TRUE TIME & TIME OFF

Employee Manual

SKYWARD®

Saint Cloud, MN
Fin / Payroll

Revised November 2022

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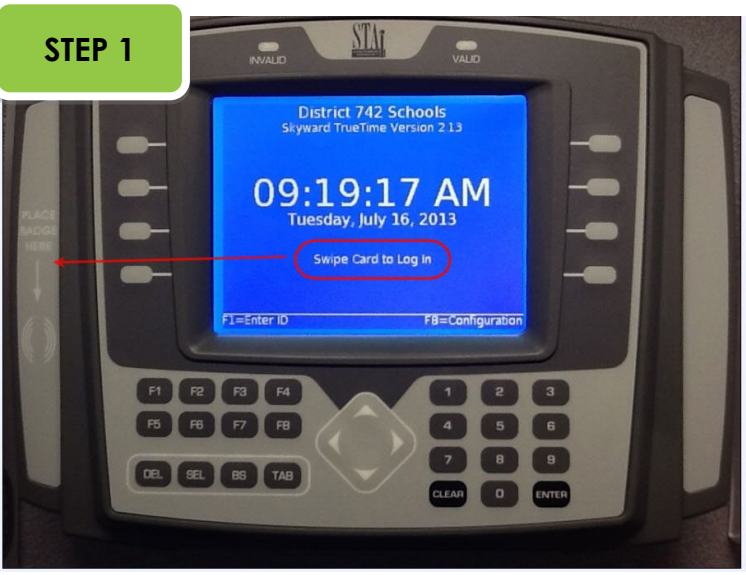
1. Log in to Skyward Finance

You will log in to Skyward Finance through Rapididentity (RI) Portal to access Skyward Finance SSO

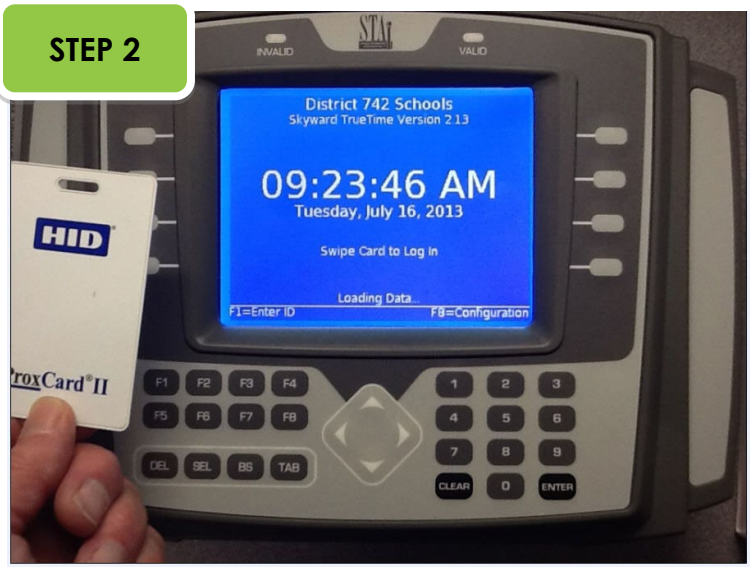
1. To access **Rapididentity Portal**
    - Go to the district's website, www.isd742.org
    - Click on Quick Links (located on right side of webpage)
    - Click on Rapididentity Portal (located under Staff Links)
    - Click on **Skyward Finance SSO** (make sure it's Finance not the student system)

2A. How to Clock IN (on the Time Clock)

STEP 1



STEP 2



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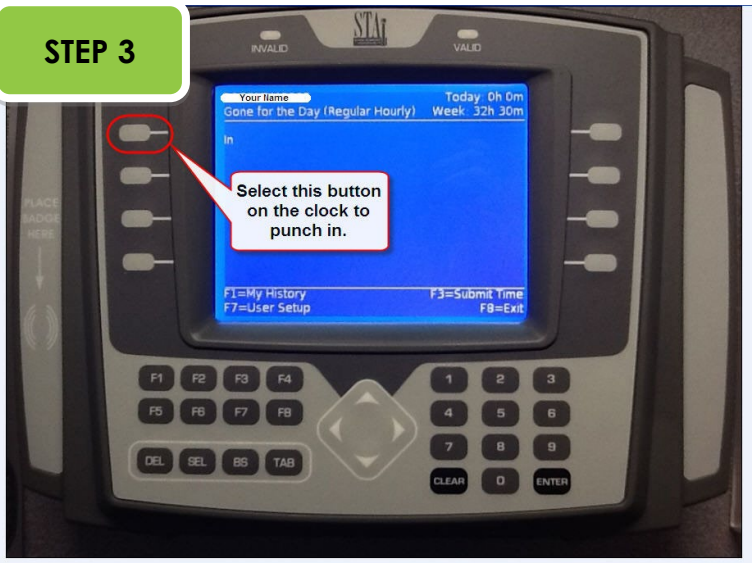

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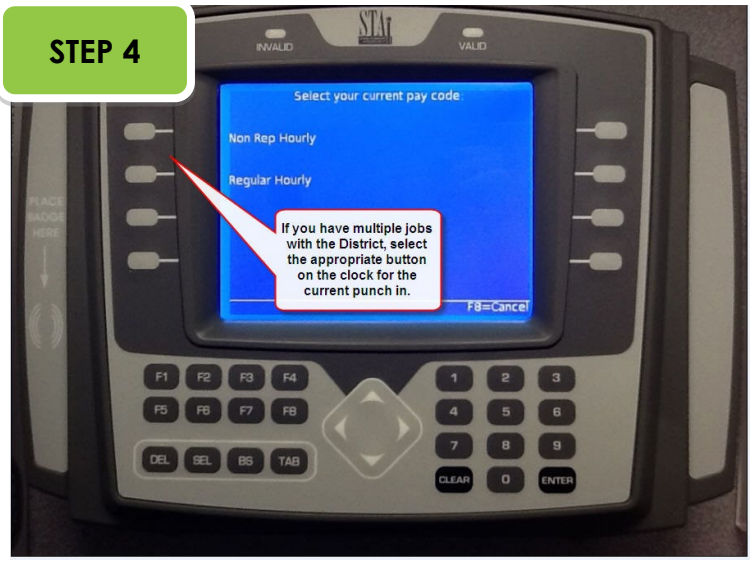

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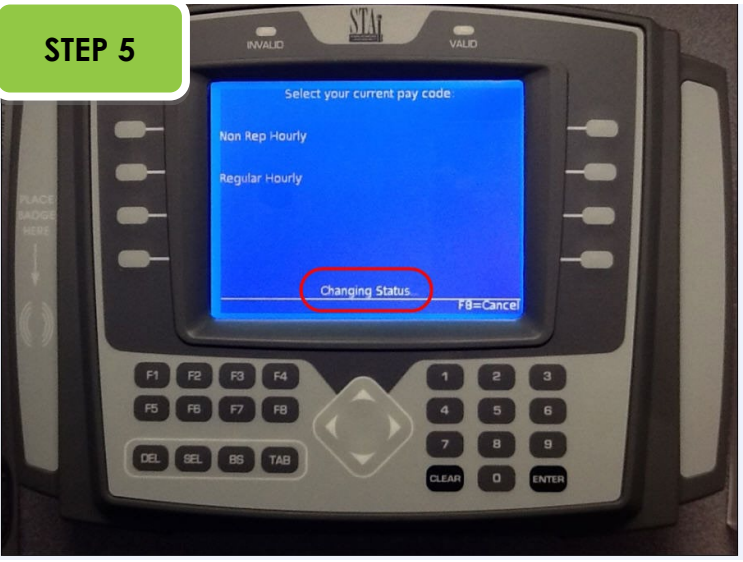
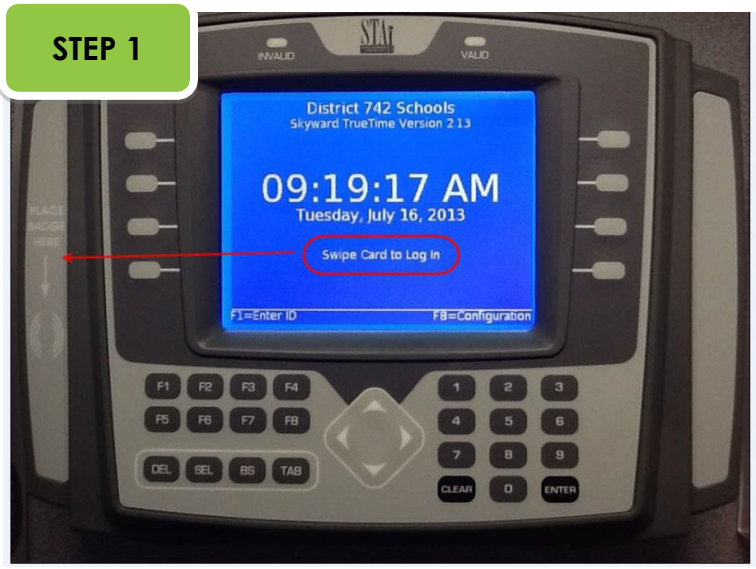


STEP 6

2B. How to Clock OUT (on the Time Clock)

STEP 1



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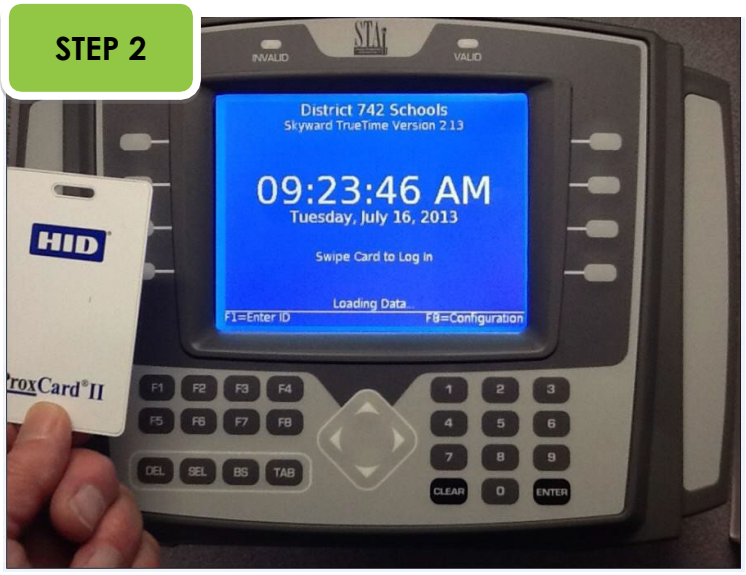

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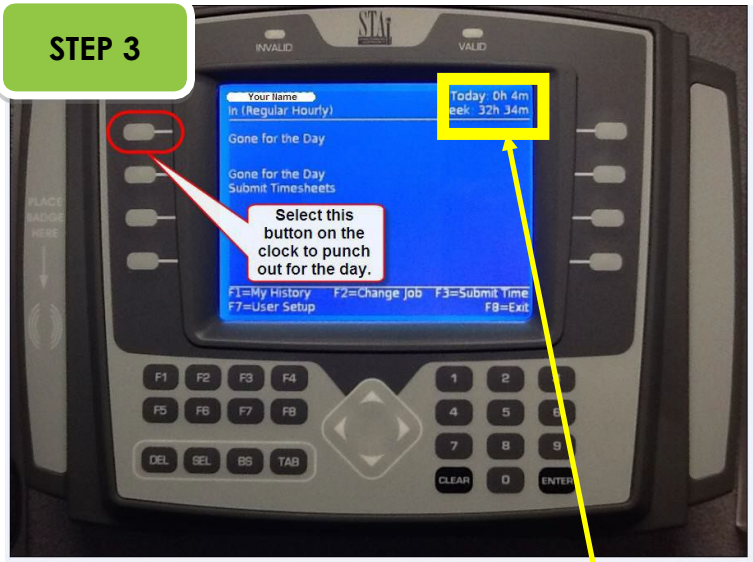


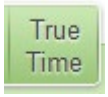
STEP 4

- **Every workday**, review your "Today" hours & "Week" hours displayed on the clock when clocking out to make sure your hours are being recorded accurately.
- **End of every work week**, if your hours were recorded accurately, submit your timesheet.
  - If your hours were not recorded accurately, do not submit your timesheet, instead select *Gone for the Day*, and edit your timesheet as necessary from a District computer. *Refer to the following next steps to edit.*
    - Refer to directions on page 7 to "Edit Existing Time" and page 8 to "Add a Missing Record" to make these adjustments on a District computer.
    - After all adjustments are made and your timesheet is accurate, refer to page 10 "Time Sheet Submission" to submit your timesheet on the computer.

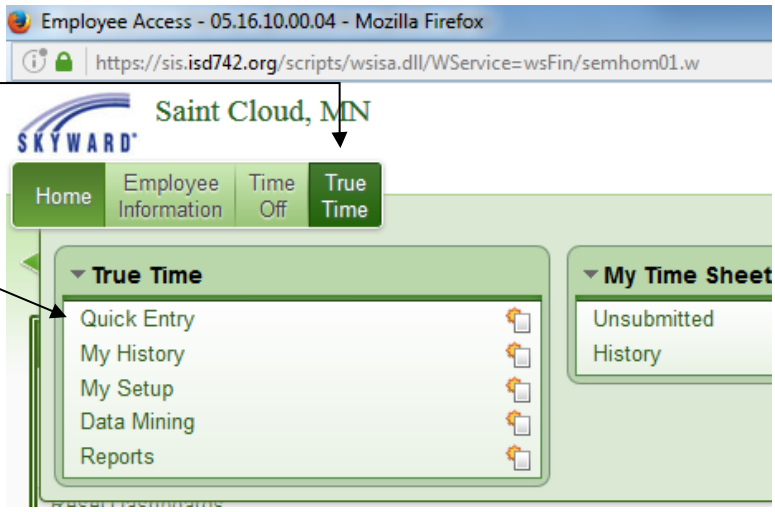
2C. How to Clock IN & Clock OUT (on the Computer)

Employees must clock in and out for each shift. In most cases, employees do not need to clock out for lunch as a 30 minute unpaid lunch will automatically be deducted after you clock out for the day. Speak with your supervisor if you have any questions regarding your schedule.

Note: There is a 7-minute leeway for clocking in and out. This means you can clock in up to 7 minutes prior to the start of your shift and clock out up to 7 minutes after the end of your shift.

1. Login to Skyward Finance
2. Click on 

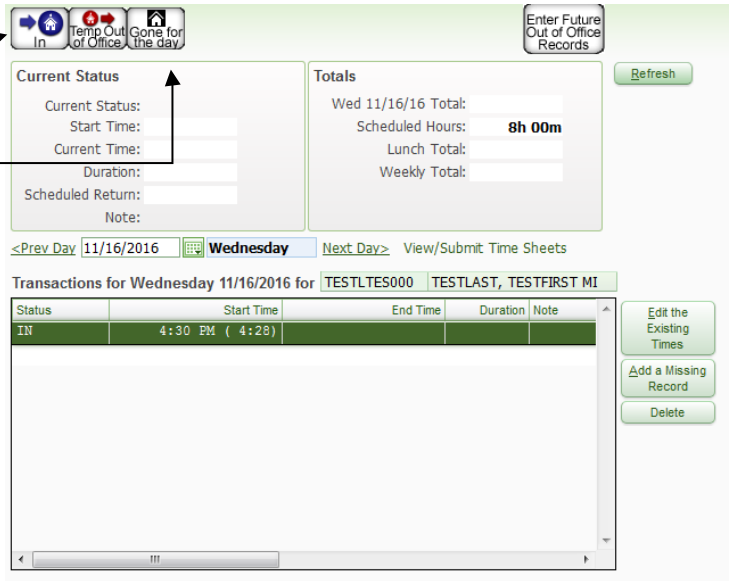
3. Click on



4. Click on

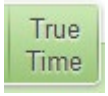
to clock in
5. Click on

to clock out

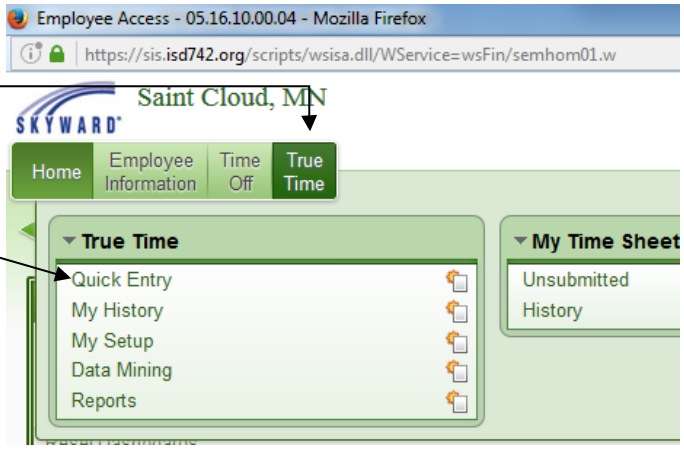


3. Edit Existing Time (*on the Computer*)

TO EDIT CLOCK IN AND CLOCK OUT TIMES THAT ALREADY EXIST AND NEED TO BE ADJUSTED – ALWAYS MAKE SURE TO INCLUDE A NOTE WHEN MAKING MANUAL ADJUSTMENTS.

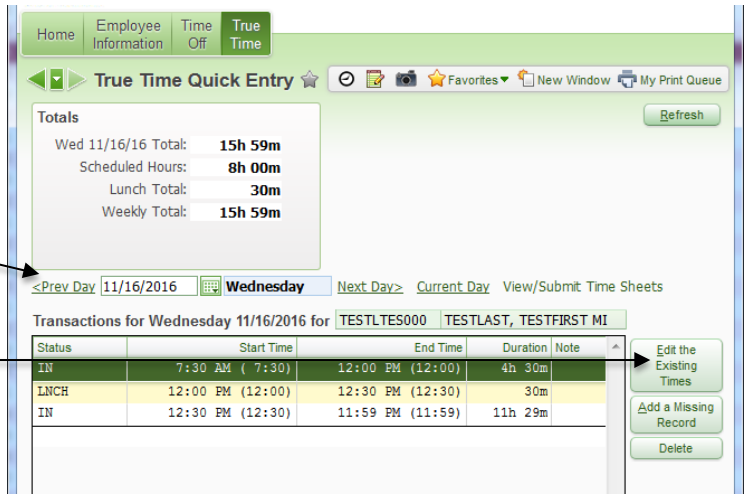
1. Login to Skyward Finance
2. Click on 

3. Click on

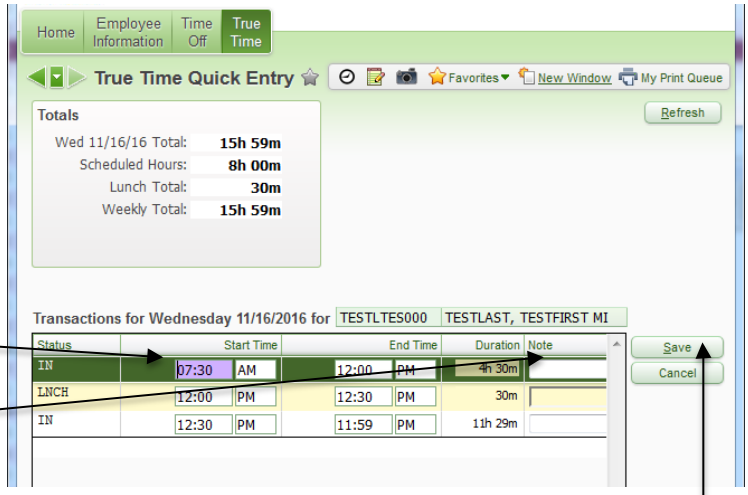


4. Click on **<Prev Day**, **Next Day>**, or type date to move to a different day, if needed.
5. To edit time: Select

in



6. Adjust time
7. **Make sure to provide a note!**

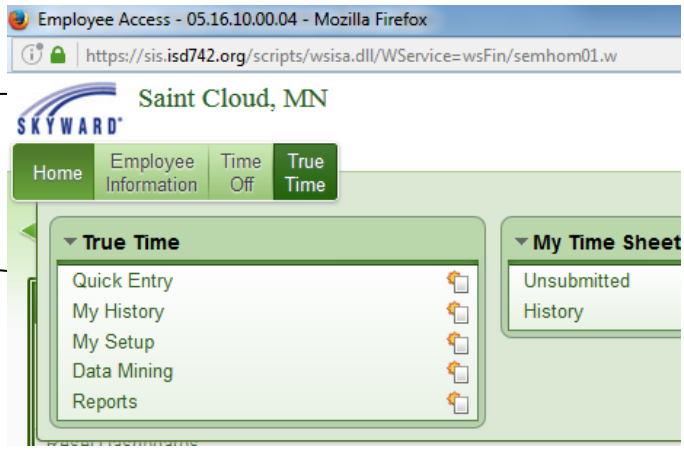


8. Click on

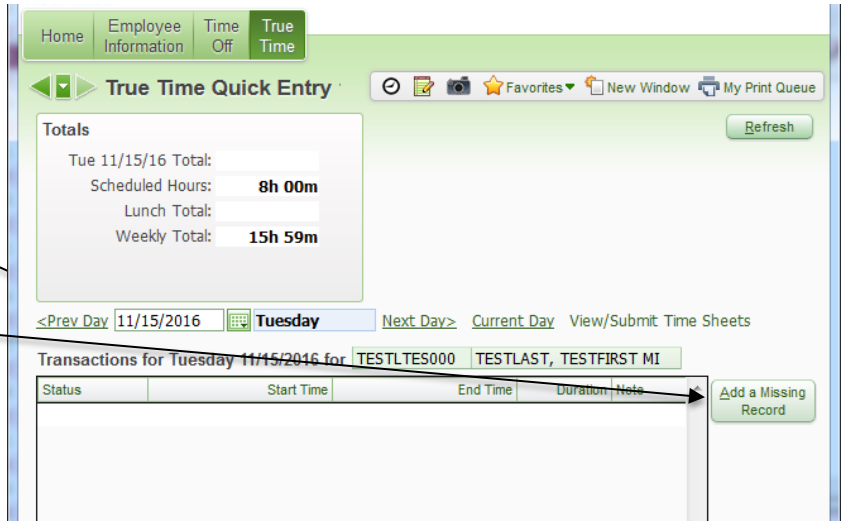
4. Add a Missing Record (on the Computer)

Enter missing clock in and clock out times – If you forgot to clock in on a previous day altogether and a lunch was taken during your shift, three records must be added to complete the entries for that day (change the second record to LUNCH via the Status box, see#7 below).

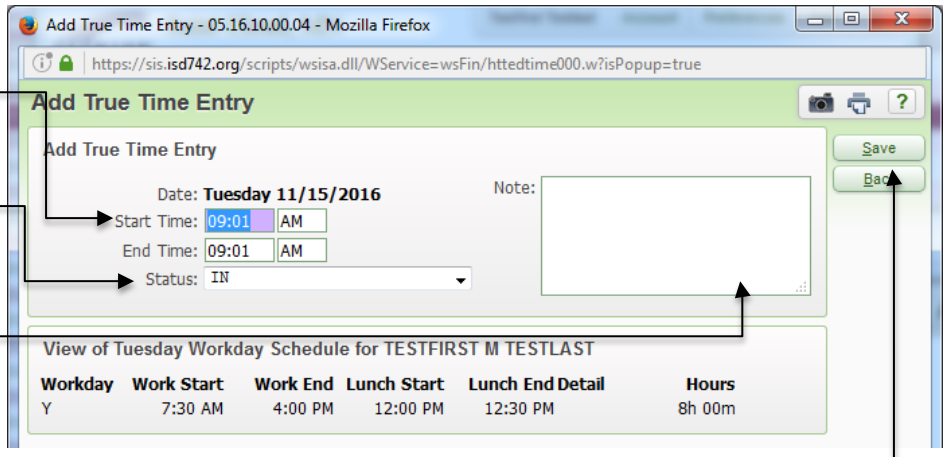
1. Login to Skyward Finance



2. Click on True Time
3. Click on Quick Entry



4. Click on **<Prev Day** to move back a day, if needed.
5. Click on Add a Missing Record



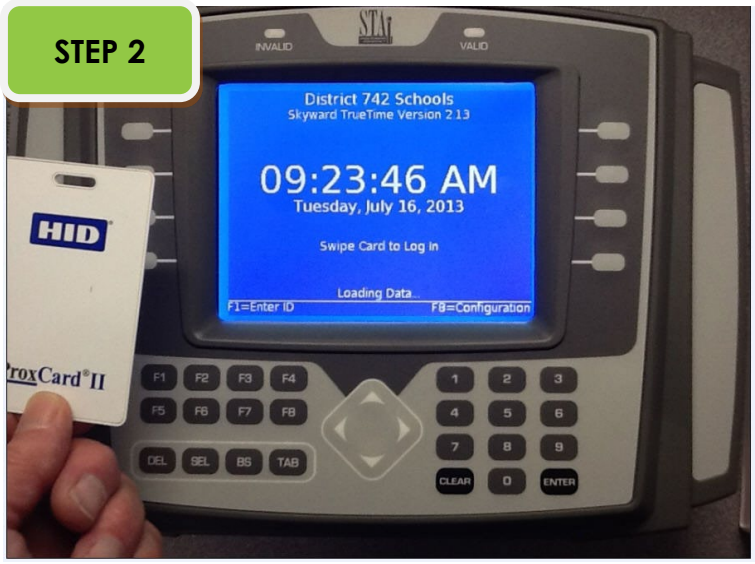
6. Enter Start Time and End Time
7. Click on Status box to select status of missing record
8. **Make sure to add a Note** for reason why record was missing
9. Click on Save

5A. Time Sheet Submission (On the Time Clock)

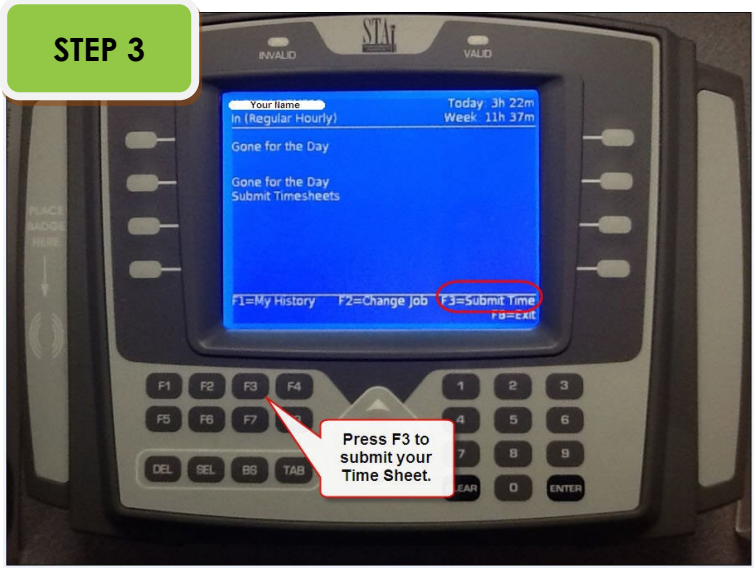
Time sheets must be submitted by end of day Monday following the week worked. Submitting a time sheet late may delay the processing of the individual's payroll. Employees must be accountable for ensuring all time sheets are submitted on-time and free of errors.

STEP 1

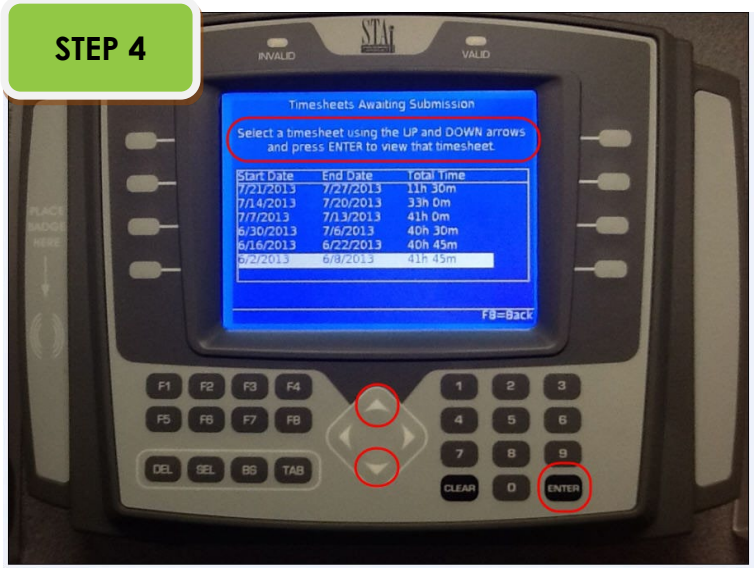
STEP 2



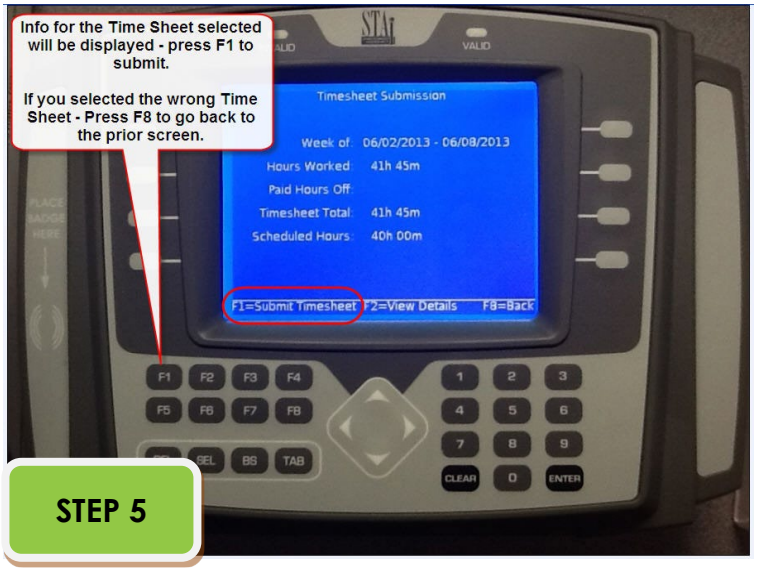
STEP 3



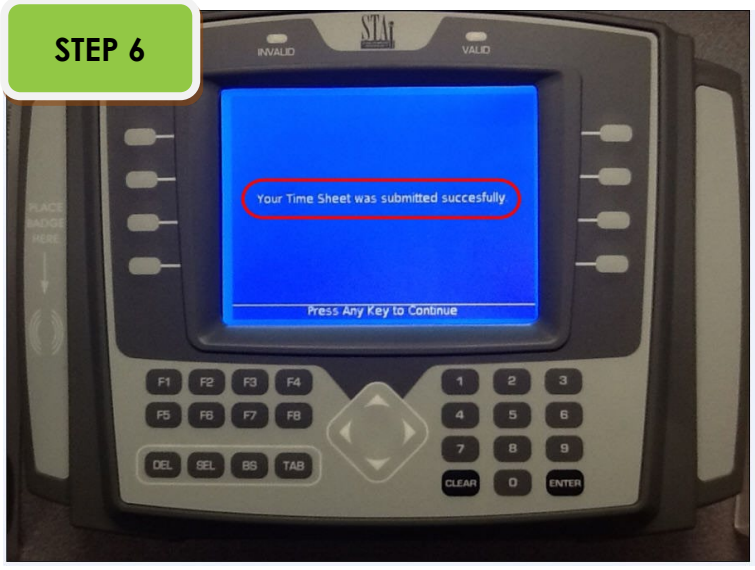
STEP 4



STEP 5



STEP 6

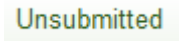


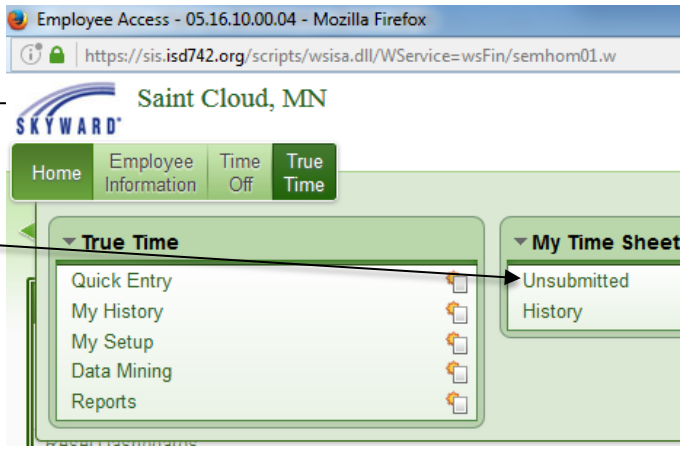
5B. Time Sheet Submission (On the Computer)

Time sheets must be submitted by end of day Monday following the week worked. Submitting a time sheet late may delay the processing of the individual's payroll. Employees must be accountable for ensuring all time sheets are submitted on-time and free of errors.

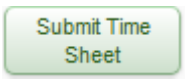
1. Login to Skyward Finance

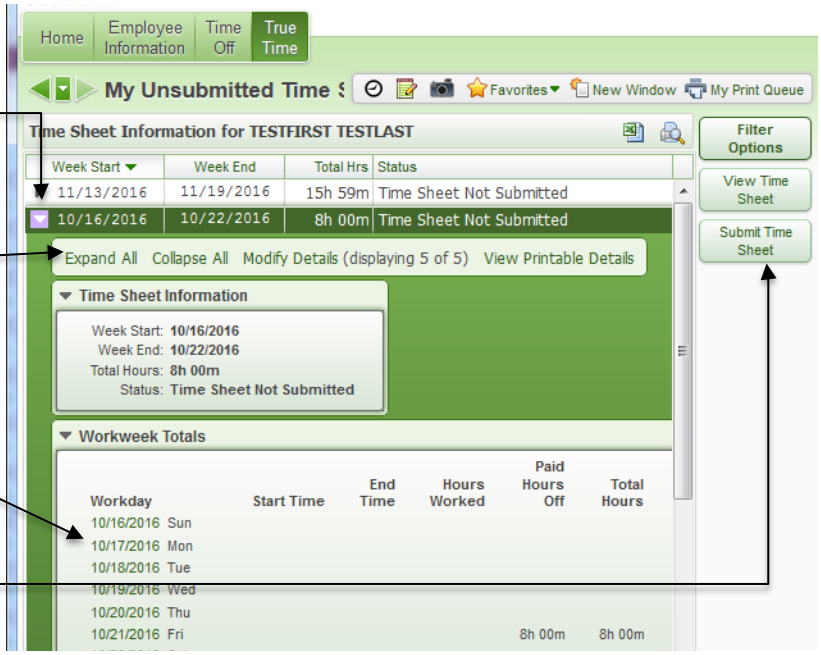
2. Click on

3. Click on 

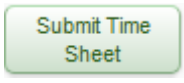


4. Click on the workweek to be submitted
   a. If any records need to be adjusted prior to submission, click on the **arrow** next to the Week Start date then **Expand All**
   b. Click on the **date** to be adjusted and follow instructions for Editing Existing Time or Add a Missing Record

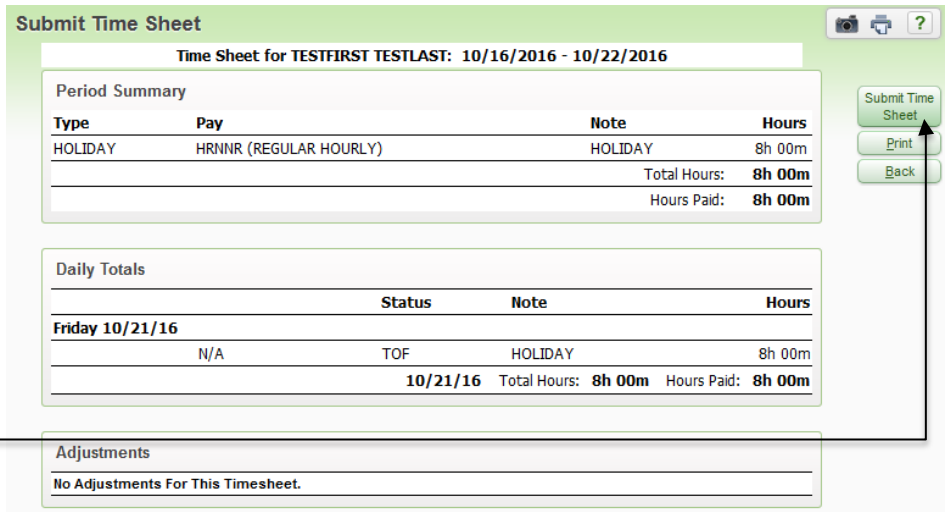
5. Click on 



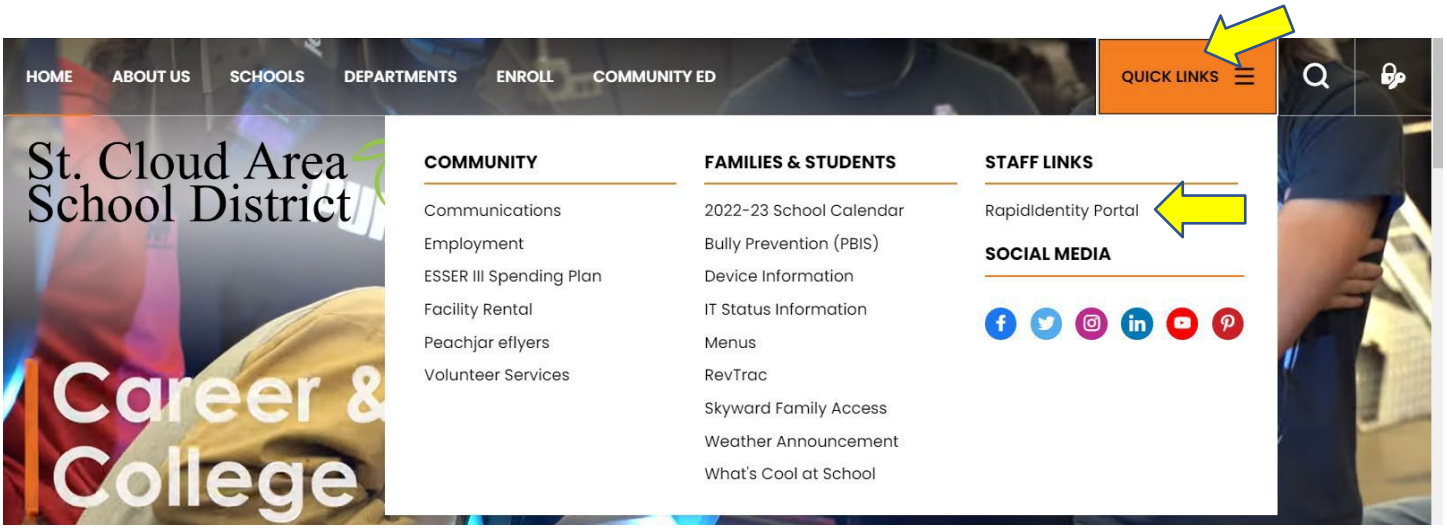
6. Review your time sheet and ensure all scheduled hours are accounted for

7. Click on 

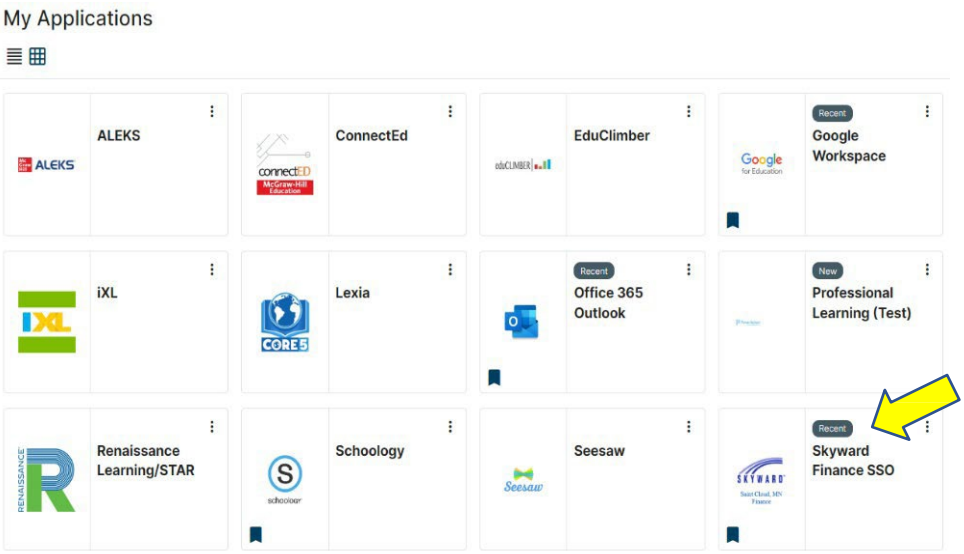
to submit the time sheet for approval



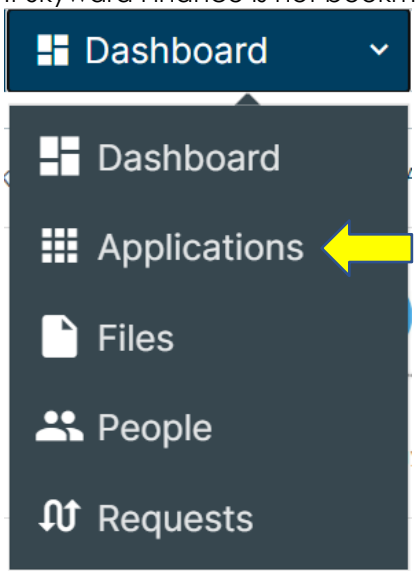
6. CREATING AN ABSENCE IN SKYWARD FINANCE

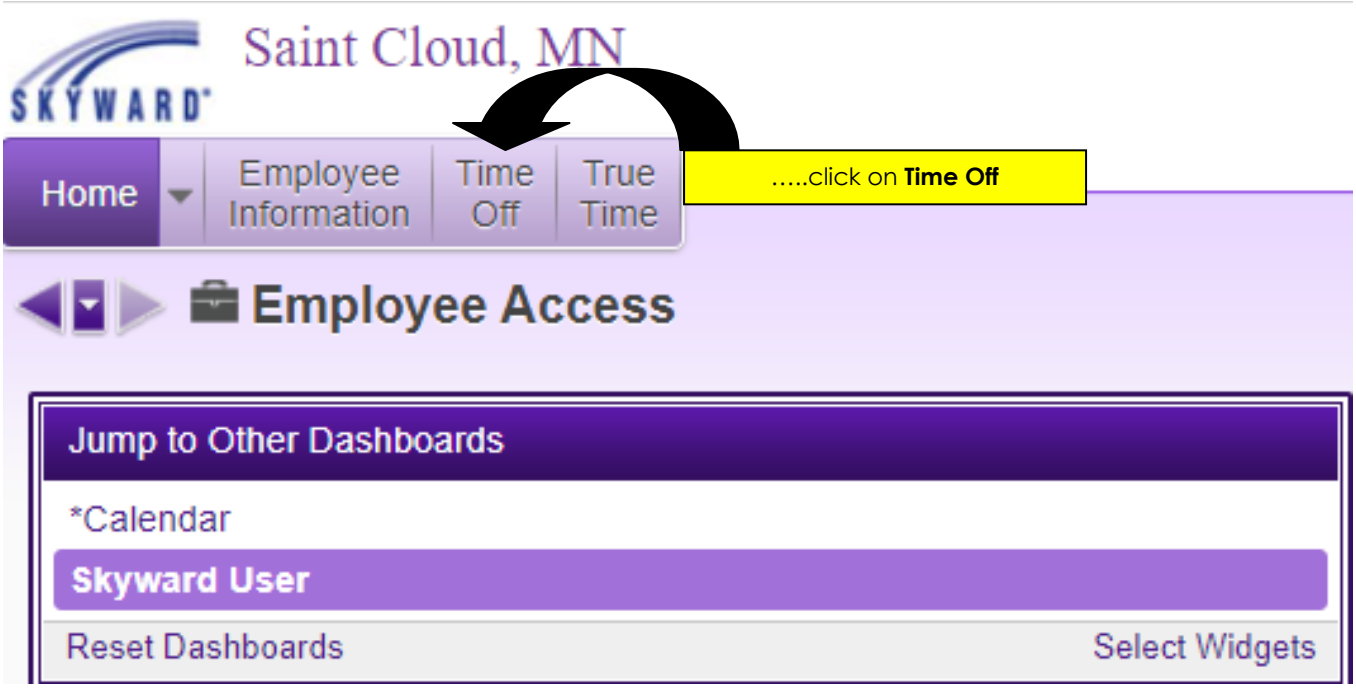


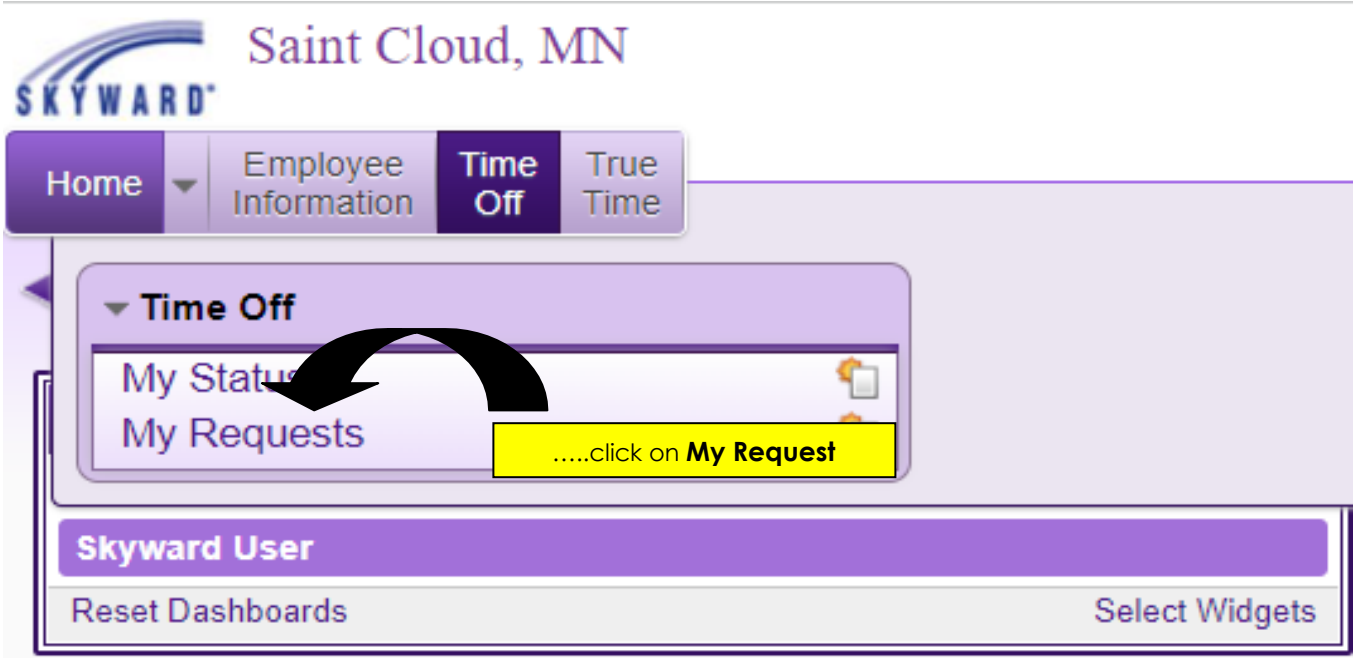
Go to the District 742 home page, www.isd742.org – click on Quick Links – click on RapidIdentity Portal and log in

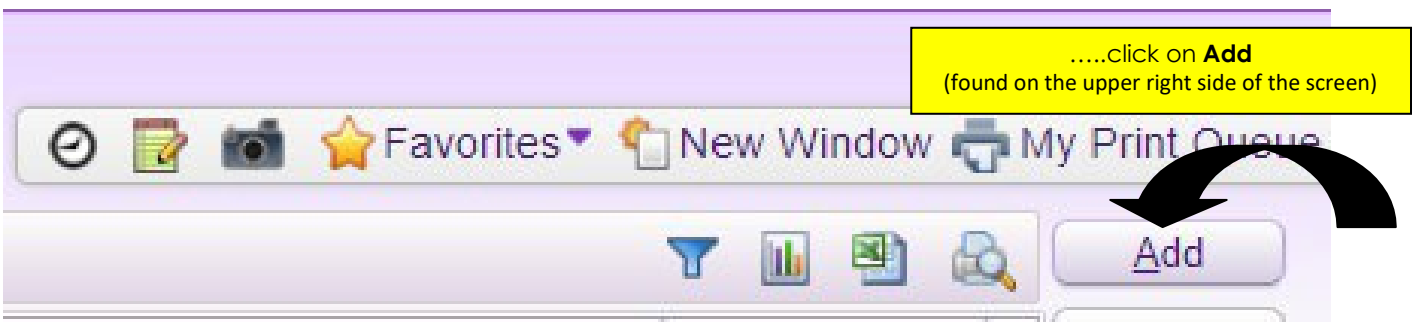


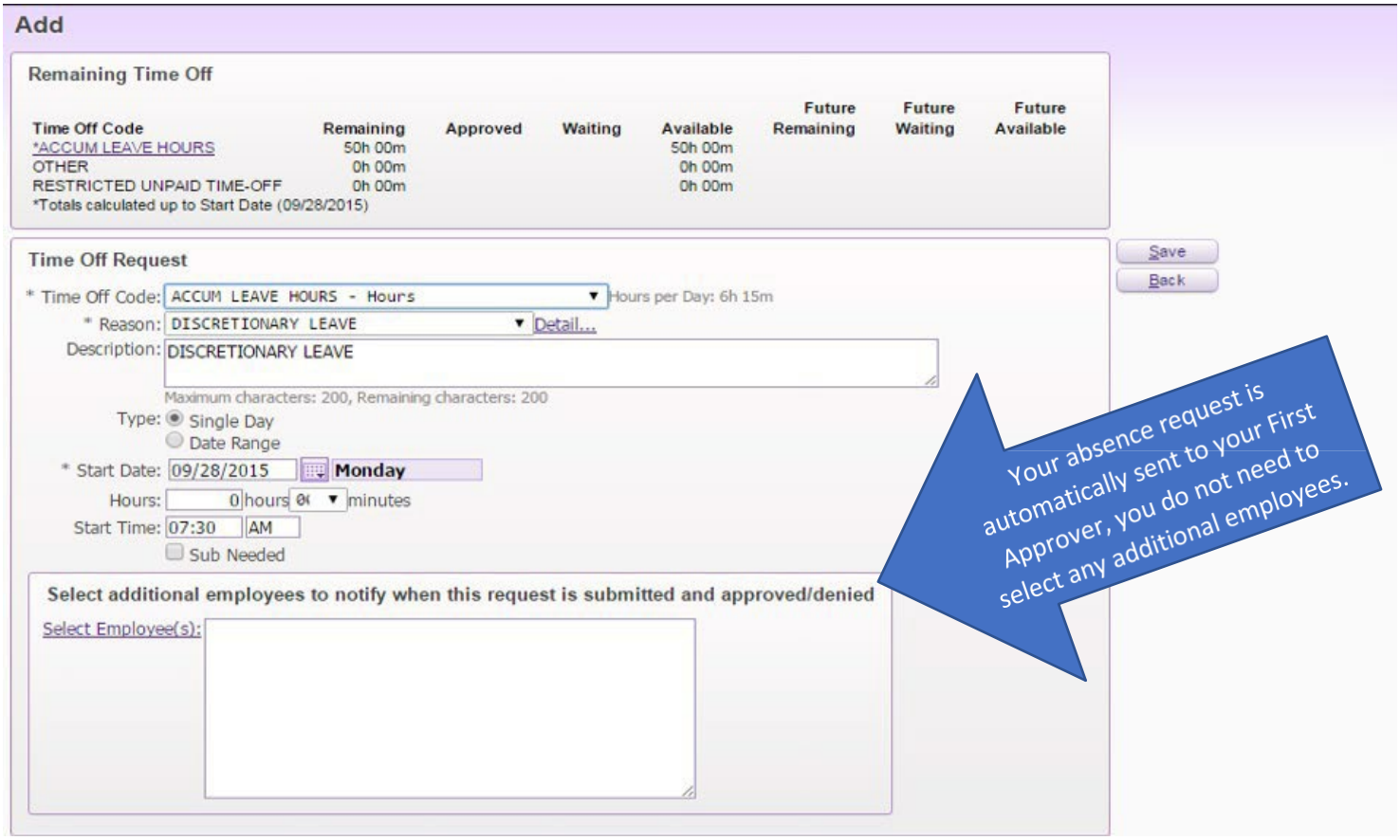
If Skyward Finance is not bookmarked to your Dashboard, go to Applications then click on Skyward Finance




Saint Cloud, MN
SKYWARD
Home
Employee Information
Time Off
True Time
.....click on **Time Off**
Employee Access
Jump to Other Dashboards
*Calendar
Skyward User
Reset Dashboards
Select Widgets


Saint Cloud, MN
SKYWARD
Home
Employee Information
Time Off
True Time
Time Off
My Status
My Requests
.....click on **My Request**
Skyward User
Reset Dashboards
Select Widgets

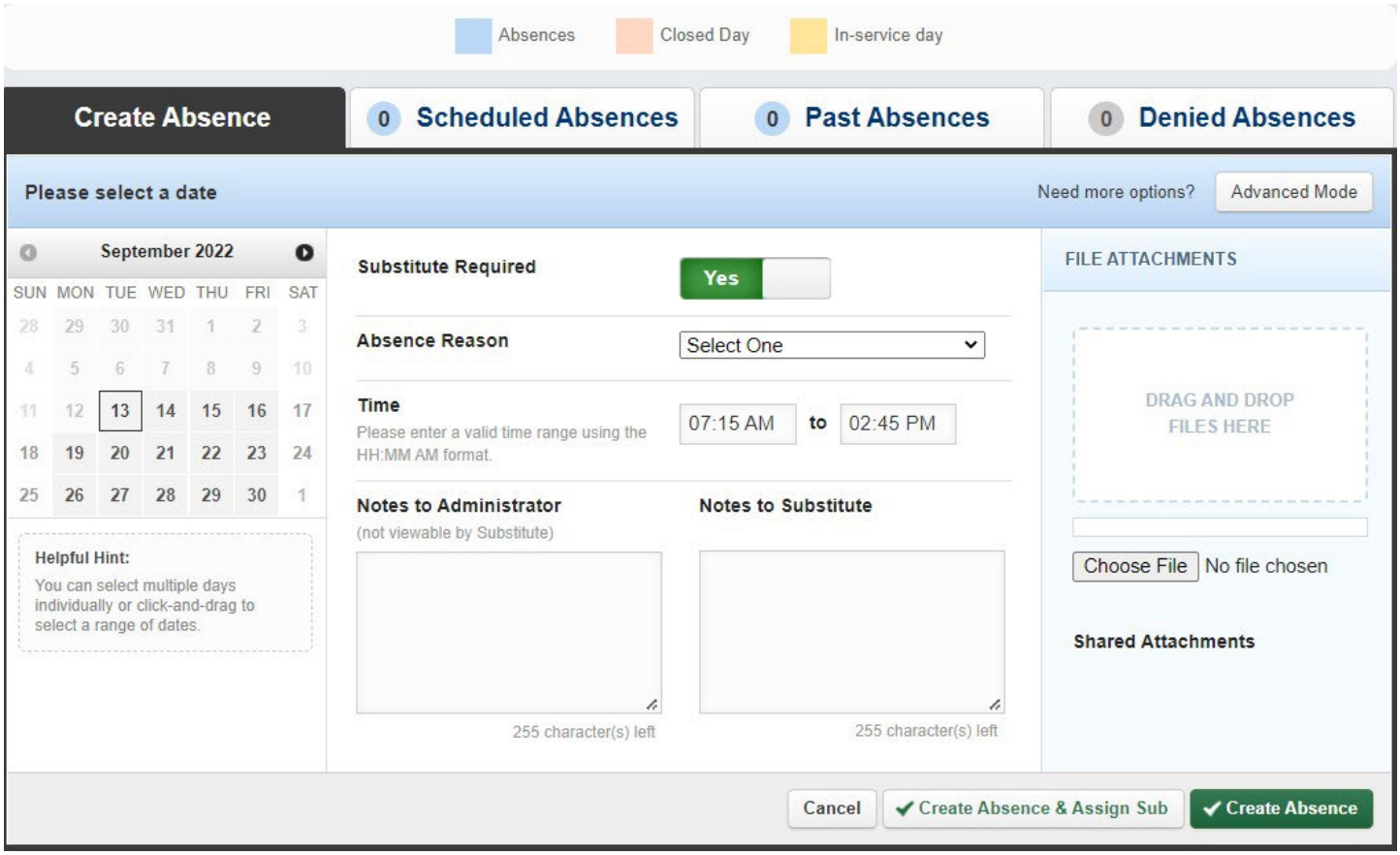

.....click on **Add**
(found on the upper right side of the screen)
Favorites
New Window
My Print Queue
Add



CREATE YOUR TIME OFF REQUEST

- Select **Time Off Code**
- Select **Reason**
- Add a comment in the **Description** box
- Select **Type** (Single Day OR Date Range)
- Enter the **Start Date** of your absence (enter End Date for multi-day absence)
- Enter the length of Single Day absence in **Hours** and **minutes**
- Enter the **Start Time** of your absence
- Check the **Sub Needed** box ONLY if you need a sub (classroom teachers and special ed paras)
- Click on **Save** when finished with your absence

Clicking the Sub Needed box directs you to Absence Management (formerly Aesop) *after* you click on Save – when directed to Absence Management, enter the login/password you created



CREATING AN ABSENCE IN ABSENCE MANAGEMENT (formerly AESOP)

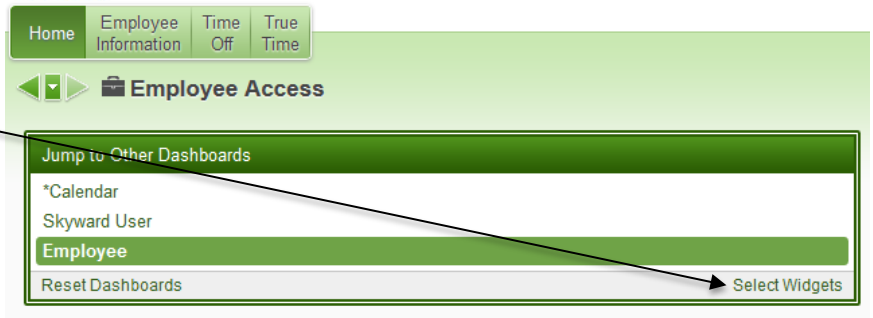
Request for Substitutes are applicable to Classroom Teachers,
Special Education Paraeducators and Special Education BSS positions

- Click on the Create Absence tab
- Select a date from the calendar
- Select Substitute Required "yes" or "no"
- Select Absence Reason
- Enter the time of your absence
- Notes to Substitute are helpful to the Sub
- Notes to Administrator are required if using an absence reason of School Business
- Click on ✔ Create Absence when you are finished

7. Adding True Time Widget to "Home" Screen in Skyward Finance

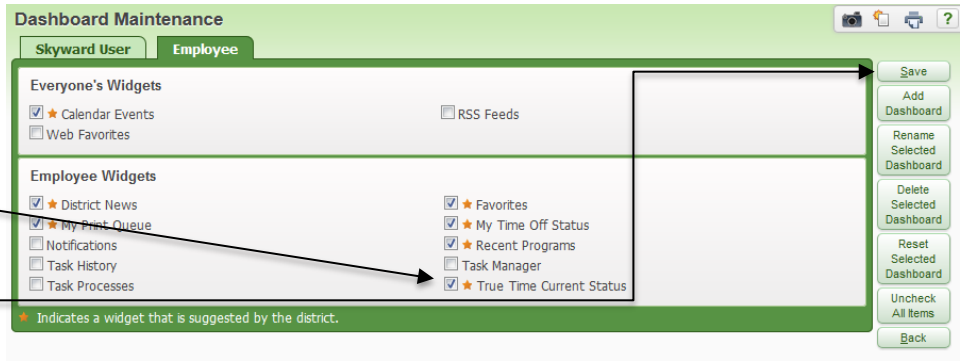
1. Login to Skyward Finance

2. Click on Select Widgets



3. Check the box for **True Time Current Status** (and any other widgets you would like to add)

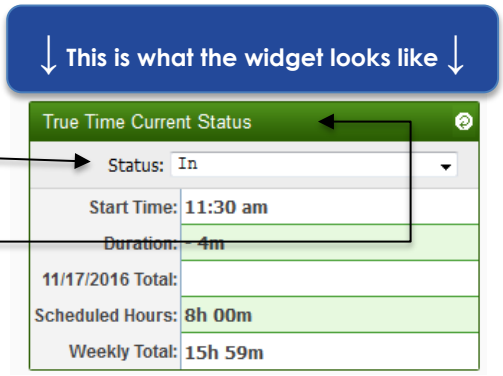
4. Click Save



5. Once saved, the widget will appear on your **Home** screen in Skyward Finance

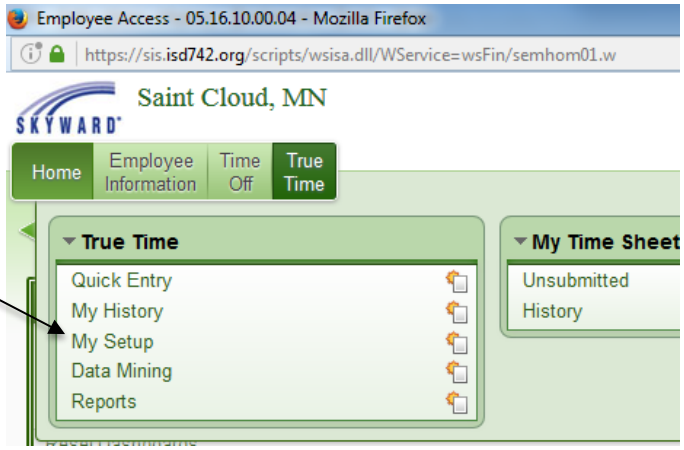
6. Next to **Status**, select the drop-down menu to clock in and out

7. Clicking on the heading True Time Current Status provides a short-cut to the **Quick Entry** screen

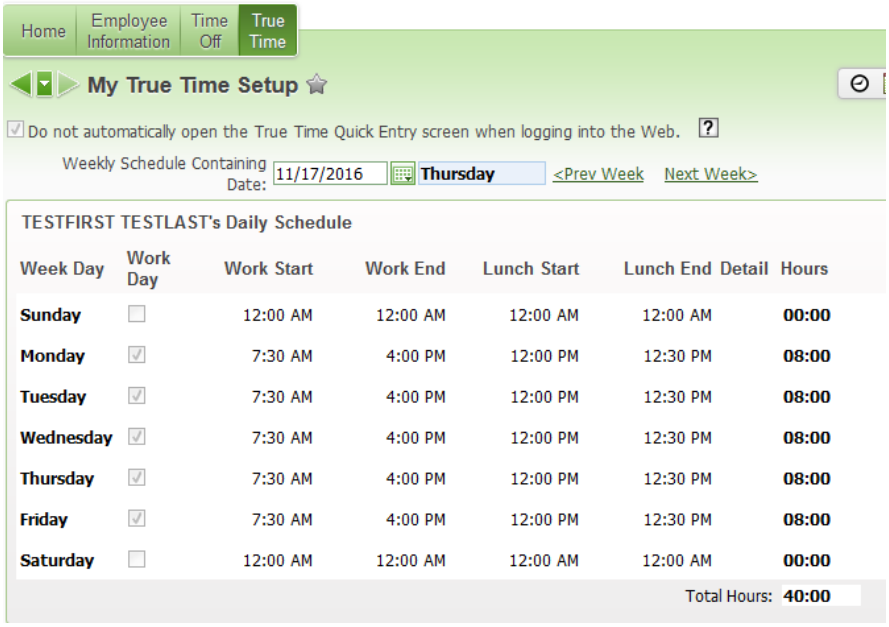


8. How to View your True Time Schedule

1. Login to Skyward Finance
2. Click on My Setup



3. The schedule will appear



Week Day	Work Day	Work Start	Work End	Lunch Start	Lunch End	Detail	Hours
Sunday	☐	12:00 AM	12:00 AM	12:00 AM	12:00 AM		00:00
Monday	☑	7:30 AM	4:00 PM	12:00 PM	12:30 PM		08:00
Tuesday	☑	7:30 AM	4:00 PM	12:00 PM	12:30 PM		08:00
Wednesday	☑	7:30 AM	4:00 PM	12:00 PM	12:30 PM		08:00
Thursday	☑	7:30 AM	4:00 PM	12:00 PM	12:30 PM		08:00
Friday	☑	7:30 AM	4:00 PM	12:00 PM	12:30 PM		08:00
Saturday	☐	12:00 AM	12:00 AM	12:00 AM	12:00 AM		00:00
						Total Hours:	40:00

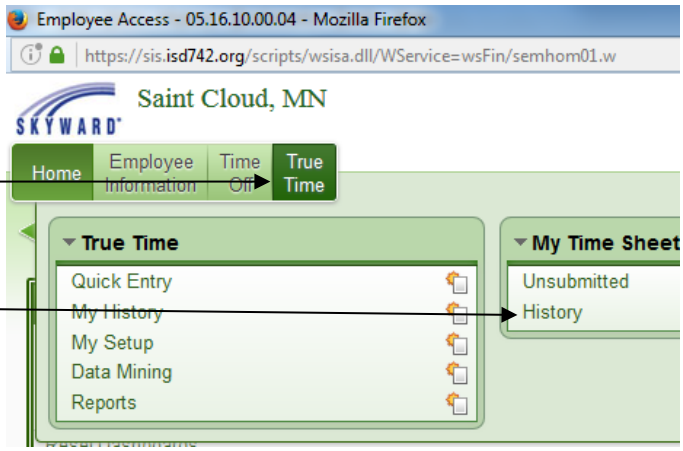
If your schedule is incorrect, please contact your immediate supervisor and/or building secretary to have it adjusted.

9. How to View the Status of a Submitted Time Sheet

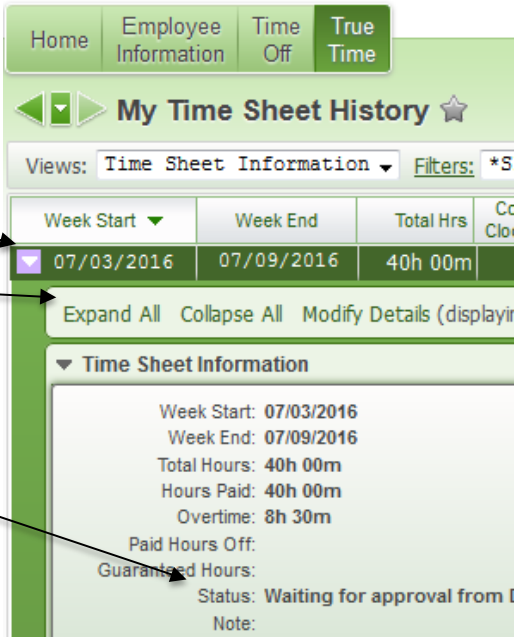
TO VIEW THE STATUS OF A TIME SHEET THAT YOU HAVE ALREADY SUBMITTED AND ARE AWAITING APPROVAL OR THAT HAS BEEN APPROVED

IMPORTANT: A STATUS OF "WAITING FOR PAYROLL" MEANS YOUR TIME SHEET HAS BEEN FULLY APPROVED AND IS AWAITING PAYROLL PROCESSING.

1. Login to Skyward Finance
2. Click on True Time
3. Click on History under **My Time Sheets**



4. Click the **arrow** left of the Week Start date
5. Click **Expand All**
6. The **current status** of the time sheet will show under Time Sheet Information



7. Scroll down to **Time Sheet History** to see the detailed history of submission and processing of the selected time sheet

INSTRUCTIONS FOR FILLING OUT PAPER TIME CARD:

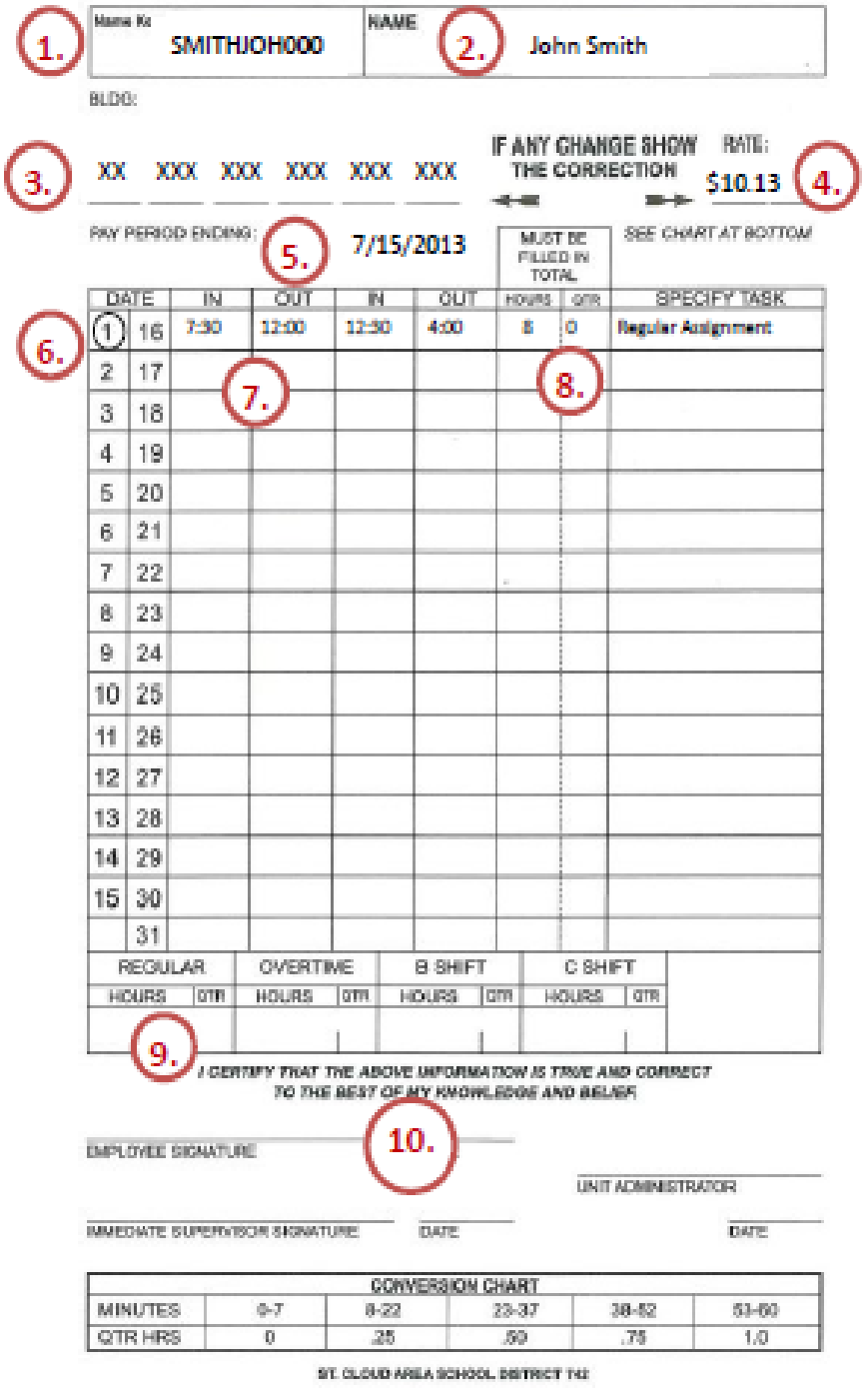
1. **Name Key:** First 5 letters of last name, first 3 of first name and 000 *(e.g. LOSO LIN000 or SMITHJOH000)*
2. **Name:** First name, middle initial, last name as shown on your social security card
3. **Account Code:** From NPA or secretary at your building, your wages are charged against this fund
4. **Rate of Pay:** Hourly rate from NPA or Human Resources office
5. **Pay Period Ending Date:** Indicate the last date of the pay period *(reference "Payroll Dates & Deadlines" information sheet found under 'Staffnet' → 'District Forms & Info' → 'Human Resources' → 'Payroll Related Forms')*
6. **Date:** Circle the date worked & follow column of dates (1-15). Turn in the time card when that column is full. Start a new time card for the next column of dates (16-31). Turn in time card when column is full.
7. **In/Out-In/Out:** Start time/end time. Use both sets of in/out if employee checks out for lunch and back in after lunch.
8. **Total Hours/Minutes for Day Worked:** Use conversion chart at the bottom of the time card *(e.g. 6 hours 15 minutes should be recorded as 6.25)*. Time actually worked will be totaled and paid.

   Substitute teaching units should be submitted as:

   1.0 = full day, .5 = ½ day
9. **Total Hours for Pay Period:** Add all hours for pay period and indicate regular/overtime hours in appropriate box.
10. **Signatures & Dates:** Signature & dates from employee, supervisor and/or administrator must be on all time cards.

Use blue or black ink ONLY. Use RED INK for sick or holiday pay. Use the "SPECIFY TASK" column when making this request.

All Substitutes, leave time card in obtainable bldg with secretary.



GENERAL TRUE TIME AND TIME OFF FAQ'S

Q. How do I know if my time sheet has been denied?

- You will receive an e-mail at your District e-mail address. Make sure to check your e-mail often.

Q. What do I do if I received an e-mail that my time sheet has been denied?

- Read the instructions in the e-mail to determine what needs to be adjusted in order for your time sheet to be approved. Refer to the instructions in **procedure 5** to correct your time sheet and resubmit for approval.

Q. What do I do if I need to take a sick, discretionary or vacation day?

- Time off must be requested through the Skyward Finance system. See the Time-Off Manual for instructions to make an electronic request. Once the time-off transaction is approved, you will receive an e-mail and the time-off record will automatically populate the hours into your time sheet. If, on your time sheet, a record shows as "*TOF" this means time-off is still awaiting approval and the time sheet cannot yet be submitted.

Q. What if I request time-off and it needs to be changed afterward?

- If the day has already passed and the request has been approved by at least one approver, you will need to submit a request in writing (a signed & dated hand written note or e-mail) to your Building Secretary and Supervisor requesting the time-off record be changed.

- If the day has already passed and the request has not been approved by at least one approver, you may simply edit the request. See Time-Off Manual for instructions on how to do this.

- If the date has not yet passed and no one has approved the request yet, you may simply edit the request. See Time-Off Manual for instructions on how to do this.

- If the date has not yet passed and the request has been approved by at least one approver, you may delete the request and submit a new request – you must notify your Building Secretary if doing so.

Q. What if my schedule (start and/or end time) is wrong in True Time?

- Please notify your immediate Supervisor and/or Building Secretary.

Q. If I will be "flexing" my time during a work week (i.e. working an hour extra on Monday in order to leave one hour early on Tuesday), will the system allow me to do this?

- Yes. **As long as you have the adjusted schedule pre-approved by your Supervisor**, this is okay. In True Time, you will clock in and out according to the actual times you are working. Make sure to add a note before submitting the time sheet stating who approved the change. (i.e. Monday will show you worked 7 hours and Tuesday will show you worked 9 hours.) Flexing your workweek schedule without Supervisor/Administrator approval may result in disciplinary action.

Q. Do I have to clock out for lunch?

- In most cases, no. If you regularly take a lunch break (either 30 or 60 minutes) this will automatically be deducted for you.

Q. What if I had to work through my lunch, but it was automatically deducted?

- On the Quick Entry screen, highlight and delete both the second "IN" line and "LUNCH" line. You will be left with one line showing your Start Time and the time the system clocked you out for lunch. Click on 'Edit the Existing Times' and edit your End Time to the appropriate time and click 'Save'. Verify your hours worked for the day are correct and you are done.

Q. What if my regular lunch is 60 minutes, but I only took 30 minutes (or vice versa)?

- Follow the instructions for editing your clock in and clock out times.

Q. How do I fix my time sheet if I forgot to clock in?

- This depends whether it was for the current day or previous day. If it was a previous day, follow the instructions for 'Adding a Missing Record' (see procedure 4).

- If you forgot to clock in and realize it the same day, clock in as soon as you remember and are able. Then, follow the instructions for 'Editing Existing Time' (see procedure 3). If you are trying to clock out and realize you forgot to clock in, you will need to clock in and out in order to be able to edit your end time.

Q. How do I fix my time sheet if I forgot to clock out?

- The system will automatically punch you out at 11:59PM (with the exception of the Custodians). When you return to work the next day, you will need to follow the instructions (see procedure 3) on how to modify your clock-out time to the correct end time.

Q. How does the system round my clock in and clock out times?

- The system rounds in 7 minute increments to the nearest quarter hour. For example, if your scheduled start time is 8:00AM and you clock in between 7:53AM – 8:07AM, it will round to 8:00AM clock-in time.

Q. If my start time is 7:30AM and I clock in at 7:15AM, will I be paid starting at 7:15AM?

- Yes. All hourly employees will be paid for all time worked (rounded to the nearest quarter hour).

Q. Will I be disciplined if I start work early or work past my scheduled end time?

- The majority of School District non-licensed/hourly employees have an assigned schedule. Employees are expected to clock in no more than 7 minutes before the start of their scheduled shift. However, school/student needs may occasionally make it necessary for an employee to start early/stay late (e.g. helping students off/on buses). When possible, an employee must receive Supervisor approval prior to working additional time. An employee who starts work early/stays late should clock in and out when they start/end work so they are appropriately compensated. A note must also be added to the time sheet explaining why the additional time was worked.

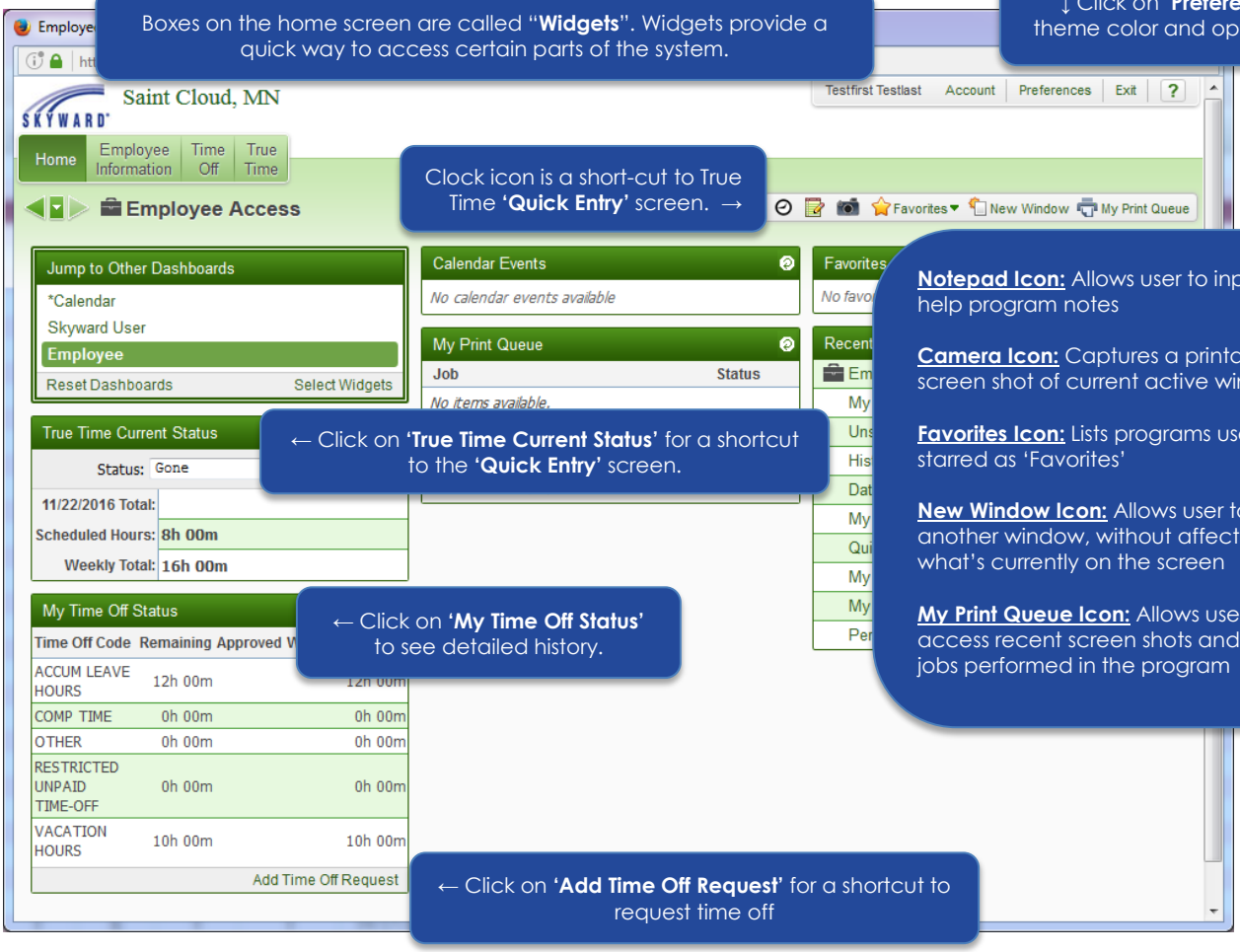
Q. Who do I contact if I have questions about my time sheet(s)?

Special Ed Staff – Contact Nicole Breault at Nicole.Breault@isd742.org or 320.370.8081, your Special Ed Supervisor, or David Cooney at David.Cooney@isd742.org or 320.370.8026

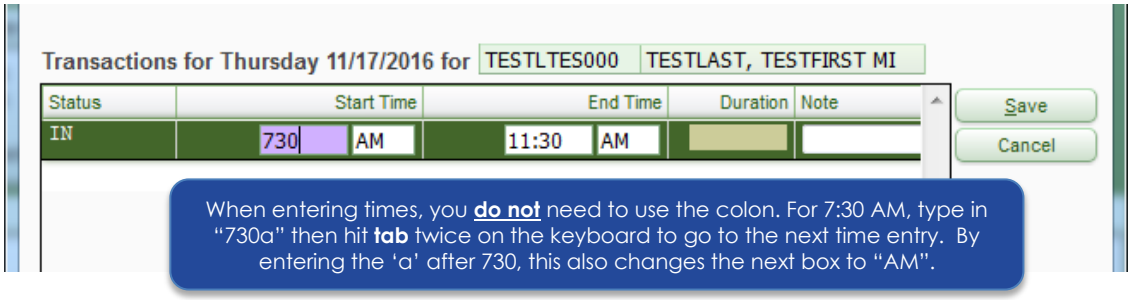
Non Special Ed Staff – Contact your immediate Supervisor, building Secretary or building Administrator for assistance.

SKYWARD FINANCE SHORT-CUTS (ON THE COMPUTER)

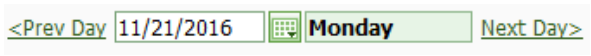
"HOME" SCREEN SHORT-CUTS



TRUE TIME – TIME ENTRY SHORT-CUT



DATE ENTRY SHORT-CUT



← For any **date field** in Skyward, you can click inside the date box and type:

T = To input Today's date

Y = To input Yesterday's date

M = To input Tomorrow's date

TRUE TIME: BASICS

- **MAKE SURE to clock in at the start of your shift and clock out at the end of your shift.**
  - You may clock in and out on either the time clock or a computer.
  - Staff are expected to be clocked in and ready to begin work at their scheduled start time. **If you clock in after your scheduled start time, you are considered late.**
  - You are expected to work up to the end time of your scheduled shift, unless you have approved time-off or there is an extenuating circumstance requiring you to stay longer. If this happens, make sure to notify your administrator and note this on your timesheet. **Clocking out before the end of your scheduled shift may result in disciplinary action, up to and including termination.**
  - There is a 7-minute rounding rule for clocking in/out. *For example, if you are scheduled to begin at 7:30AM, you may clock in as early as 7:23AM and your time will be rounded to 7:30AM.*
  - If you are clocking in/out within the 7-minute time frame and your time is not being rounded, notify your supervisor as your schedule may need to be adjusted in True Time.

- **Make sure all scheduled hours are accounted for and your time sheet is accurate.**
  - **Do not submit your time sheet until all scheduled hours are accounted for.**
  - If you miss work, you must put in a request for time-off in Skyward Finance. Once the time-off request is approved, you will see the paid hours on your time sheet.
  - If you do not have any paid time-off available to account for your time-off, you must request 'RESTRICTED UNPAID TIME-OFF' and include a note in the "Description" box to explain why you are using unpaid time for the absence.
  - If you have approved time-off that needs to be adjusted, e-mail your supervisor to request the change. Make sure to note which date needs to be adjusted and how many hours & minutes the transaction should be.
    - You should not work extra time unless your supervisor approves you to do so. If you do work extra time, make sure to provide a brief note to explain why and who approved.

- **Submit your time sheet at the end of each work week (or the following Monday) to make sure your payroll is not delayed.**
  - Failure to submit a time sheet on time may result in a delay of your payroll check.

- **Check your e-mail daily**
  - If your time sheet is denied, you will receive an e-mail telling you what you need to do to correct the time sheet. You must then fix and resubmit the time sheet.

- **Use the computer (not the time clock) to edit your time sheet.**
  - Sign into Skyward Finance and click on 'True Time'>'Quick Entry'>make sure you are on the correct date you want to change>click 'Edit the Existing Time' to change records that already exist.
    - You can also click on 'Add a Missing Record' to add entries to a previous day.

- **See your supervisor or building/program secretary for assistance, if needed.**

TRUE TIME: QUICK REFERENCE SHEET (COMPUTER)

To complete any of the following actions, you must first sign into the District's RapidIdentity Portal.

Go to www.isd742.org > click on **QUICK LINKS** > click on and sign into **RapidIdentity Portal** > click on **Skyward Finance SSO**

- *If you do not see "Skyward Finance SSO", click on **Add Bookmark** and click on the bottom left-hand corner of the **Skyward Finance SSO** icon. You will only need to do this once, then it will be bookmarked for future access.*

TO CLOCK IN

Go to **True Time** > **Quick Entry** > Click **IN** > **Exit**

TO CLOCK OUT

Go to **True Time** > **Quick Entry** > Click **Gone for the day** > **Exit**

TO SUBMIT YOUR TIME SHEET

Go to **True Time** > **Quick Entry** > Click **View/Submit Time Sheets**

Highlight the week to-be submitted > Click **Submit Time Sheet**. Look your time sheet over to make sure the 'Hours Paid' are the same as your 'scheduled' hours, unless you have been approved for extra time. If you are waiting for time-off to be approved (*TOF), don't submit your time sheet, until your time-off has been approved. If you made any manual changes or entries, be sure to add a note (in the **Notes** field) before submitting.

If you are ready to submit, click **Submit Time Sheet**. A window appears that you may type a 'note' into if needed; then click **Save**. Your time sheet has now been submitted.

TO MODIFY CLOCK IN/CLOCK OUT TIMES (MUST USE A COMPUTER)

Note: You cannot 'edit' your start time, if you haven't clocked 'IN' for the day. Also, if it is a 2-hour late start day; clock 'IN' when you arrive to work. If you are told to 'edit' your time, do that later.

Go to **True Time** > **Quick Entry**. If the day you want to edit or add a note is not shown on the screen, click < **Prev Day** until you are at the day to-be edited or enter the date.

On the day to-be changed, click on the row to-be changed so it is highlighted > Click **Edit the Existing Times** > Type your changes; make sure the AM/PM is correct > Type an explanation in the Note field > Click **Save**

To delete rows on a particular day, highlight the bottom row first and click **Delete** > Click **Save** when done To add a row, click **Add a Missing Record**. Be sure the status is accurate and include a note > Click **Save**

Note: Click SAVE after each edit or addition.

Example: **Transactions for Friday, June 3, 2022**

Status	Start Time	End Time	Duration	Note	Pay Code
IN	8:00 AM	11:15 AM	3 h 15 m		HRPIN
LUNCH	11:15 AM	11:45 AM	30 m		HRPIN
IN	11:45 AM	2:30 PM	2 h 45 m	Forgot to clock out	HRPIN

Example: If you forgot to clock-out on June 3, 2022, the system will automatically enter 'midnight' as your 'End Time' (unless you are in the Custodial unit). To fix this, edit your time. Change it to the time you left work for the day; then add a note.