

TRUE TIME

The screenshot displays the Skyward Employee Access web application running in Internet Explorer. The browser title bar shows "Employee Access - 05.19.06.00.04 - Internet Explorer". The application header includes the Skyward logo, the name "Midlothian", and a navigation menu with items: Home, Employee Information, Time Off, True Time, and FastTrack Open Positions. A red arrow points to the "True Time" menu item. The main content area is titled "Employee Access" and contains several widgets: "Jump to Other Dashboards" with links for "Skyward User", "Reset Dashboards", and "Select Widgets"; "Favorites" with an "Edit Favorites" link; "Employee Pseudo Approval" with a note "Not available when logged into the Employee Access Area"; "My Print Queue" with a table header showing "Job" and "Status" (a red arrow points to this widget); and "District News" with the message "No news to display". On the right side, there is a "Recent Programs" section showing "Employee Access Home" and "History". The top right of the application has links for "Account", "Preferences", "Exit", and a help icon. The bottom of the page features a footer with "© 2019 Skyward, Inc. All rights reserved.", "Skyward Business Management Live DB", and "Windows 7 / Internet Explorer 11". The browser status bar at the bottom right shows a zoom level of 125%.

Employee Access - 05.19.06.00.04 - Internet Explorer

Midlothian

Home Employee Information Time Off **True Time** FastTrack Open Positions

Employee Access

Jump to Other Dashboards

Skyward User

Reset Dashboards Select Widgets

Favorites

Edit Favorites

Employee Pseudo Approval

Not available when logged into the Employee Access Area

My Print Queue

Job	Status
-----	--------

District News

No news to display

Recent Programs

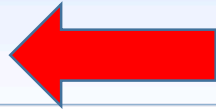
Employee Access Home

History

Account Preferences Exit ?

Windows 7 / Internet Explorer 11

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Note:

Weekly Total: **9h 55m**

[View/Submit Time Sheets](#)

Close

Employee Access - 05.19.06.00.04 - Internet Explorer

Midlothian

SKYWARD

Home

Employee Information

Time Off

True Time

FastTrack Open Positions

Account

Preferences

Exit

?

True Time

Quick Entry

My History

My Setup

Data Mining

Reports

My Time Sheets

Unsubmitted

History

Edit Favorites

Employee Pseudo Approval

Not available when logged into the Employee Access Area

District News

No news to display

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Skyward Business Management Live DB

Windows 7 / Internet Explorer 11



Home

Employee
InformationTime
OffTrue
TimeFastTrack
Open Positions

My True Time History ☆

Favorites New Window My Print Queue

Views: **Current Status**

Filters: *Skyward Default

Refresh

Last Name	First	Middle	Status	Notes	Today's Hours	This Week's Hours	Overtime Hours	Paid Hours Off	Unpaid Hours Off	Scheduled Hours	Difference
			IN	N	2h 23m	10h 00m				35h 00m	-25h 00m

[Expand All](#) [Collapse All](#) [Modify Details \(displaying 8 of 8\)](#) [View Printable Details](#)

▼ Current Status

Status: **IN**
Note:
Today's Hours: **2h 23m**
This Week's Hours: **10h 00m**
Overtime Hours:
Paid Hours Off:
Unpaid Hours Off:
Scheduled Hours: **35h 00m**
Difference: **-25h 00m**

▼ Workweek Totals

<< Current Week >>


[View/Submit Time Sheet](#)

Workday	Start Time	End Time	Lunch	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours
07/28/2019 Sun								
07/29/2019 Mon	7:43 AM	5:24 PM	2h 04m	7h 37m			7h 37m	8h 45m
07/30/2019 Tue	7:39 AM			2h 23m			2h 23m	8h 45m
07/31/2019 Wed								8h 45m
08/01/2019 Thu								8h 45m
08/02/2019 Fri								
08/03/2019 Sat								
Total			2h 04m	10h 00m			10h 00m	35h 00m

20

1 records displayed

My Unsubmitted Time Sheets - 05.19.06.00.04 - Internet Explorer

Midlothian

Account | Preferences | Exit | ?

Home | Employee Information | Time Off | True Time | FastTrack Open Positions

My Unsubmitted Time Sheets ☆

⌂ | 📅 | 📷 | ⭐ Favorites | 📄 New Window | 🖨️ My Print Queue

Time Sheet Information for [REDACTED]

Week Start ▾	Week End	Total Hrs	Status
▶ 07/28/2019	08/03/2019	10h 03m	Time Sheet Not Submitted

Filter Options

View Time Sheet

Submit Time Sheet

1 records displayed

Week Start:

125%

Check your weekly hours!

This will affect any

Comp. time earned

or

payroll DOCKS that may apply

VERIFY before submitting your time sheet:

- Hours worked each day are correct
- No missed punches or 11:59 pm punches
- Any time off request have been approved and are showing on your time sheet (hours need to show)
- If docked – do you need to add a time off request of .25, .50, .75 or 1 whole day?
- **If you require a sub, you are required to request half or full days only**

Submit Time Sheet

Time Sheet for [REDACTED] 07/28/2019 - 08/03/2019

Period Summary

Type	Pay	Note	Hours
TIMEOFF	CP6 (CP6)		1h 45m
WORK	CP6 (CP6)		10h 04m
Total Hours:			11h 49m
Hours Paid:			11h 45m

Submit
Time SheetComp Time
Information

Print

Back

Daily Totals

Status	Note
Monday 07/29/19	
7:43 AM - 9:46 AM IN	
9:46 AM - 10:57 AM LNCH	
10:57 AM - 11:22 AM IN	
11:22 AM - 12:15 PM LNCH	
12:15 PM - 5:24 PM IN	
Tuesday 07/30/19	
7:39 AM - IN	
Saturday 08/03/19	
N/A	TOF COMP HOURS WILL

Skyward

According to the timekeeping rule the employee is in, any hours not worked below 37h 30m need to have a time off record created using the time off code COMPH.

There is only 1h 45m remaining to be used on the time off code COMPH. Therefore, the Time Off record will be created for 1h 45m on Saturday 08/03/2019.

The time off record will be created when the timesheet is submitted. Until the time sheet is submitted the time off record will not exist.

OK

Adjustments

No Adjustments For This Timesheet.

Employee: _____

Date: _____

Approved By: _____

Date: _____

If your hours are short for the week, the system will check for Comp. time in your leave bucket and apply the amount of time needed to make up your weekly hours.

Submit Time Sheet

Time Sheet for [REDACTED]

Period Summary

Type	Pay	Note	Hours
TIMEOFF	CP6 (CP6)		1h 45m
WORK	CP6 (CP6)		10h 04m
Total Hours:			11h 49m
Hours Paid:			11h 45m

[Submit Time Sheet](#)[Comp Time Information](#)[Print](#)[Back](#)

Daily Totals

Status	Note	Hours
Monday 07/29/19		
7:43 AM - 9:46 AM IN		2h 03m
9:46 AM - 10:57 AM LNCH		1h 11m
10:57 AM - 11:22 AM IN		0h 25m
11:22 AM - 12:15 PM LNCH		0h 53m
12:15 PM - 5:24 PM IN		5h 09m
07/29/19		Total Hours: 7h 37m
Tuesday 07/30/19		
7:39 AM - IN		2h 27m
07/30/19		Total Hours: 2h 27m
Saturday 08/03/19		
N/A	TOF	COMP HOURS WILL BE CREATED ON TIME SHEET SUBMISSION
08/03/19		Total Hours: 1h 45m

Comp. time earned will show as requested at the top part of the timesheet.

Comp. time used will show on the day it was used or on the Saturday at the end of the week.

Adjustments

No Adjustments For This Timesheet.

Employee: _____

Date: _____

Approved By: _____

Date: _____

You Will Be Docked

Time Sheet Submission Information - 05.19.06.00.04 - Internet Explorer

Time Sheet Submission Information

Time Sheet Submission Information

According to your schedule you should have at least 35h 00m on your time sheet. A rule on your timekeeping ruleset requires you to enter a reason when your time sheet is at least 1m less than your scheduled time. Please select the reason why you are submitting a time sheet with only 12h 15m.

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

* Select reason why your time sheet is short hours:

Asterisk (*) denotes a required field

Save Back

125%

At this point you must make corrections to your time sheet or accept the dock.

Payroll will not make paycheck corrections to docked checks until the following month if necessary.

Please make sure your information is accurate.

Do not submit your timesheet until you have verified it is correct

View Time Sheet - 05.19.06.00.04 - Internet Explorer

View Time Sheet

Time Sheet for

Period Summary

Type	Pay	Note	Hours
Timeoff	CP6 (CP6)		1h 45m
Work	CP6 (CP6)	I understand my scheduled hours are short and WILL CAUSE A DOCK.	10h 24m
			Total Hours: 12h 09m
			Hours Paid: 12h 15m

Print

Back

Daily Totals

Status	Note	Hours
Monday 07/29/19		
7:43 AM - 9:46 AM IN		2h 03m
9:46 AM - 10:57 AM LNCH		1h 11m
10:57 AM - 11:22 AM IN		0h 25m
11:22 AM - 12:15 PM LNCH		0h 53m
12:15 PM - 5:24 PM IN		5h 09m
07/29/19 Total Hours:		7h 37m
Tuesday 07/30/19		
7:39 AM - 10:26 AM IN		2h 47m
07/30/19 Total Hours:		2h 47m
Saturday 08/03/19		
N/A	TOF	1h 45m
08/03/19 Total Hours:		1h 45m

Adjustments

No Adjustments For This Timesheet.

Employee: _____

Date: _____

Approved By: _____

Date: _____

37.50 hours scheduled
- 12.25 hours paid
25.25 hours docked

Comp. time is not available until the following steps are completed:

- Time sheet is submitted by employee
- Time sheet is approved by Campus/Department Secretary
- Time sheet is approved by Supervisor
- Time sheet is pulled into the payroll system (twice a week)