

CLOCKING IN & OUT USING TRUE TIME from a DESKTOP

IMPORTANT: Employees are responsible for submitting time sheets every week, after the last day you worked in that week, and no later than the following Monday morning. It is imperative that Payroll receives your timesheet in a timely manner to process payroll correctly.

CLOCKING IN & OUT WITH TRUE TIME

Clock in with any School Computer:
Go to Skyward > Employee Access > True Time



WAUNAKEE COMMUNITY SCHOOL DISTRICT

Login ID:

Password:

[Forgot your Login/Password?](#)

Once you reach your Skyward home screen, click on the button that says [True Time](#)

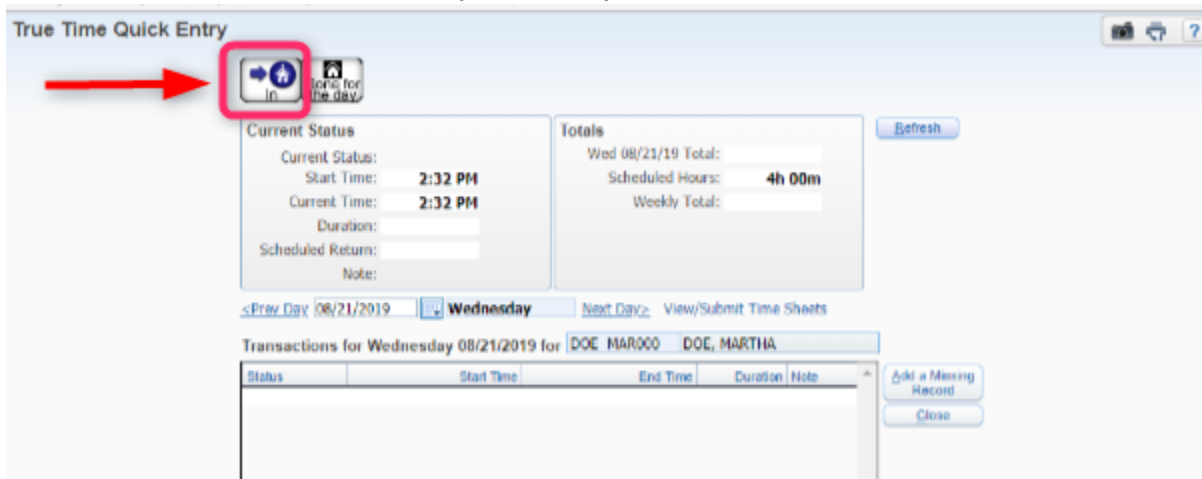
The screenshot shows the Skyward home screen for a user named John Doe. The navigation menu includes Home, Employee Information, Time Off, True Time (circled in red), and Expense Reimbursement. Below the menu, there are sections for "Jump to Other Dashboards", "Favorites", "District News", and "My Time Off Status".

Time Off Code	Remaining	Approved	Waiting	Available
JURY DUTY	0h 00m			0h 00m
OUT OF CLASSROOM	0h 00m			0h 00m
PAID ABSENCE REQUEST	04h 00m			04h 00m

Click on the [Quick Entry](#) link

The screenshot shows the "True Time" menu expanded. The "Quick Entry" link is circled in red. Other menu items include My History, My Setup, Data Mining, and Reports. To the right, there is a "My Time Sheets" section with "Unsubmitted" and "History" links.

Click on the button at the top that says **IN**

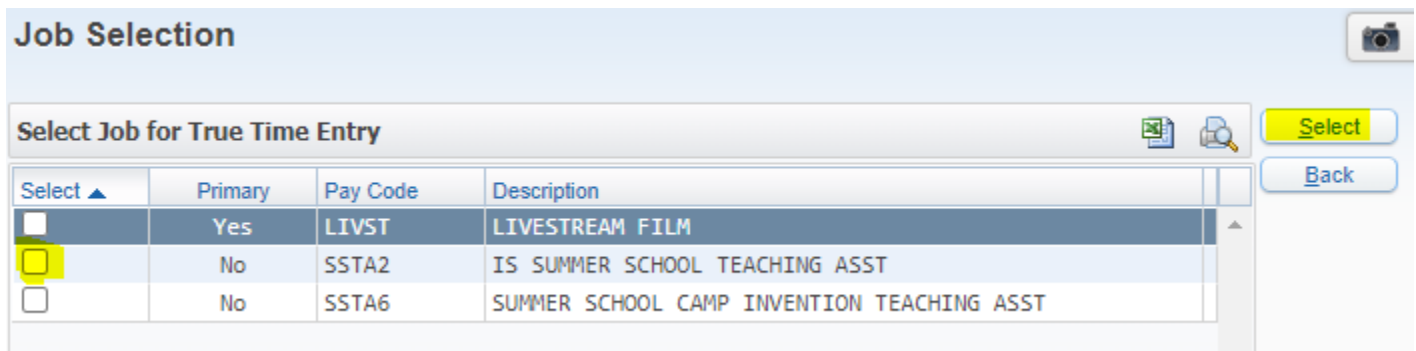


Clock IN and OUT times round up or down in 7-minute increments. For example, if your punch is at 7:38, it will round up to 7:45. If your punch is at 7:52 it will round back to 7:45.

EMPLOYEES WHO WORK MORE THAN ONE JOB FOR WCSD

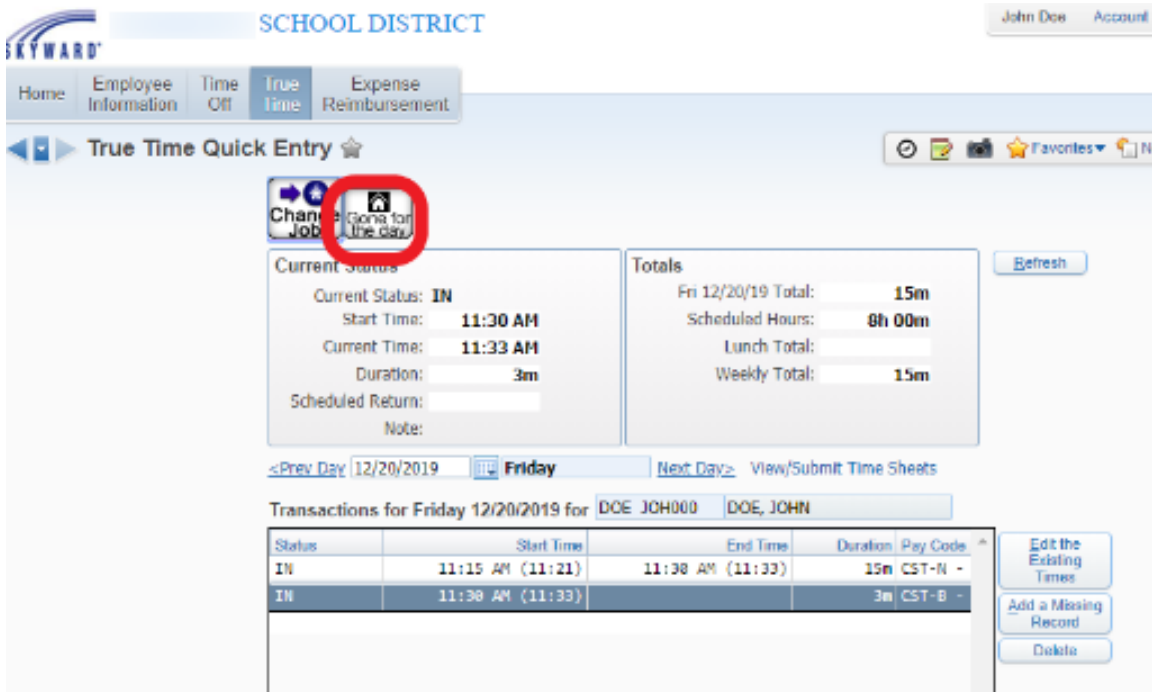
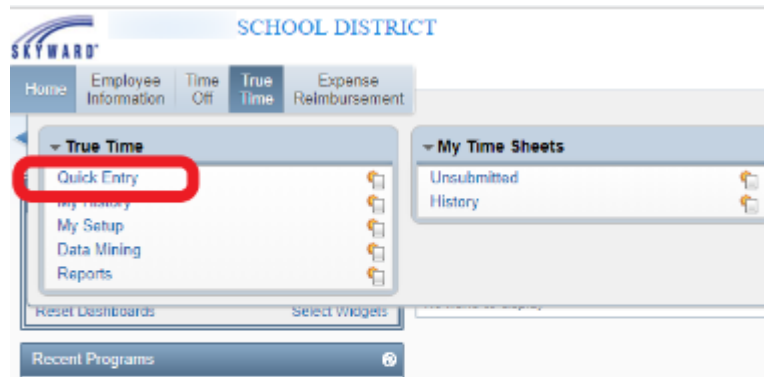
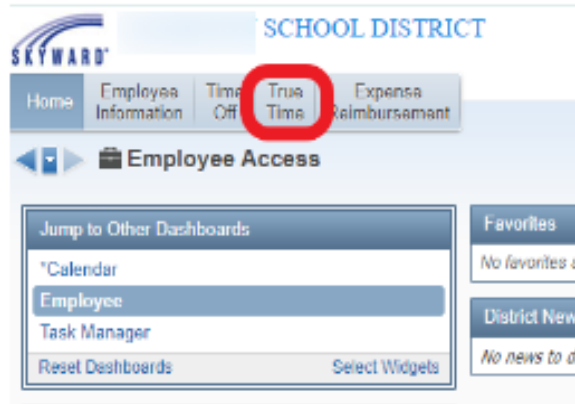
If you work more than one job for WCSD, at the next screen you will see all of the jobs you can log in to. BE MINDFUL OF WHICH ONE YOU CHOOSE!

Select the job that you will be working by clicking on the [check box](#) to the left of that job, then click [select](#).



After you punch IN, you will see your punch listed in the [Transaction Box](#).

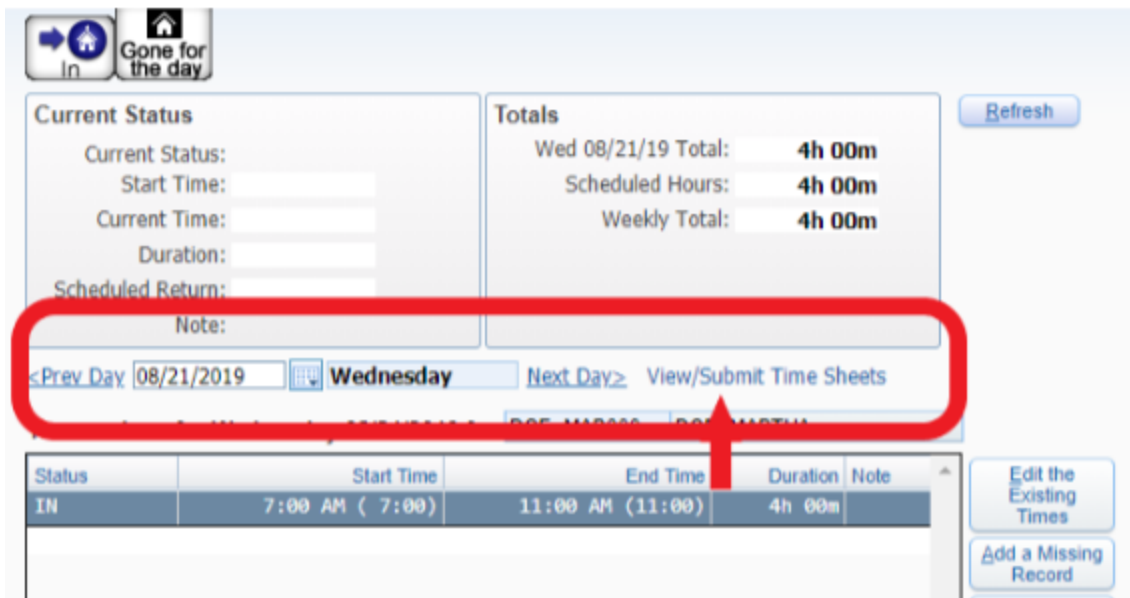
When you are ready to clock out for the day, click the button that says [Gone for the day](#)



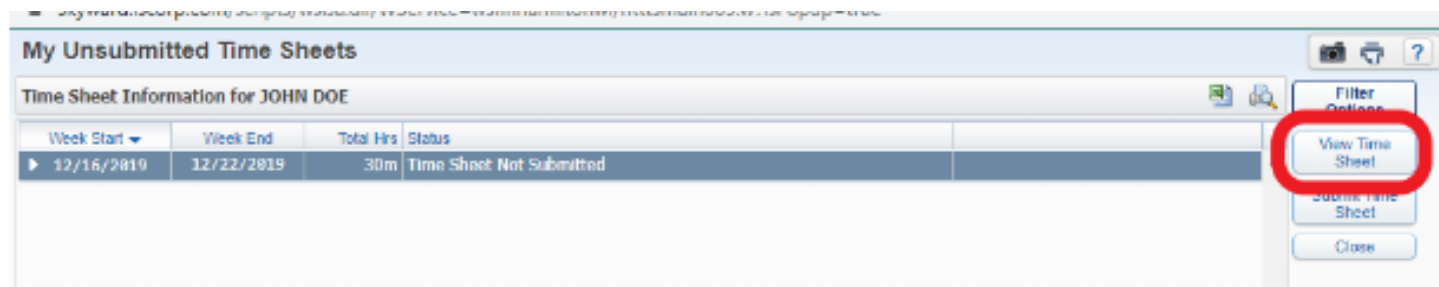
SUBMITTING YOUR TIMESHEET FOR PAYROLL

You will be required to submit your time sheet to your supervisor for approval at the end of each week. **If you do not submit it, you cannot be paid for it.**

On the Quick Entry screen, after you have punched out for your final shift of the week, click on the [View/Submit Time Sheets](#) link.



Click on the time sheet you wish to submit to highlight it, then click the [View Time Sheet](#) button.



Each day you worked will be listed separately and will show your clock in/out times along with your actual clock in/out times in parenthesis. The total hours for the day are on the right side of the screen.

Once your review is complete, click the [back](#) button.

After your review is complete and your time sheet is correct, submit it to your supervisor.

Click on the [Submit Time Sheet](#) button.

You will be taken to your time sheet once more.

Click the [Submit Time Sheet](#) button again.

If you have more than one paycode, you may have to select a supervisor's name to approve the hours for each paycode. Be sure the correct name is next to the correct paycode.

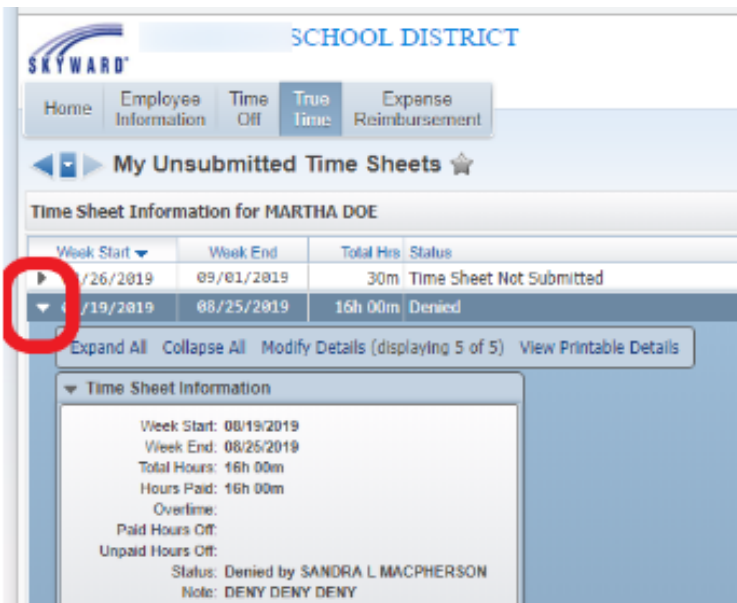
Once your time sheet is submitted, you cannot make any changes to it.

Your supervisor will review your time sheet and either approve it or deny it. If it is approved, it moves on to the Payroll office.

If it is denied, you will receive an email letting you know that your time sheet has been denied and you will need to log into Skyward to make an adjustment on it.

ADJUSTMENTS CAN ONLY BE MADE FROM A DESKTOP – THE SKYWORD PHONE APP DOES NOT ALLOW EDITS.

Click on the time sheet that was denied to look for a note from your supervisor to understand what correction needs to be made. Once you make the correction, submit your time sheet again.



←Read the note from the supervisor

so you know what to correct.

Time Sheet Information for MARTHA DOE

Week Start	Week End	Total Hrs	Status
08/26/2019	09/01/2019	30m	Time Sheet Not Submitted
08/19/2019	08/25/2019	16h 00m	Denied

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

Time Sheet Information

Week Start: 08/19/2019
 Week End: 08/25/2019
 Total Hours: 16h 00m
 Hours Paid: 16h 00m
 Overtime:
 Paid Hours Off:
 Unpaid Hours Off:
 Status: Denied by SANDRA L MACPHERSON
 Note: DENY DENY DENY

Workweek Totals

Workday	Start Time	End Time	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours	Difference
08/19/2019 Mon	7:00 AM	11:00 AM	4h 00m			4h 00m	4h 00m	
08/20/2019 Tue	7:00 AM	11:00 AM	4h 00m			4h 00m	4h 00m	
08/21/2019 Wed	7:00 AM	11:00 AM	4h 00m			4h 00m	4h 00m	
08/22/2019 Thu							4h 00m	
08/23/2019 Fri	7:00 AM	11:00 AM	4h 00m			4h 00m	4h 00m	-4h 00m
08/24/2019 Sat							4h 00m	

⇧⇧⇧ Click on the date that needs to be corrected.

The next screen that opens will have your time for that day. Click on [Edit the Existing Times](#) button

SKYWARD

Home Employee Information Time Off

My Unsubmitted

Time Sheet Information for MARTHA DOE

Week Start: 08/19/2019 Week End: 08/25/2019
 Total Hours: 16h 00m
 Hours Paid: 16h 00m
 Overtime:
 Paid Hours Off:
 Unpaid Hours Off:
 Status: Denied
 Note: DENY DENY DENY

Workweek Totals

Workday	Start Time	End Time	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours	Difference
08/19/2019 Mon	7:00 AM	11:00 AM	4h 00m			4h 00m	4h 00m	
08/20/2019 Tue	7:00 AM	11:00 AM	4h 00m			4h 00m	4h 00m	
08/21/2019 Wed	7:00 AM	11:00 AM	4h 00m			4h 00m	4h 00m	
08/22/2019 Thu							4h 00m	
08/23/2019 Fri	7:00 AM	11:00 AM	4h 00m			4h 00m	4h 00m	-4h 00m
08/24/2019 Sat							4h 00m	

True Time Quick Entry

Totals
 Mon 08/19/2019 Total: 4h 00m
 Scheduled Hours: 4h 00m
 Weekly Total: 16h 00m

Refresh

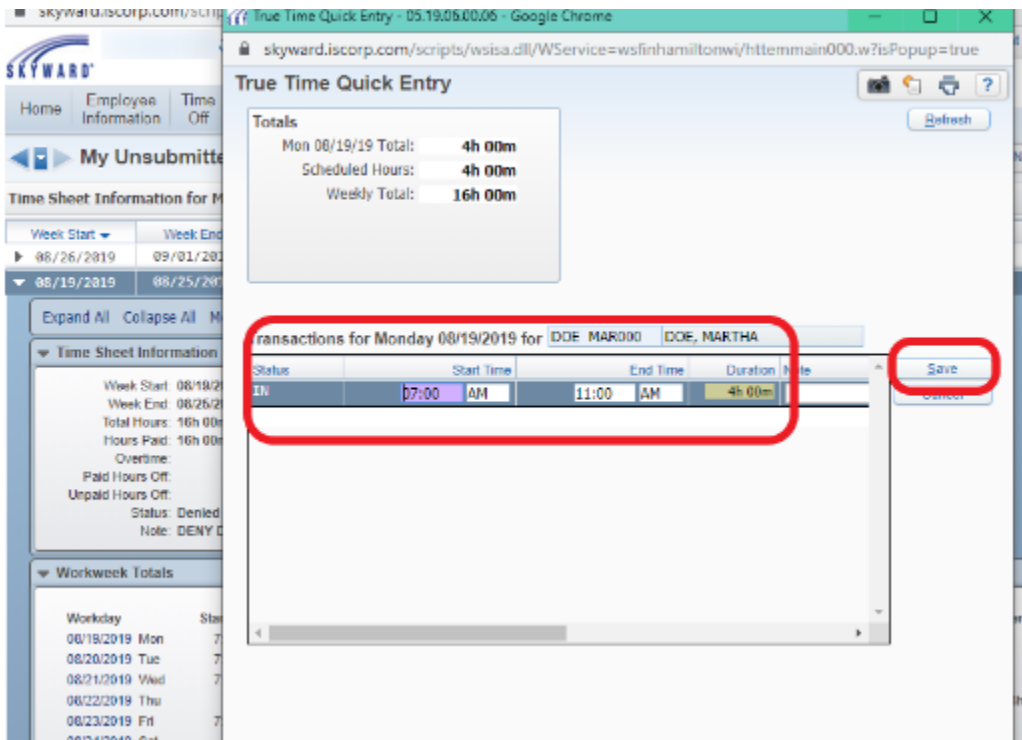
Prev Day: 08/19/2019 Monday Next Day: Current Day View/Submit Time Sheets

Transactions for Monday 08/19/2019 for DOE, MARTHA

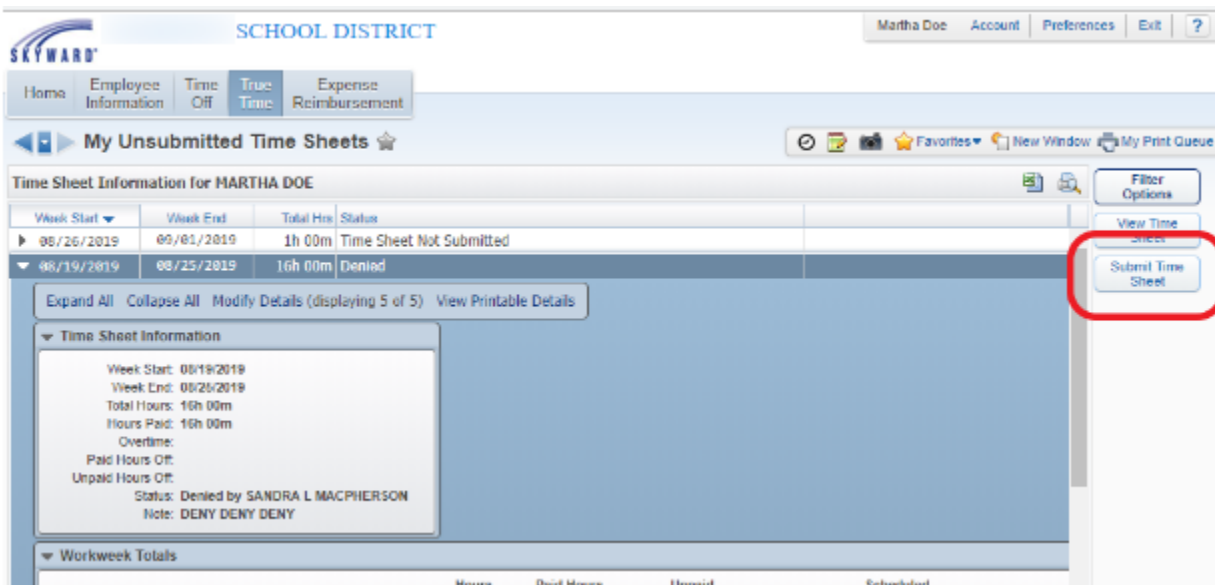
Status	Start Time	End Time	Duration	Note
TR	7:00 AM (7:00)	11:00 AM (11:00)	4h 00m	

Edit the Existing Times
 Record
 Delete
 Close

The Quick Entry screen opens and you can adjust your times in the boxes. After editing your time, click [Save](#). This will take you back to My Unsubmitted Time Sheets



Click on the [Submit Time Sheet](#) button and your time sheet will be resubmitted to your supervisor with the corrections you made



IF YOU FORGOT TO PUNCH IN

The screenshot shows the SKYWARD School District interface. The 'True Time' menu is highlighted, with 'Quick Entry' circled in red. Below the menu, there are sections for 'Current Status' and 'Totals'. The 'Totals' section shows 'Wed 08/21/19 Total: 4h 00m' and 'Weekly Total: 8h 00m'. A table of transactions for Wednesday, 08/21/2019, is shown for employee DOE, MARTHA. The 'Add a Missing Record' button is circled in red.

Status	Start Time	End Time	Duration	Note

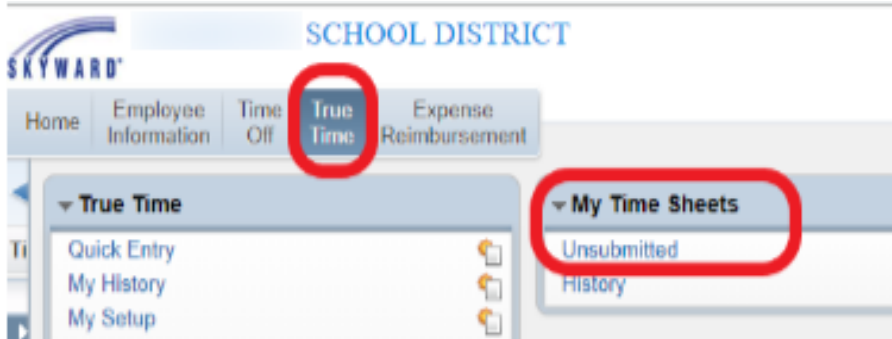
On the Add True Time Entry screen, enter the missing start and end time record and click the [Save](#) button

The screenshot shows the 'Add True Time Entry' form. The date is set to 'Wednesday 08/21/2019'. The start time is '07:00 AM' and the end time is empty. The 'Save' button is circled in red.

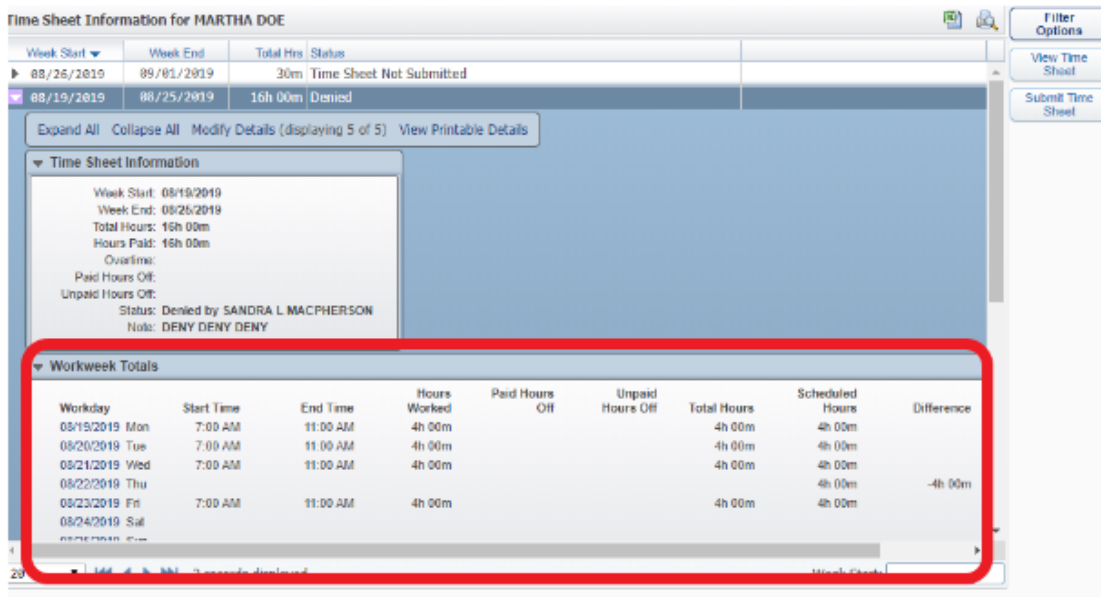
Workday	Work Start	Work End Detail	Hours
Y	7:00 AM	11:00 AM	4h 00m

IF YOU FORGOT TO PUNCH OUT

If you forgot to punch out at the end of your shift, but remember later in the day, immediately log in and punch out. If you don't, the system keeps you punched in until 11:59pm. Either way, you'll need to go in and correct the punch OUT time to the time your shift ended.



Click on the time sheet to open it.
Click on the date that you need to correct.



Edit the punch out time and hit Save. Remember to always use 15 minute increments when punching.

