

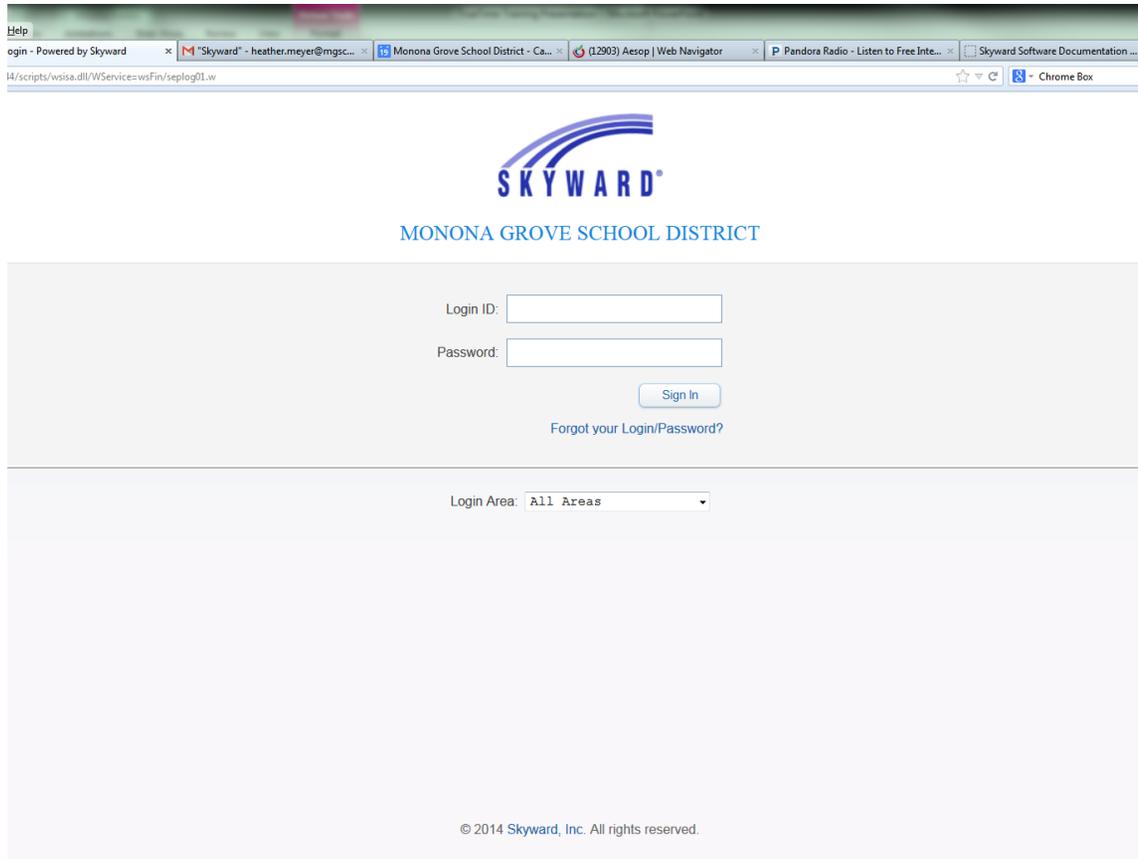


# TrueTime Training



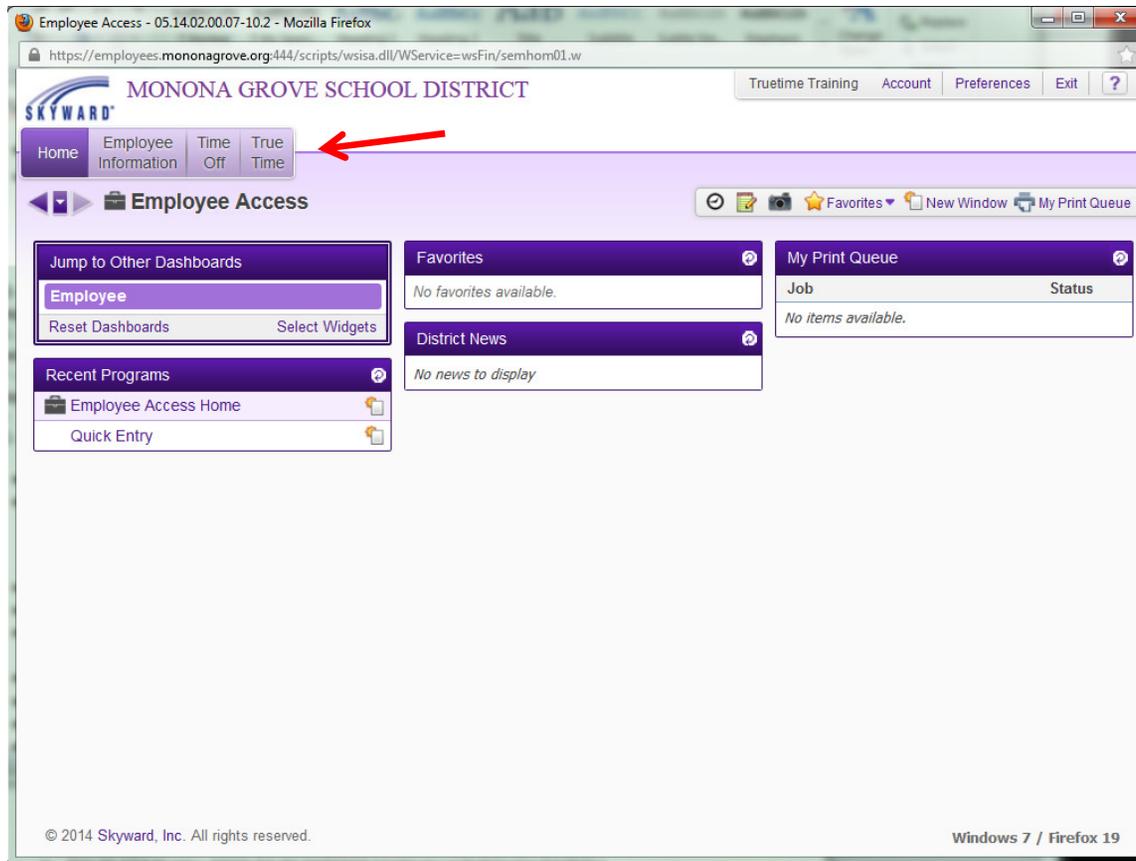
## The Chrome Box

- The Chrome Box is attached to the back of a monitor and will have a keyboard and mouse attached to use
- The Chrome Box will run TrueTime only
- Each location will have 2 except the District office which will have 1
- You can use TrueTime on any computer within the District

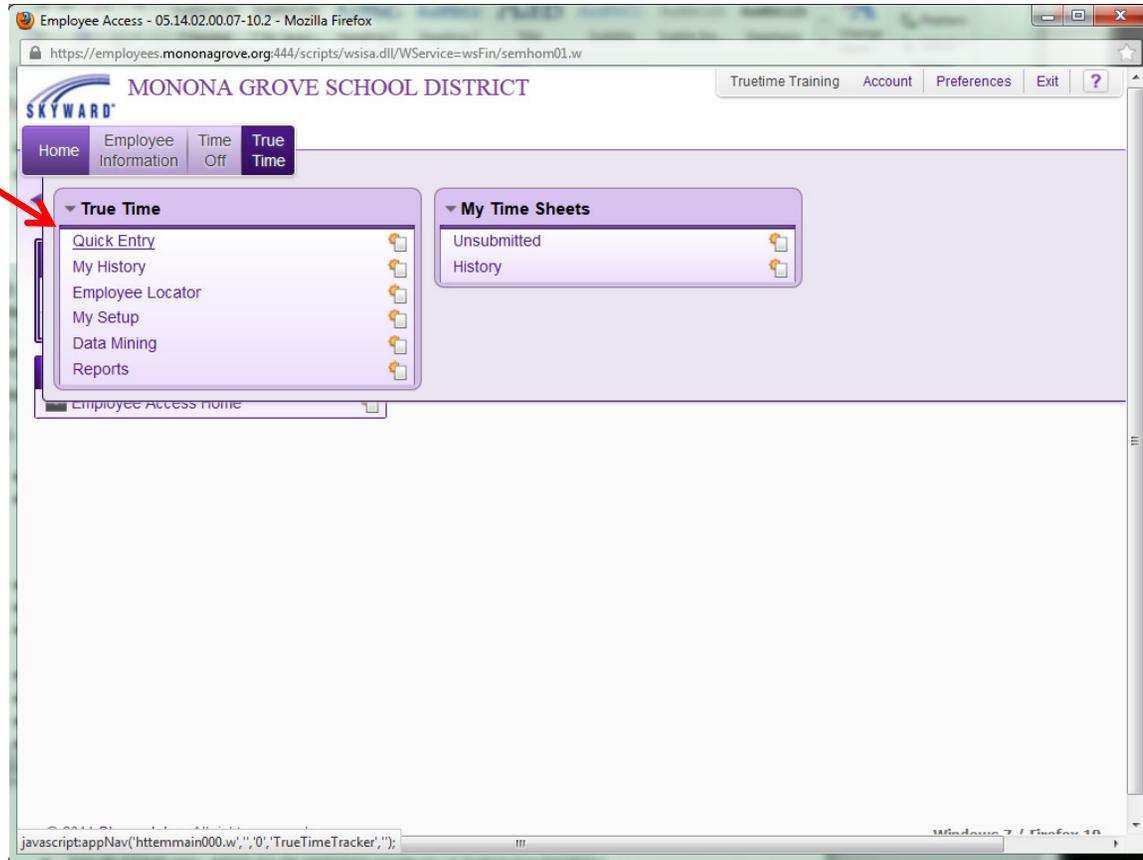


## Log into Employee Access

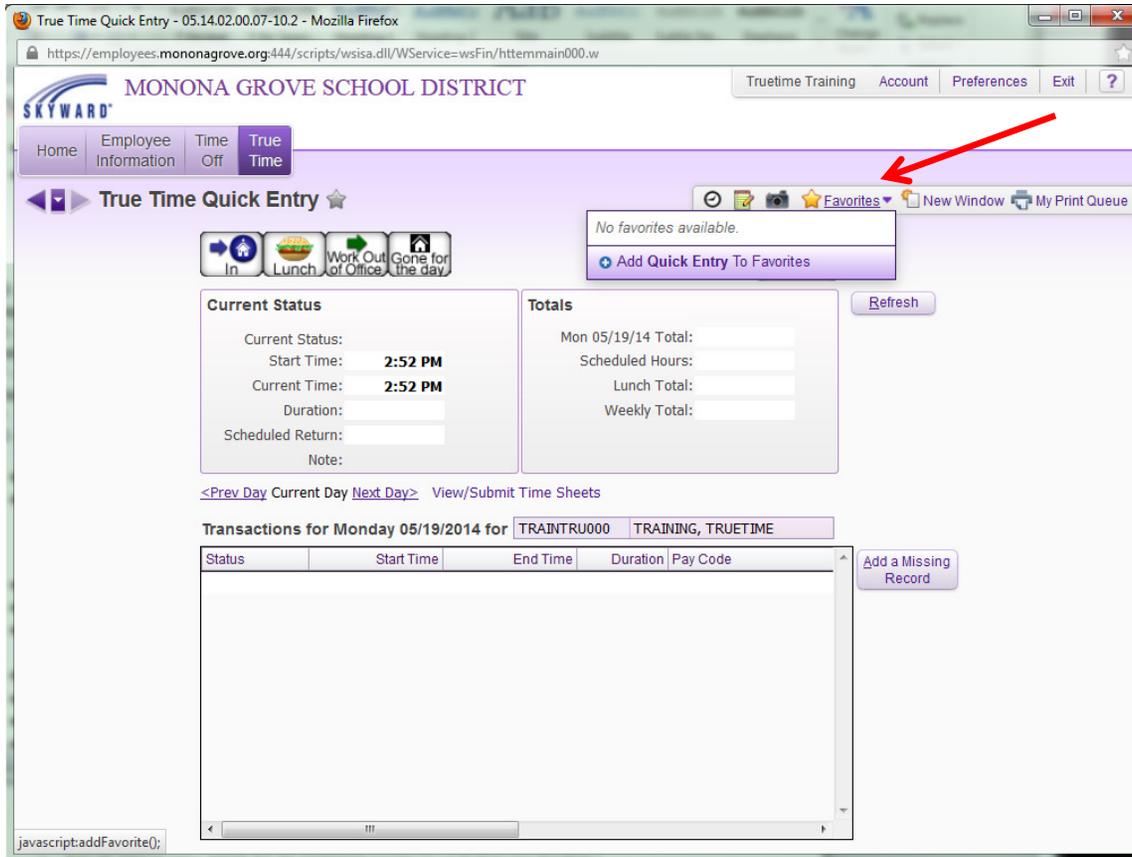
- Enter your Login ID and Password
- Click on Sign In
- Keep the Login Area set to “All Areas”



**Click on the True Time tab at the top of the screen**

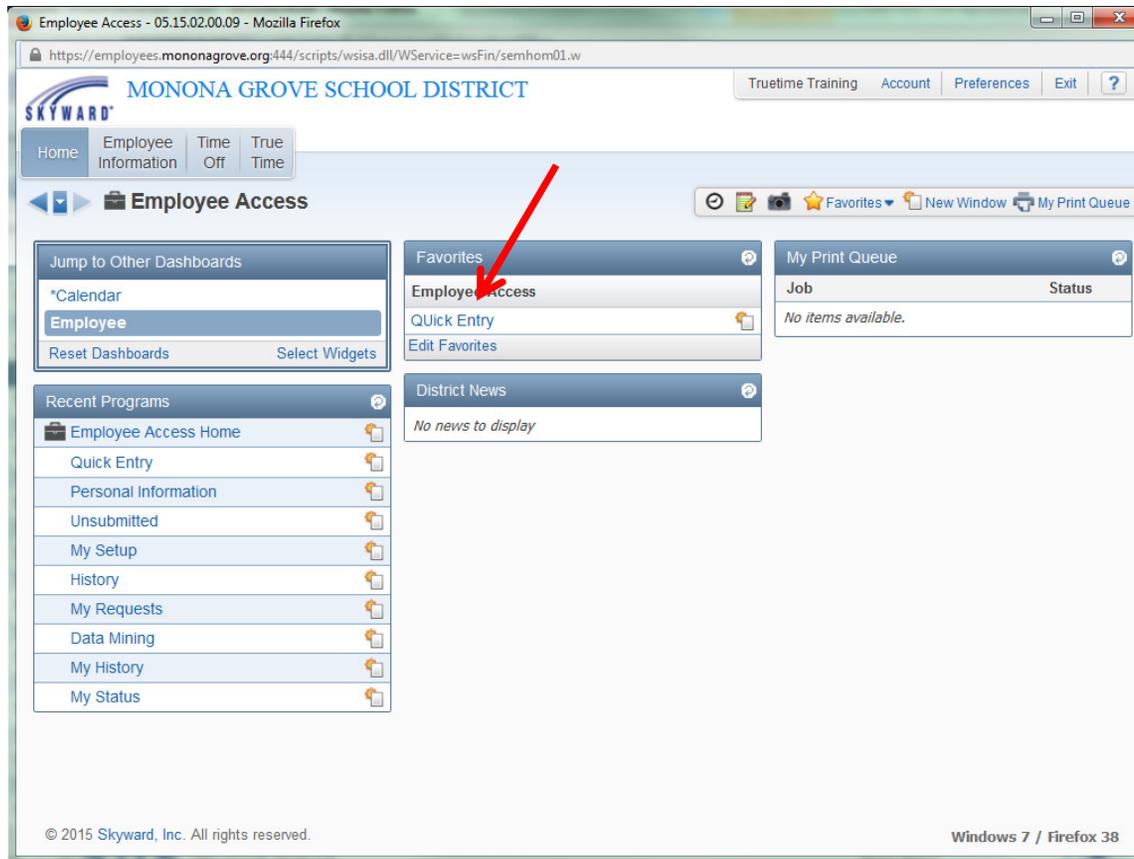


**Click on Quick Entry**



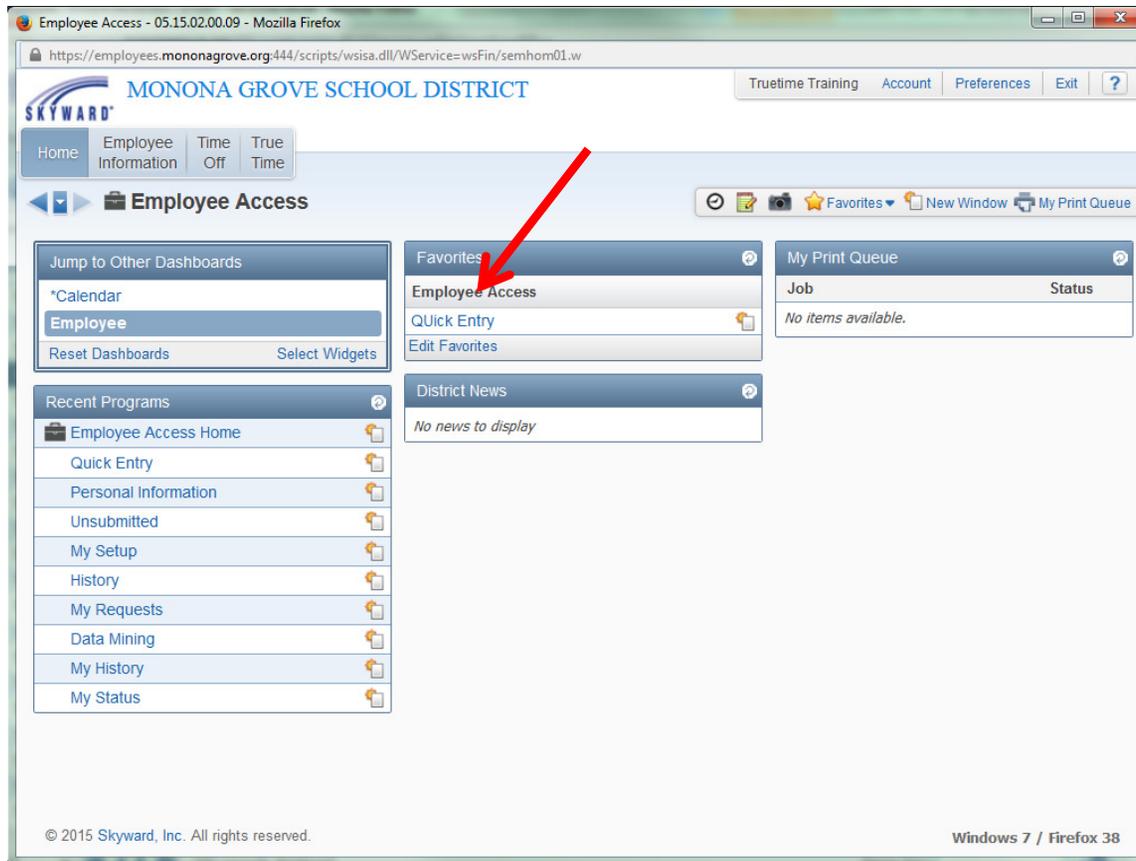
## Add the Quick Entry to your Favorites

- Adding the Quick Entry option to your favorites, will add this option to your Home page on Employee Access.



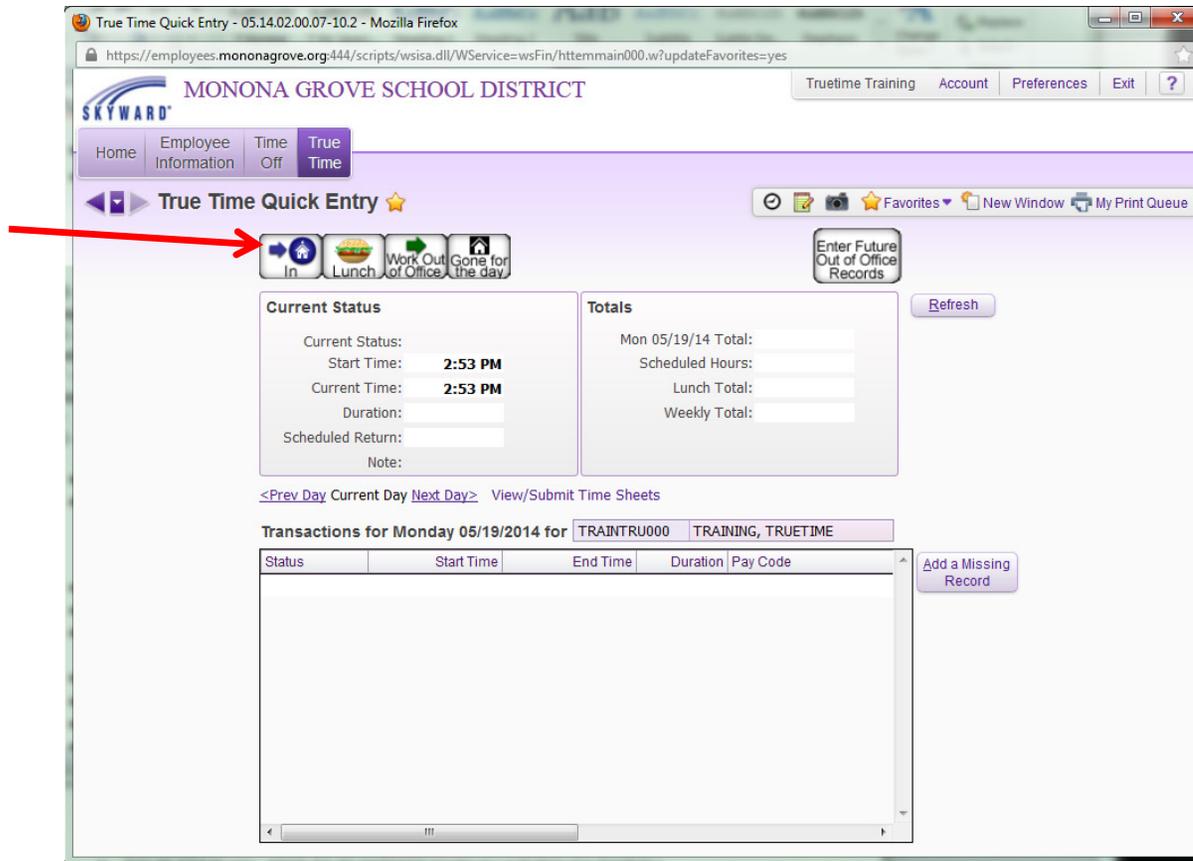
## Employee Access Home Screen

- Now when you click on the Home button, top left, you will see the Quick Entry option on your home screen, under your Favorites.



## Quick Entry

- Use the Quick Entry anytime you need to clock in/clock out for the day.
- Click on Quick Entry



## TrueTime Entry

- To clock in for the day, Click the “In” Button

Job Selection - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httemjobs000.w?isPopup=true

## Job Selection

Select Job for True Time Entry

| Select ▲                 | Primary | Pay Code | Description     |
|--------------------------|---------|----------|-----------------|
| <input type="checkbox"/> | Yes     | HOURS    | HOURLY PAY      |
| <input type="checkbox"/> | No      | BDCHK    | BUILDING CHECK  |
| <input type="checkbox"/> | No      | STORE    | STOREROOM HOURS |

3 records displayed

Select Back

- If you have more than 1 option to clock into, you will be given this screen
- Check the box of the job you are clocking into
- Click on Select

## Verify your Clock In

- A line item will be added showing the time you clocked in
- Once complete, click on the Exit, top right, before you leave the computer.

True Time Quick Entry - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httemmain000.w

MONONA GROVE SCHOOL DISTRICT

Truetime Training Account Preferences Exit ?

Home Employee Information Time Off True Time

True Time Quick Entry

In Lunch Work Out of Office Gone for the day

Enter Future Out of Office Records

Refresh

Current Status

Current Status: [blank]  
 Start Time: [blank]  
 Current Time: [blank]  
 Duration: [blank]  
 Scheduled Return: [blank]  
 Note: [blank]

Totals

Mon 05/19/14 Total: **4h 00m**  
 Scheduled Hours: [blank]  
 Lunch Total: **30m**  
 Weekly Total: **4h 00m**

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Monday 05/19/2014 for TRAINTRU000 TRAINING, TRUETIME

| Status | Start Time | End Time | Duration | Pay Code           |
|--------|------------|----------|----------|--------------------|
| IN     | 7:30 AM    | 11:30 AM | 4h 00m   | HOURS - HOURLY PAY |
| LNCH   | 11:30 AM   | 12:00 PM | 30m      | HOURS - HOURLY PAY |

Edit the Existing Times  
 Add a Missing Record  
 Delete

## Click out for Lunch

- To clock out for Lunch, Click on the “Lunch” Button

True Time Quick Entry - 05.15.02.00.09 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/htmmain000.w

MONONA GROVE SCHOOL DISTRICT

Truetime Training Account Preferences Exit ?

Home Employee Information Time Off True Time

True Time Quick Entry

In Lunch Work Out of Office Gone for the day Enter Future Out of Office Records

Current Status

Current Status: **LUNCH**  
 Start Time: **10:55 AM**  
 Current Time: **10:55 AM**  
 Duration:   
 Scheduled Return: **10:55 AM**  
 Note:

Totals

Mon 06/01/15 Total: **20m**  
 Scheduled Hours: **9h 00m**  
 Lunch Total:   
 Weekly Total: **20m**

Refresh

<Prev Day 06/01/2015 Monday Next Day> View/Submit Time Sheets

Transactions for Monday 06/01/2015 for TRAINTRU000 TRAINING, TRUETIME

| Status | Start Time | End Time | Duration | Pay Code          |
|--------|------------|----------|----------|-------------------|
| IN     | 10:35 AM   | 10:55 AM | 20m      | EXTHR - EXTRA HOU |
| LUNCH  | 10:55 AM   |          |          | EXTHR - EXTRA HOU |

Edit the Existing Times  
 Add a Missing Record  
 Delete

## Verify Lunch Time

- Verify your Lunch clock out entry.
- Once complete, Exit out of Employee Access

True Time Quick Entry - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httemmain000.w

MONONA GROVE SCHOOL DISTRICT

SKYWARD

Home Employee Information Time Off True Time

True Time Quick Entry

Enter Future Out of Office Records

Refresh

Current Status

Current Status: **LNCH**  
 Start Time: **3:10 PM**  
 Current Time: **3:30 PM**  
 Duration: **20m**  
 Scheduled Return: **4:10 PM**  
 Note:

Totals

Mon 05/19/14 Total: **4h 00m**  
 Scheduled Hours:  
 Lunch Total: **50m**  
 Weekly Total: **4h 00m**

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Monday 05/19/2014 for TRAINTRU000 TRAINING, TRUETIME

| Status | Start Time | End Time | Duration | Pay Code           |
|--------|------------|----------|----------|--------------------|
| IN     | 7:30 AM    | 11:30 AM | 4h 00m   | HOURS - HOURLY PAY |
| LNCH   | 11:30 AM   | 12:00 PM | 30m      | HOURS - HOURLY PAY |
|        | 12:00 PM   | 3:10 PM  | 3h 10m   | Add Record         |
| LNCH   | 3:10 PM    |          | 20m      | HOURS - HOURLY PAY |

Edit the Existing Times  
 Add a Missing Record  
 Delete

## Click on “In” when returning from Lunch

- You may or may not need to check mark the job you are clocking into
- Verify your clock in
- Once complete, exit out of Employee Access

True Time Quick Entry - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httemmain000.w

MONONA GROVE SCHOOL DISTRICT

Truetime Training Account Preferences Exit ?

Home Employee Information Time Off True Time

True Time Quick Entry

Change Job Lunch Work Out of Office Gone for the day Enter Future Out of Office Records

Current Status

Current Status: **IN**  
 Start Time: **2:59 PM**  
 Current Time: **3:01 PM**  
 Duration: **2m**  
 Scheduled Return:  
 Note:

Totals

Mon 05/19/14 Total: **2m**  
 Scheduled Hours:  
 Lunch Total:  
 Weekly Total: **2m**

Refresh

<Prev Day Current Day Next Day> View/Submit Time Sheets

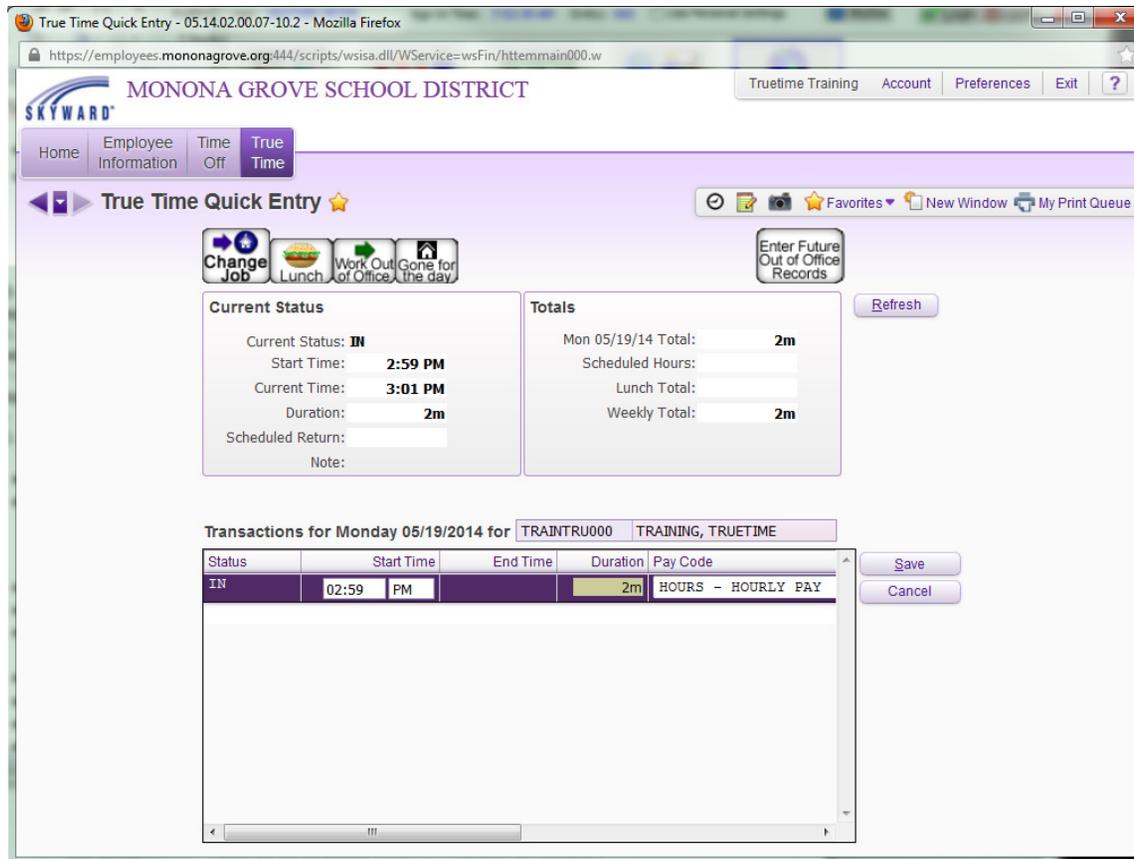
Transactions for Monday 05/19/2014 for TRAINTRU000 TRAINING, TRUETIME

| Status | Start Time | End Time | Duration | Pay Code           |
|--------|------------|----------|----------|--------------------|
| IN     | 2:59 PM    |          | 2m       | HOURS - HOURLY PAY |

Edit the Existing Times  
 Add a Missing Record  
 Delete

## Editing your Entries

- Highlight your clock in
- Click on Edit the Existing Times



- Enter the correct start time and/or end time
- Tab over and enter a reason for the Edit
- Click on Save

True Time Quick Entry - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WSservice=wsFin/httemmain000.w

MONONA GROVE SCHOOL DISTRICT

True Time Training Account Preferences Exit ?

Home Employee Information Time Off True Time

True Time Quick Entry

Change Job Lunch Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

**Current Status**

Current Status: **IN**  
Start Time: **7:30 AM**  
Current Time: **3:05 PM**  
Duration: **7h 35m**  
Scheduled Return:

Note: **Forgot To Clock in**

**Totals**

Mon 05/19/14 Total: **7h 35m**  
Scheduled Hours:  
Lunch Total:  
Weekly Total: **7h 35m**

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Monday 05/19/2014 for TRAINTRU000 TRAINING, TRUETIME

| Status | Start Time | End Time | Duration | Pay Code           |
|--------|------------|----------|----------|--------------------|
| IN     | 7:30 AM    |          | 7h 35m   | HOURS - HOURLY PAY |

Edit the Existing Times  
Add a Missing Record  
Delete

## Add a Missing Record

- Click on “Add a Missing Record”

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httedtime000.w?isPopup=true

### Add True Time Entry

Date: **Monday 05/19/2014**

Start Time: 11:30 AM

End Time: 12:00 PM

Status: LUNCH

Note:

Save

Back

#### Select Job for Corrective Transaction

| Select                              | Primary | Pay Code | Description     |
|-------------------------------------|---------|----------|-----------------|
| <input checked="" type="checkbox"/> | Yes     | HOURS    | HOURLY PAY      |
| <input type="checkbox"/>            | No      | BDCHK    | BUILDING CHECK  |
| <input type="checkbox"/>            | No      | STORE    | STOREROOM HOURS |

3 records displayed

Select:

#### View of Monday Workday Schedule for TRUETIME TRAINING

| Workday | Work Start | Work End | Lunch Start | Lunch EndDetail | Hours |
|---------|------------|----------|-------------|-----------------|-------|
| N       | 12:00 AM   | 12:00 AM | 12:00 AM    | 12:00 AM        |       |

- Enter the correct start and end times, including the correct AM or PM
- Enter a reason in the notes section. Ex: Forgot to clock in
- In status, check the correct option
- Check the box of the Job you are adding a missing record for
- Click on Save

True Time Quick Entry - 05.15.02.00.09 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WSservice=wsFin/htmmain000.w

MONONA GROVE SCHOOL DISTRICT

Truetime Training Account Preferences Exit ?

Home Employee Information Time Off True Time

True Time Quick Entry

In Lunch Work Out of Office Gone for the day Enter Future Out of Office Records

Current Status

Current Status: **LNCH**  
 Start Time: **10:55 AM**  
 Current Time: **11:00 AM**  
 Duration: **5m**  
 Scheduled Return: **10:55 AM**  
 Note:

Totals

Mon 06/01/15 Total: **3h 25m**  
 Scheduled Hours: **9h 00m**  
 Lunch Total: **5m**  
 Weekly Total: **3h 25m**

Refresh

<Prev Day 06/01/2015 Monday Next Day> View/Submit Time Sheets

Transactions for Monday 06/01/2015 for TRAINTRU000 TRAINING, TRUETIME

| Status | Start Time | End Time | Duration | Pay Code           |
|--------|------------|----------|----------|--------------------|
| IN     | 7:30 AM    | 10:35 AM | 3h 05m   | HOURS - HOURLY PAY |
| IN     | 10:35 AM   | 10:55 AM | 20m      | EXTHR - EXTRA HOUR |
| LNCH   | 10:55 AM   |          | 5m       | EXTHR - EXTRA HOUR |

Edit the Existing Times  
 Add a Missing Record  
 Delete

- Verify the record you just added
- One complete, sign out of Employee Access

True Time Quick Entry - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httemmain000.w

MONONA GROVE SCHOOL DISTRICT

SKYWARD

Home Employee Information Time Off True Time

True Time Quick Entry

Enter Future Out of Office Records

Refresh

Current Status

Current Status: **LNCH**  
 Start Time: **3:10 PM**  
 Current Time: **3:30 PM**  
 Duration: **20m**  
 Scheduled Return: **4:10 PM**  
 Note:

Totals

Mon 05/19/14 Total: **4h 00m**  
 Scheduled Hours:  
 Lunch Total: **50m**  
 Weekly Total: **4h 00m**

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Monday 05/19/2014 for TRAINTRU000 TRAINING, TRUETIME

| Status | Start Time | End Time | Duration | Pay Code           |
|--------|------------|----------|----------|--------------------|
| IN     | 7:30 AM    | 11:30 AM | 4h 00m   | HOURS - HOURLY PAY |
| LNCH   | 11:30 AM   | 12:00 PM | 30m      | HOURS - HOURLY PAY |
| LNCH   | 12:00 PM   | 3:10 PM  | 3h 10m   | Add Record         |
| LNCH   | 3:10 PM    |          | 20m      | HOURS - HOURLY PAY |

Edit the Existing Times  
 Add a Missing Record  
 Delete

## Clocking Out for the Day

- Click on “Gone for the Day”
- This enters an End Time to finish your day

True Time Quick Entry - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/htmmain000.w

**MONONA GROVE SCHOOL DISTRICT**

Truetime Training Account Preferences Exit ?

Home Employee Information Time Off **True Time**

True Time Quick Entry

In Lunch Work Out of Office Gone for the day Enter Future Out of Office Records

**Current Status**

Current Status: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 Current Time: \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 Scheduled Return: \_\_\_\_\_  
 Note: \_\_\_\_\_

**Totals**

Mon 05/19/14 Total: **4h 02m**  
 Scheduled Hours: \_\_\_\_\_  
 Lunch Total: **51m**  
 Weekly Total: **4h 02m**

Refresh

<Prev Day Current Day Next Day> View/Submit Time Sheets

**Transactions for Monday 05/19/2014 for** TRAINTRU000 TRAINING, TRUETIME

| Status | Start Time | End Time | Duration | Pay Code           |
|--------|------------|----------|----------|--------------------|
| IN     | 7:30 AM    | 11:30 AM | 4h 00m   | HOURS - HOURLY PAY |
| LNCH   | 11:30 AM   | 12:00 PM | 30m      | HOURS - HOURLY PAY |
|        | 12:00 PM   | 3:10 PM  | 3h 10m   | Add Record         |
| LNCH   | 3:10 PM    | 3:31 PM  | 21m      | HOURS - HOURLY PAY |
|        | 3:31 PM    | 3:32 PM  | 1m       | Add Record         |
| IN     | 3:32 PM    | 3:34 PM  | 2m       | HOURS - HOURLY PAY |

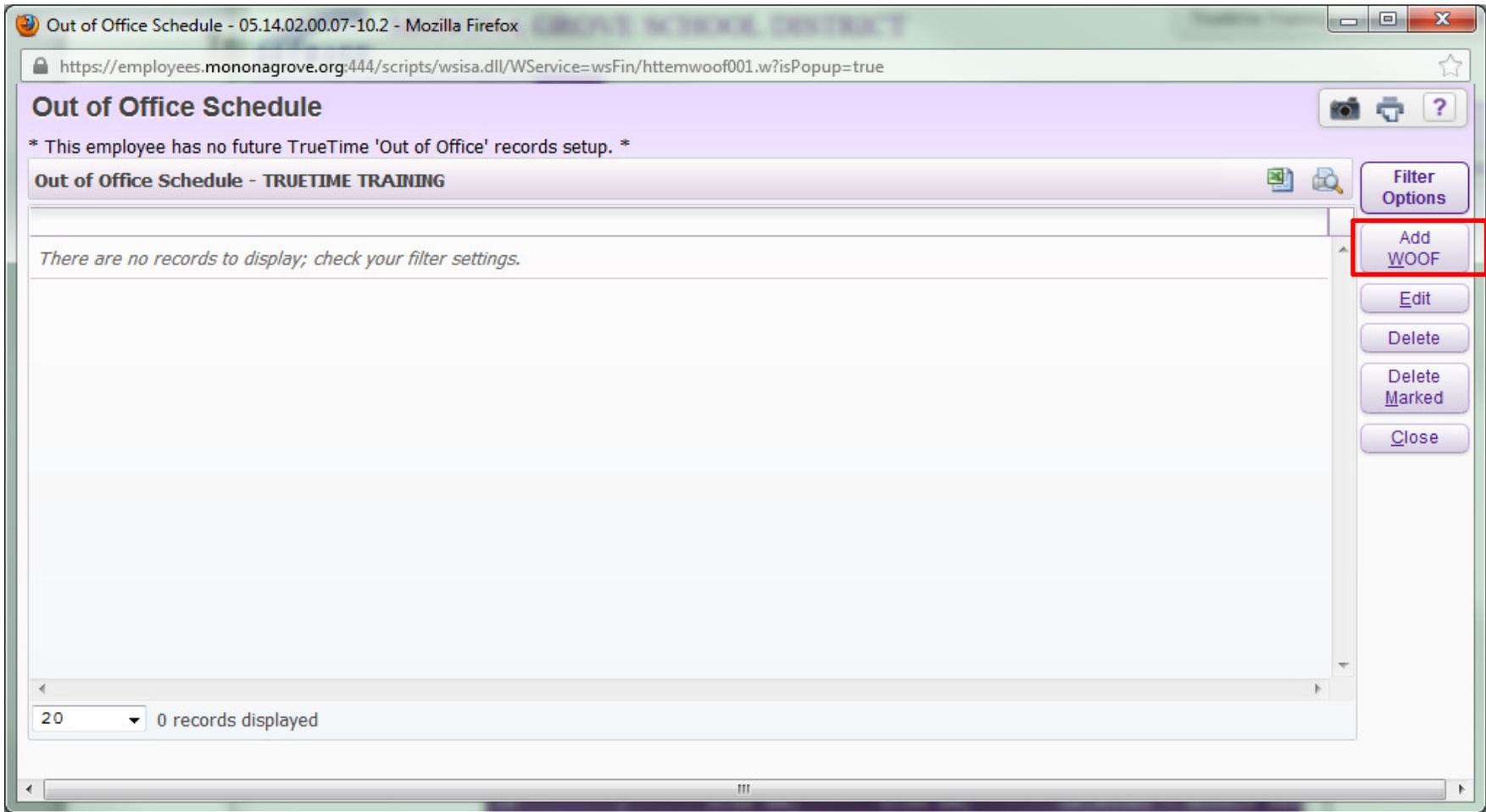
Edit the Existing Times  
 Add a Missing Record  
 Delete

## Verify "Clock Out" Time

- Once complete, Exit out of Employee Access

## Work Out of Office

- Planned future absence for attending a conference or training out of the District
- Click on “Enter Future Out of Office Record”



**Click on “Add Woof”**

Add WORK OUT OF OFFICE Entry - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsis.dll/WService=wsFin/httemwoof000.w?isPopup=true

### Add WORK OUT OF OFFICE Entry

Start Date:   Start Time:    Auto-Create Lunch Record

End Date:   End Time:   From   to

\* Note: Skyward Convention

Views: General Filters: \*Skyward Default

| Select                              | Primary | Pay Code | Description     |
|-------------------------------------|---------|----------|-----------------|
| <input checked="" type="checkbox"/> | Yes     | HOURS    | HOURLY PAY      |
| <input type="checkbox"/>            | No      | BDCHK    | BUILDING CHECK  |
| <input type="checkbox"/>            | No      | STORE    | STOREROOM HOURS |

20 3 records displayed

#### View of Workweek Schedule for TRUETIME TRAINING

| Day       | Workday | Work Start | Work End | Lunch Start | Lunch End | Hours  |
|-----------|---------|------------|----------|-------------|-----------|--------|
| Sunday    |         |            |          |             |           |        |
| Monday    | Y       | 7:30 AM    | 4:30 PM  | 12:00 AM    | 12:00 AM  | 9h 00m |
| Tuesday   | Y       | 7:30 AM    | 4:30 PM  | 12:00 AM    | 12:00 AM  | 9h 00m |
| Wednesday | Y       | 7:30 AM    | 4:30 PM  | 12:00 AM    | 12:00 AM  | 9h 00m |
| Thursday  | Y       | 7:30 AM    | 4:30 PM  | 12:00 AM    | 12:00 AM  | 9h 00m |
| Friday    | Y       | 7:30 AM    | 4:30 PM  | 12:00 AM    | 12:00 AM  | 9h 00m |
| Saturday  |         |            |          |             |           |        |

Asterisk (\*) denotes a required field

## Enter Out Of Office Record

- Enter the start and end dates of your conference/out of District Training
- Verify the start and end times of your absence
- Should TrueTime Auto-Create a Lunch Record for you?
- Check the Job for which you are attending this for
- Click on Save

Out of Office Schedule - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httemwoof001.w?isPopup=true

**Out of Office Schedule - TRUETIME TRAINING**

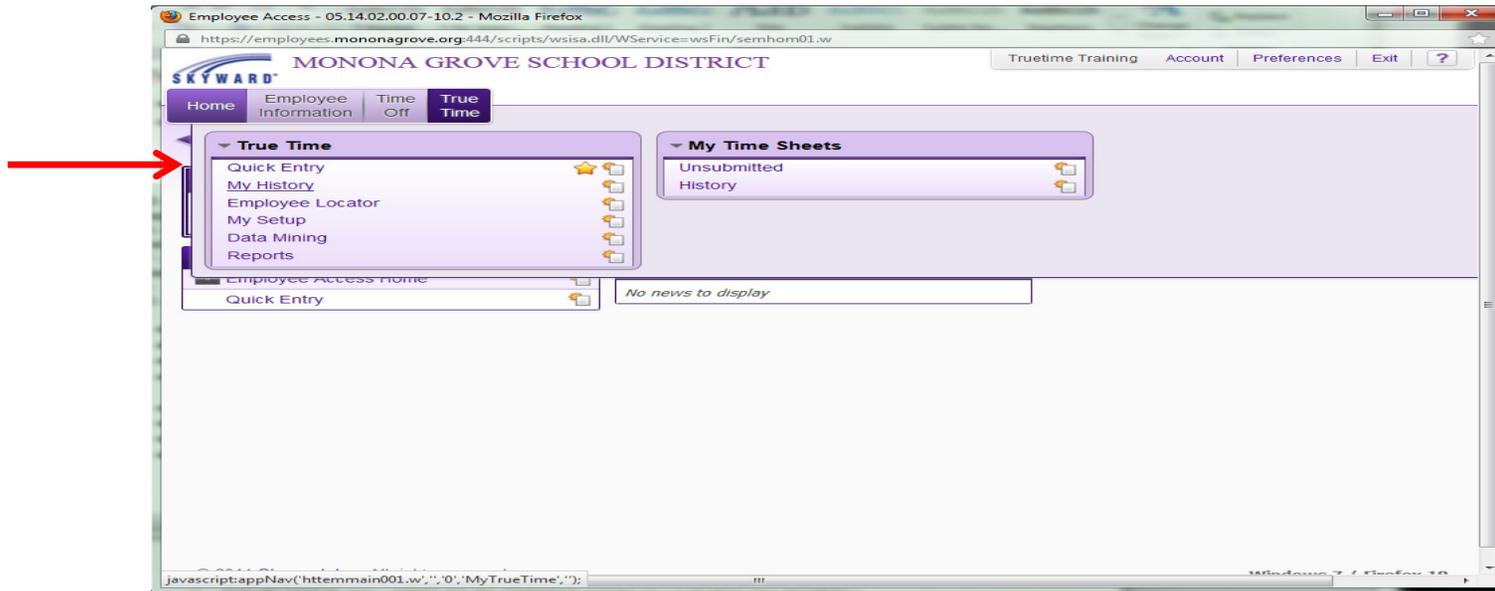
| Date ▲         | Type | Start Time | End Time | Note               | A<br>L | Lunch<br>Start | Lunch<br>End | Delete<br>Mark           |
|----------------|------|------------|----------|--------------------|--------|----------------|--------------|--------------------------|
| 05/26/2014 Mon | WOOF | 7:30 AM    | 4:30 PM  | Skyward Convention |        |                |              | <input type="checkbox"/> |
| 05/27/2014 Tue | WOOF | 7:30 AM    | 4:30 PM  | Skyward Convention |        |                |              | <input type="checkbox"/> |
| 05/28/2014 Wed | WOOF | 7:30 AM    | 4:30 PM  | Skyward Convention |        |                |              | <input type="checkbox"/> |
| 05/29/2014 Thu | WOOF | 7:30 AM    | 4:30 PM  | Skyward Convention |        |                |              | <input type="checkbox"/> |
| 05/30/2014 Fri | WOOF | 7:30 AM    | 4:30 PM  | Skyward Convention |        |                |              | <input type="checkbox"/> |

20 5 records displayed

Filter Options  
Add WOOF  
Edit  
Delete  
Delete Marked  
Close

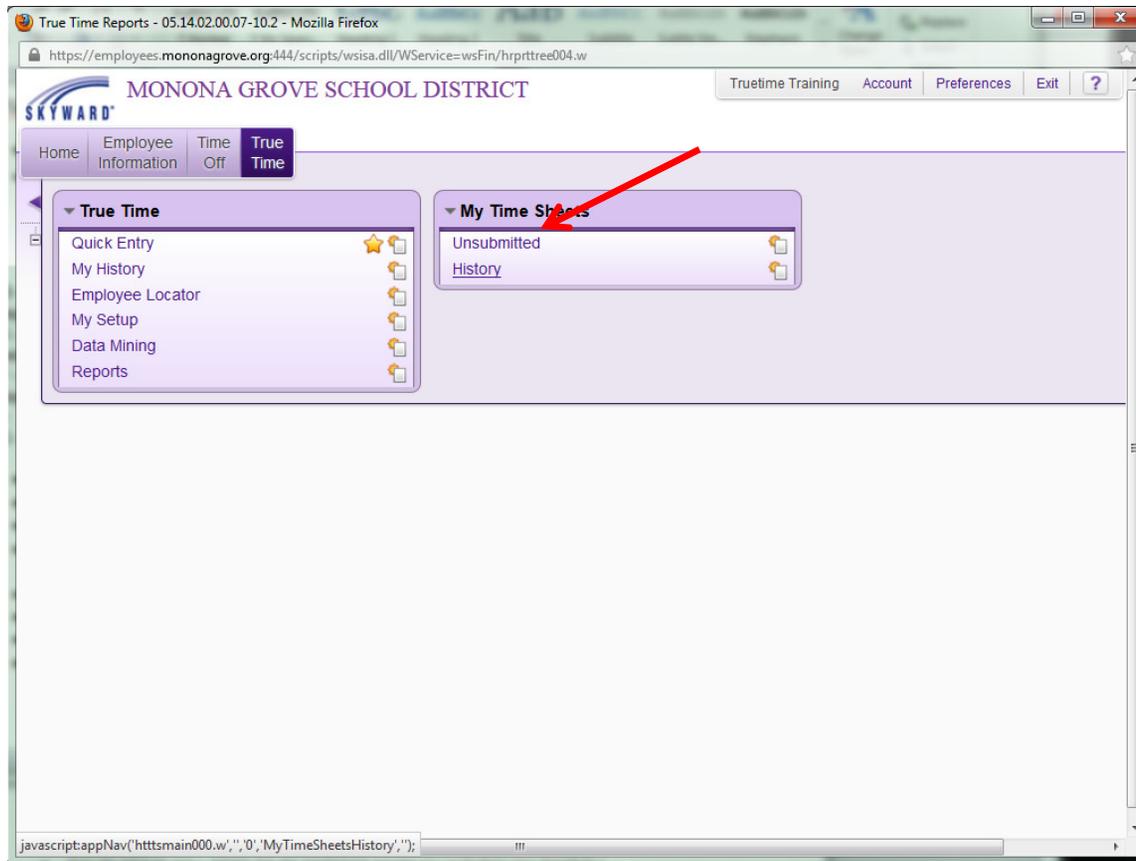
## Verify Information Entered

- From here you can edit and or delete any record
- Or close out to return to Quick Entry



## TrueTime, History

- Click on Expand All
  - Current Status for the week
  - Workweek Totals – what you have worked thus far this week
  - Previous Timesheets – View prior timesheets
    - Unsubmitted and Timesheet History
  - Upcoming Scheduled Tracked Time- View any WOOF entries of Time Off
  - Exception Notes – Any notes you have entered for your Supervisor on your Timesheet
  - Workweek Schedule – You can Edit this to follow your current schedule
  - Adjustments to be Read-This is a listing of edited, deleted and or added entries
  - Adjustment History



## Timesheets

- Click on unsubmitted

My Unsubmitted Time Sheets - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsis.a.dll/WService=wsFin/htttsmain005.w

MONONA GROVE SCHOOL DISTRICT

Truetime Training Account Preferences Exit ?

Home Employee Information Time Off True Time

My Unsubmitted Time Sheets

Time Sheet Information for TRUETIME TRAINING

| Week Start | Week End   | Total Hrs | Status                   |
|------------|------------|-----------|--------------------------|
| 05/18/2014 | 05/24/2014 | 4h 02m    | Time Sheet Not Submitted |

Filter Options  
View Time Sheet  
Submit Time Sheet

20 1 records displayed Week Start:

## You have 2 Options – View and Submit

- To view any timesheet, highlight the timesheet you want to view, click on View Timesheet or expand the timesheet

View Time Sheet - 05.14.02.00.07-10.2 - Mozilla Firefox  
 https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httssub000.w?isPopup=true

### View Time Sheet

Time Sheet for TRUETIME TRAINING: 05/18/2014 - 05/24/2014

Print  
Back

**Period Summary**

| Type         | Pay                | Note | Hours         |
|--------------|--------------------|------|---------------|
| WORK         | HOURS (HOURLY PAY) |      | 4h 02m        |
| Total Hours: |                    |      | <b>4h 02m</b> |
| Hours Paid:  |                    |      | <b>4h 00m</b> |

**Daily Totals**

| Status                       | Note               | Hours         |
|------------------------------|--------------------|---------------|
| <b>Monday 05/19/14</b>       |                    |               |
| 7:30 AM - 11:30 AM IN        | FORGOT TO CLOCK IN | 4h 00m        |
| 11:30 AM - 12:00 PM LNCH     |                    | 0h 30m        |
| 3:10 PM - 3:31 PM LNCH       |                    | 0h 21m        |
| 3:32 PM - 3:34 PM IN         |                    | 0h 02m        |
| <b>05/19/14</b> Total Hours: |                    | <b>4h 02m</b> |
| Hours Paid:                  |                    | <b>4h 00m</b> |

**Adjustments**

| Workday  | Type | Status | Adjusted   |          |          | Original   |          |          | Adjusted By       | Note               |
|----------|------|--------|------------|----------|----------|------------|----------|----------|-------------------|--------------------|
|          |      |        | Start Time | End Time | Pay Code | Start Time | End Time | Pay Code |                   |                    |
| 05/19/14 | Mod  | IN     | 7:30 AM    | 11:30 AM | HOURS    | 2:59 PM    | 2:59 PM  | HOURS    | TRUETIME TRAINING | Forgot To Clock in |
| 05/19/14 | Add  | LNCH   | 11:30 AM   | 12:00 PM | HOURS    |            |          |          | TRUETIME TRAINING |                    |
| 05/19/14 | Del  | IN     | 3:31 PM    |          | HOURS    |            |          |          | TRUETIME TRAINING |                    |
| 05/19/14 | Del  | LNCH   | 3:32 PM    |          | HOURS    |            |          |          | TRUETIME TRAINING |                    |
| 05/19/14 | Del  | WOOF   | 3:44 PM    |          | HOURS    |            |          |          | TRUETIME TRAINING |                    |

- View the Timesheet
- Print The Timesheet
- Or close out of this screen

The screenshot shows a web browser window titled "My Unsubmitted Time Sheets - 05.14.02.00.07-10.2 - Mozilla Firefox". The URL is "https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/htttsmain005.w". The page header includes the "MONONA GROVE SCHOOL DISTRICT" logo and navigation links: "Truetime Training", "Account", "Preferences", and "Exit". Below the header is a menu with "Home", "Employee Information", "Time Off", and "True Time". The main content area is titled "My Unsubmitted Time Sheets" and displays "Time Sheet Information for TRUETIME TRAINING". A table shows one record for the week of 05/18/2014 to 05/24/2014, with a total of 4h 02m and a status of "Time Sheet Not Submitted". To the right of the table are buttons for "Filter Options", "View Time Sheet", and "Submit Time Sheet". A red arrow points to the "Submit Time Sheet" button. At the bottom, there is a pagination control showing "1 records displayed" and a "Week Start:" field.

| Week Start | Week End   | Total Hrs | Status                   |
|------------|------------|-----------|--------------------------|
| 05/18/2014 | 05/24/2014 | 4h 02m    | Time Sheet Not Submitted |

## Submit Timesheet

- Click on Submit Time Sheet

Submit Time Sheet - 05.14.02.00.07-10.2 - Mozilla Firefox  
 https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httssub000.w?isPopup=true

### Submit Time Sheet

Time Sheet for TRUETIME TRAINING: 05/18/2014 - 05/24/2014

Submit Time Sheet

Request Comp Time

Print

Back

**Period Summary**

| Type         | Pay                | Note | Hours         |
|--------------|--------------------|------|---------------|
| WORK         | HOURS (HOURLY PAY) |      | 4h 02m        |
| Total Hours: |                    |      | <b>4h 02m</b> |
| Hours Paid:  |                    |      | <b>4h 00m</b> |

**Daily Totals**

| Status                       | Note               | Hours         |
|------------------------------|--------------------|---------------|
| <b>Monday 05/19/14</b>       |                    |               |
| 7:30 AM - 11:30 AM IN        | FORGOT TO CLOCK IN | 4h 00m        |
| 11:30 AM - 12:00 PM LNCH     |                    | 0h 30m        |
| 3:10 PM - 3:31 PM LNCH       |                    | 0h 21m        |
| 3:32 PM - 3:34 PM IN         |                    | 0h 02m        |
| <b>05/19/14</b> Total Hours: |                    | <b>4h 02m</b> |
| Hours Paid:                  |                    | <b>4h 00m</b> |

**Adjustments**

| Workday  | Type | Status | Adjusted   |          |          | Original   |          |          | Adjusted By       | Note               |
|----------|------|--------|------------|----------|----------|------------|----------|----------|-------------------|--------------------|
|          |      |        | Start Time | End Time | Pay Code | Start Time | End Time | Pay Code |                   |                    |
| 05/19/14 | Mod  | IN     | 7:30 AM    | 11:30 AM | HOURS    | 2:59 PM    | 2:59 PM  | HOURS    | TRUETIME TRAINING | Forgot To Clock in |
| 05/19/14 | Add  | LNCH   | 11:30 AM   | 12:00 PM | HOURS    |            |          |          | TRUETIME TRAINING |                    |
| 05/19/14 | Del  | IN     | 3:31 PM    |          | HOURS    |            |          |          | TRUETIME TRAINING |                    |
| 05/19/14 | Del  | LNCH   | 3:32 PM    |          | HOURS    |            |          |          | TRUETIME TRAINING |                    |
| 05/19/14 | Del  | WOOF   | 3:44 PM    |          | HOURS    |            |          |          | TRUETIME TRAINING |                    |

- View Timesheet for accuracy
- Must equal your total standard hours per week including Time Off
- Per the Support Handbook, you have Comp time available, click on Request Comp Time

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httpscomp000.w?isPopup=true

### Request Comp Time

**Request Comp Time**

Total Eligible Comp Time Hours : **4h 00m**  
 Hours Eligible for Comp Time : **0h 00m**

Clock Hours to be converted to Comp Time:  h  m

| Time Off Code   | Type | Days or Hours | Clock Hours Requested | Comp Time Factor | Time Off Allocated |
|---|------|---------------|-----------------------|------------------|--------------------|
| The comp time Time Off codes are not set up for this employee |      |               |                       |                  |                    |

By rule, you are eligible to submit Comp Time for clock hours greater than 40h 00m.  
 By rule, clock hours over 40h 00m are always deducted first.  
 By rule, any Comp Time submitted for clock hours greater than 40h 00m will be allocated 1.5 times the hours submitted.  
 You are eligible for 0h 00m of clock hours based on this rule.  
 The maximum amount of Time Off you can accrue for Comp Time is 80h 00m.  
 Your current Time Off balance for Comp Time is 0h 00m.

[Back](#)

- If you have worked over 40 hours in any given week, it will show the hours over 40 that are eligible for Comp Time
- Enter these hours in the “Clock Hours to be converted to Comp Time” and click on Save

Submit Time Sheet - 05.14.02.00.07-10.2 - Mozilla Firefox  
 https://employees.mononagrove.org:444/scripts/wsisia.dll/WService=wsFin/httssub000.w?isPopup=true

### Submit Time Sheet

Time Sheet for TRUETIME TRAINING: 05/18/2014 - 05/24/2014

Period Summary

| Type         | Pay                | Note | Hours         |
|--------------|--------------------|------|---------------|
| WORK         | HOURS (HOURLY PAY) |      | 4h 02m        |
| Total Hours: |                    |      | <b>4h 02m</b> |
| Hours Paid:  |                    |      | <b>4h 00m</b> |

Daily Totals

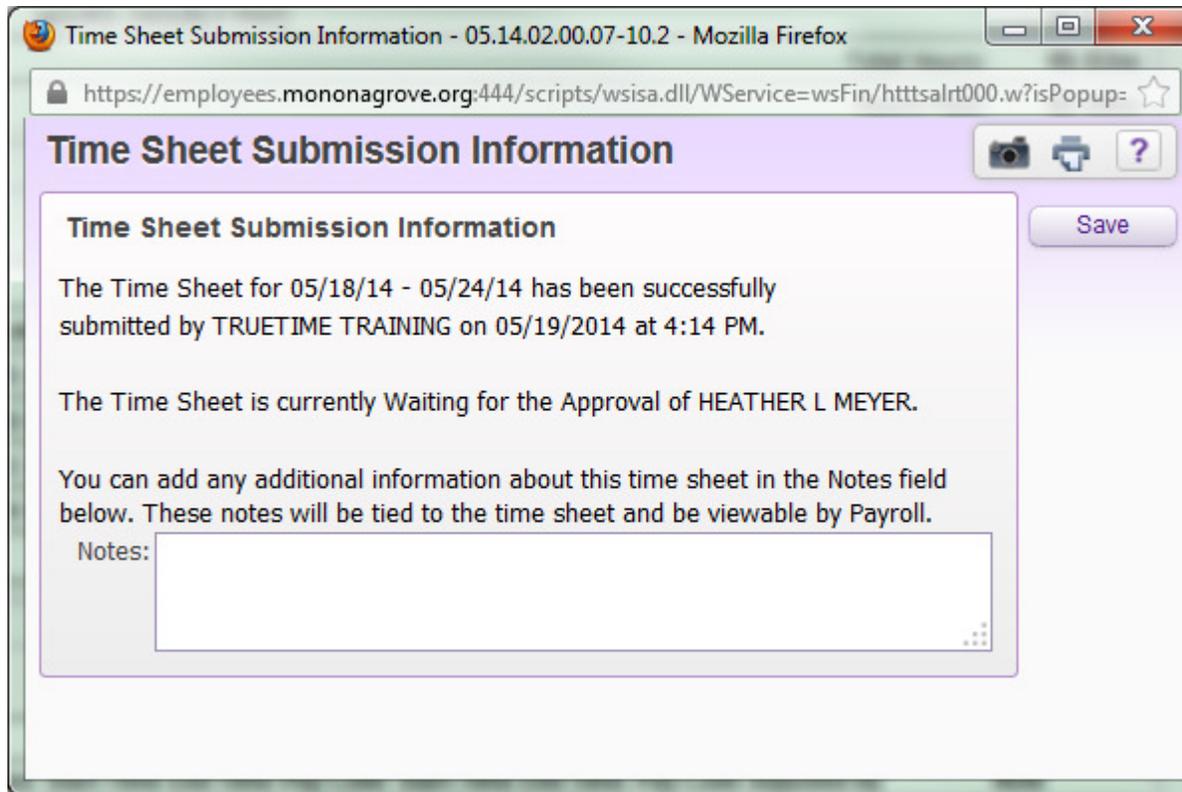
| Status                       | Note               | Hours         |
|------------------------------|--------------------|---------------|
| <b>Monday 05/19/14</b>       |                    |               |
| 7:30 AM - 11:30 AM IN        | FORGOT TO CLOCK IN | 4h 00m        |
| 11:30 AM - 12:00 PM LNCH     |                    | 0h 30m        |
| 3:10 PM - 3:31 PM LNCH       |                    | 0h 21m        |
| 3:32 PM - 3:34 PM IN         |                    | 0h 02m        |
| <b>05/19/14</b> Total Hours: |                    | <b>4h 02m</b> |
| Hours Paid:                  |                    | <b>4h 00m</b> |

Adjustments

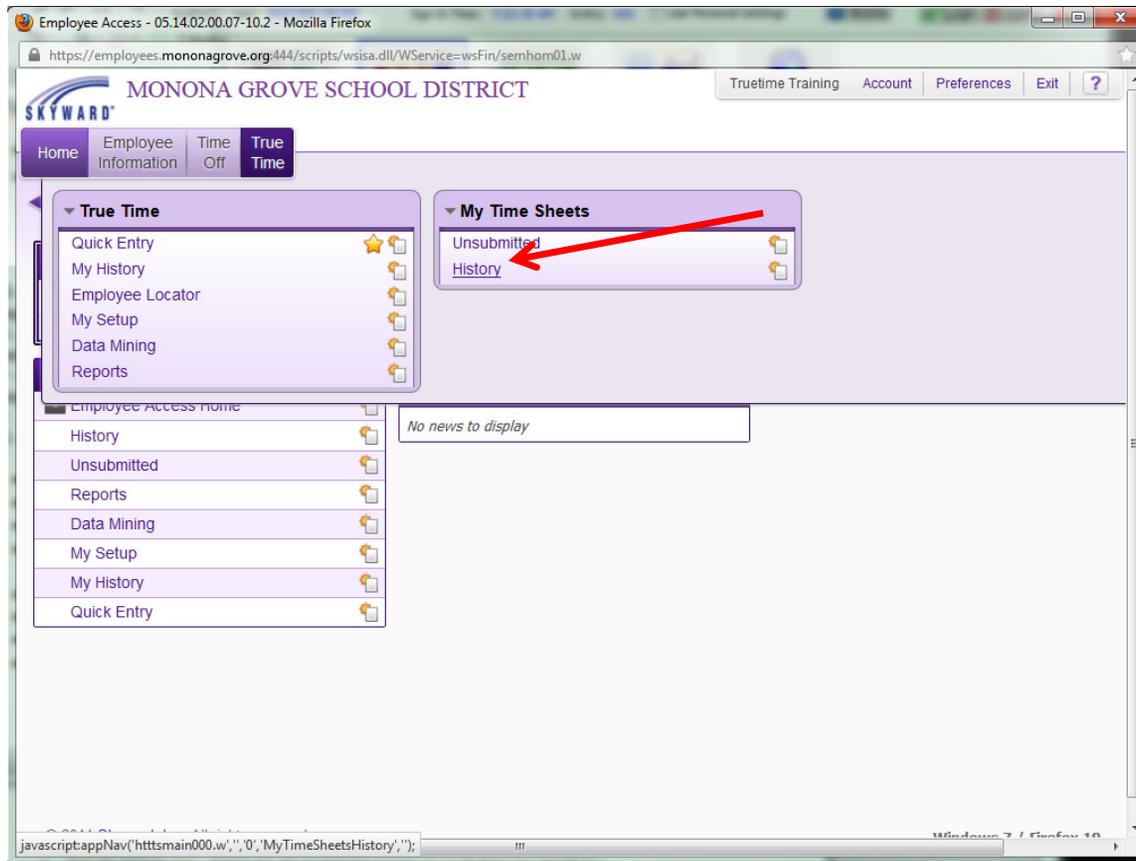
| Workday  | Type | Status | Adjusted   |          |          | Original   |          |          | Adjusted By       | Note               |
|----------|------|--------|------------|----------|----------|------------|----------|----------|-------------------|--------------------|
|          |      |        | Start Time | End Time | Pay Code | Start Time | End Time | Pay Code |                   |                    |
| 05/19/14 | Mod  | IN     | 7:30 AM    | 11:30 AM | HOURS    | 2:59 PM    | 2:59 PM  | HOURS    | TRUETIME TRAINING | Forgot To Clock in |
| 05/19/14 | Add  | LNCH   | 11:30 AM   | 12:00 PM | HOURS    |            |          |          | TRUETIME TRAINING |                    |
| 05/19/14 | Del  | IN     | 3:31 PM    |          | HOURS    |            |          |          | TRUETIME TRAINING |                    |
| 05/19/14 | Del  | LNCH   | 3:32 PM    |          | HOURS    |            |          |          | TRUETIME TRAINING |                    |
| 05/19/14 | Del  | WOOF   | 3:44 PM    |          | HOURS    |            |          |          | TRUETIME TRAINING |                    |

Submit Time Sheet  
 Request Comp Time  
 Print  
 Back

- Timesheet is ready for Supervisor approval, click on Submit Time Sheet



- You can add additional notes to your supervisor and then click on Save
- Once you click on Save, your supervisor will receive an email that you have a timesheet waiting for approval



## View Submitted Timesheets

- Click on My True Time, History

My Time Sheet History - 05.14.02.00.07-10.2 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/httpsmain000.w

MONONA GROVE SCHOOL DISTRICT

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                         |
|------------|------------|-----------|-----------------------|----------|----------|------------|--------------|--------------------------------|
| 05/18/2014 | 05/24/2014 | 4h 02m    |                       | 4h 00m   |          |            |              | Waiting for approval from HEAT |

20 1 records displayed Week Start :

- Highlight Timesheet to View, Click on View Time Sheet and or Resubmit Timesheet to your Supervisor
- Once complete, Exit out of Employee Access