/2012	11:45 AM	ERIK ML
10/16/2012	ADDED	IN	7:00 AM	4:15 PM	PT408				10/25/2012	11:44 AM	ERIK ML
10/15/2012	ADDED	IN	7:00 AM	4:00 PM	PT408				10/25/2012	11:44 AM	ERIK ML

A yellow callout box contains the following text: 'The Adjustments to Be Read displays a list of changes the employee made to their times in TrueTime that have not been read. Scrolling to the right will allow the supervisor to mark the adjustments as read.'

At the bottom of the page, it indicates '20' records displayed and a search field for 'Last Name:'.

Slide 12 - Slide 12

The screenshot shows the 'Supervisor Access' page in the Skyward system. The interface includes a navigation menu with options like '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 Enroll'. The main content area displays a list of employees under the 'Supervisor Access - By Name' view, filtered to 'Show All Employees Under Me'. Two employees are listed: ALLENSWORTHSCR (LULA K) and MILLERSCR (ERIK). Below the employee list, there are several expandable sections: 'Current Status', 'Workweek Totals', 'Previous Time Sheets Un...', 'Upcoming Scheduled Tra...', 'Exception Notes', 'Workweek Schedule Edit', and 'Adjustments To Be Read'. The 'Adjustments History' section is expanded, showing a table of adjustments. A yellow callout box with a star icon contains the following text: 'The Adjustment History option allows supervisors to see a list of historical adjustments. Click the Adjustments link to see the list of adjustments in a browse. This concludes the tutorial.'

		Adjusted		Original		Date		Time			
Workday	Type	Status	Start Time	End Time	Pay Code	Start Time	End Time	Pay Code	Adjusted	Adjusted	Adjusted
10/14/2011	ADDED	IN	7:02 AM	3:55 PM	PT01				10/20/2011	4:50 PM	ERIK MILLE
10/13/2011	ADDED	IN	7:00 AM	3:00 PM	PT01				10/20/2011	4:49 PM	ERIK MILLE
10/12/2011	ADDED	IN	7:00 AM	3:49 PM	PT01				10/20/2011	4:49 PM	ERIK MILLE
10/11/2011	ADDED	IN	7:02 AM	4:49 PM	PT01				10/20/2011	4:49 PM	ERIK MILLE