



Reporting Time Using Skyward True Time

Go to: www.moundsvIEWSchools.org and scroll to the bottom of the page. True Time is listed on the bottom of the home page.

The footer navigation bar is a blue horizontal strip. It is divided into four main sections. The first section, 'Location', lists the district center address and a 'Map It' link. The second, 'Get In Touch', includes a 'Webmaster' link and the district office phone number. The third, 'Staff Links', contains links for 'Sitemap', 'Sociability', 'StaffNet', 'Mounds View Messaging', 'Employee Access (ERMA)', and 'True Time'. The 'True Time' link is highlighted with a white arrow. The fourth section contains the Mounds View Public Schools logo and copyright information for 2018.

Log in to Skyward True Time with your access code provided by Human Resources or your supervisor

The login page features the Skyward logo at the top, followed by the text 'MOUNDS VIEW PUBLIC SCHOOLS'. Below this is a form with an 'Access Code:' label and an input field. A 'Sign In' button is positioned to the right of the input field. At the bottom of the form, there is a link for 'Forgot your Login/Password?' and a timestamp '05.18.02.00.12'.

The screenshot shows the 'True Time Quick Entry' web application. The browser title is 'True Time Quick Entry - 05.18.02.00.12 - Google Chrome'. The address bar shows a URL from skyward.iscorp.com. The page has a light blue header with navigation icons for 'In' and 'Gone for the day'. The main content area is divided into two columns: 'Current Status' with input fields for start time, current time, duration, and scheduled return; and 'Totals' showing scheduled hours (8h 00m) and weekly total (8h 00m). Below these are navigation links for the previous and next days, and a date selector for Wednesday, 06/20/2018. At the bottom, there is a table header for 'Transactions for Wednesday 06/20/2018 for' with columns for Status, Start Time, End Time, Duration, and Pay Code. There are also buttons for 'Add a Missing Record' and 'Close'.

The Skyward Quick Entry screen allows employees to clock in and out, see their current status and totals, adjust their times, and submit their timesheet.

- In button allows employees to clock in for the day. If you have more than one position, a selection screen will pop up for you to pick what you are reporting in for.
- Gone for the day button is used to clock out for the day.
- View/Submit Time Sheets is used to view and submit your timesheet.
- Edit the Existing Times allows an employee to edit their times if needed before submitting to supervisor. If existing times are edited a note should be included.
- Add a Missing Record allows an employee to add a transaction in True Time that currently did not exist. For example, an employee who forgot to clock in and out on the previous day.
- Delete Record allows an employee to remove a transaction in True Time.

Submitting weekly time sheets

- All time off must be entered and approved before submitting at the end of each work week.

Click on “View/Submit Time sheets”

True Time Quick Entry

Totals

Fri 06/08/18 Total: **8h 30m**

Scheduled Hours:

Lunch Total: **30m**

Weekly Total: **41h 00m**

<Prev Day 06/08/2018 **Friday** Next Day> Current Day View/Submit Time Sheets

Transactions for Friday 06/08/2018 for

Status	Start Time	End Time	Duration	Pay Code
IN	7:00 AM	12:00 PM	5h 00m	01224 - NON AFF 12M
LNCH	12:00 PM	12:30 PM	30m	01224 - NON AFF 12M
IN	12:30 PM	4:00 PM	3h 30m	01224 - NON AFF 12M

Buttons: Edit the Existing Times, Add a Missing Record, Delete, Close, Refresh

Click on the time sheet you need to submit and select “View Time Sheet” to review for accuracy then click “Submit Time Sheet”.

My Unsubmitted Time Sheets

Time Sheet Information for

Week Start	Week End	Total Hrs	Status
▶ 06/18/2018	06/24/2018	8h 00m	Time Sheet Not Submitted
▶ 06/11/2018	06/17/2018	40h 00m	Time Sheet Not Submitted
▶ 06/04/2018	06/10/2018	41h 00m	Time Sheet Not Submitted

Buttons: Filter Options, View Time Sheet, Submit Time Sheet, Close

If you worked more than 40 hours you may be eligible for overtime pay or COMP time. If you earned pre-approved COMP time for the week, a box will pop up informing you that you are eligible. Click OK. To be paid **over time** – click ‘Submit Time Sheet’

View/Submit This Weeks Time Sheet

Time Sheet for **Skyward**

Period Summary	
Type	Pay
WORK	O1224 (NON AFF 12M 24P)

Daily Totals

Status
Monday 06/04/18

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

To request **COMP** time – click ‘Request Comp Time’. A screen will appear explaining your earned COMP time. Click ‘Submit Comp Time Request.’ Please note this should not be done without prior approval from your supervisor.

Click the ‘Submit Time Sheet’ button. Include any notes to your supervisor when the “Time Sheet Submission Information” box pops up then click 'Save' to finish the process.

Submit Time Sheet

Time Sheet for [redacted] 06/04/2018 - 06/10/2018

Period Summary			
Type	Pay	Note	Hours
WORK	O1224 (NON AFF 12M 24P)		41h 00m
Total Hours:			41h 00m
Hours Paid:			41h 00m

Daily Totals

Status
Monday 06/04/18
7:00 AM - 12:00 PM IN
12:00 PM - 12:30 PM LNCH
12:30 PM - 3:30 PM IN
Tuesday 06/05/18
7:00 AM - 12:00 PM IN
12:00 PM - 12:30 PM LNCH
12:30 PM - 3:30 PM IN
Wednesday 06/06/18
7:00 AM - 12:00 PM IN

Time Sheet Submission Information

The Time Sheet for 06/04/18 - 06/10/18 has been successfully submitted by [redacted] on 06/20/2018 at 3:14 PM.

The Time sheet is currently Waiting for the Approval of [redacted]

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: