

CLOCKING IN & OUT USING TRUE TIME from a PHONE

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.

PRIOR TO USING THE PHONE APP, ALL EMPLOYEES MUST HAVE LOGGED INTO THEIR SKYWARD ACCOUNT AT LEAST ONCE.

IF YOU ARE A NEW EMPLOYEE, YOU WERE SENT A SKYWARD LOGIN AND TEMPORARY PASSWORD IN AN EMAIL ALONG WITH YOUR NEW HIRE REQUIRED PAPERWORK. Use this information to log into Skyward from a school computer and update your Password. You will use that same Login and your updated Password to set up the Phone App.

Follow [this link](#) to set up your mobile phone Skyward app.

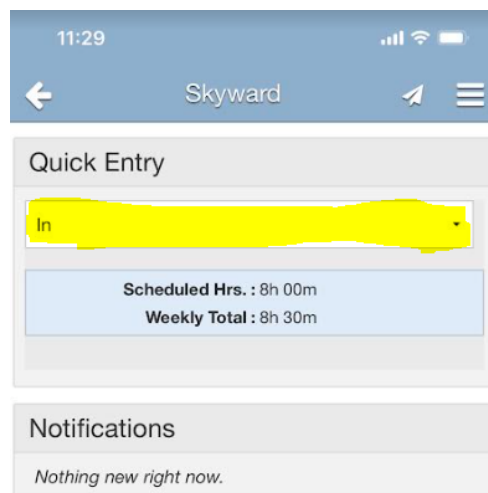
The app will look like this on your phone.



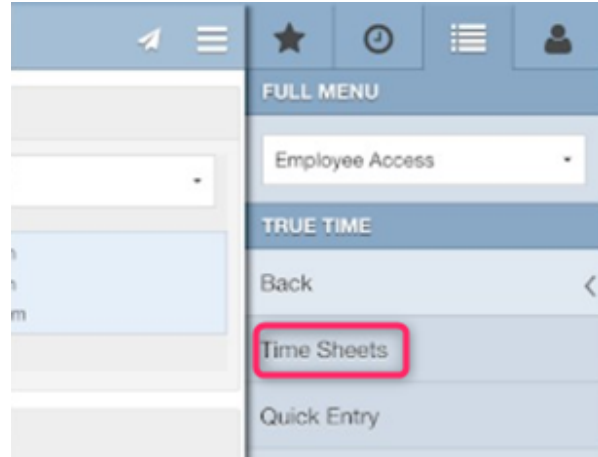
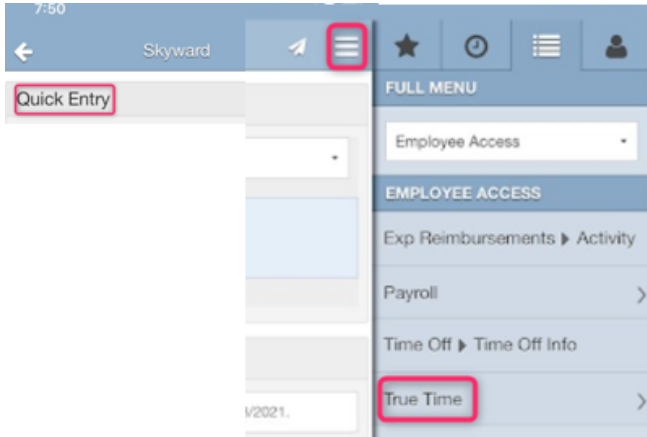
To Clock IN or OUT using your phone app:

You will be asked to enter your 4-digit code.

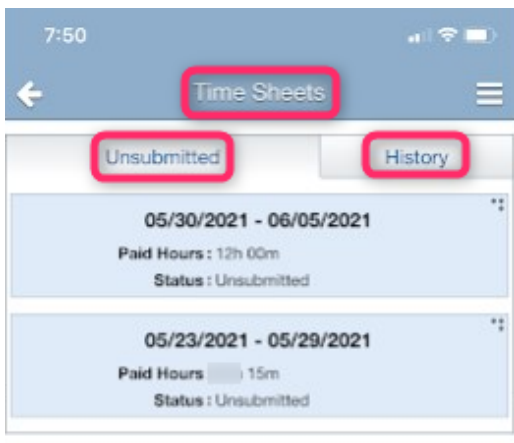
Touch the white bar to enter IN or OUT



TO SUBMIT YOUR TIMESHEET FROM YOUR PHONE



Click on the Unsubmitted tab to see the Timesheet that needs to be sent to your Supervisor for approval. If the Supervisor denies your timesheet, you will receive an email. You will need to log into a desktop computer to see the reason for denial and make the necessary changes, then resubmit your timesheet for approval.



If you forget to clock IN or OUT, you should do so immediately from your phone, but then you'll need to go to

a desktop computer to edit the actual time that you were IN or OUT.

See the steps on how to make edits by reading [this document](#).