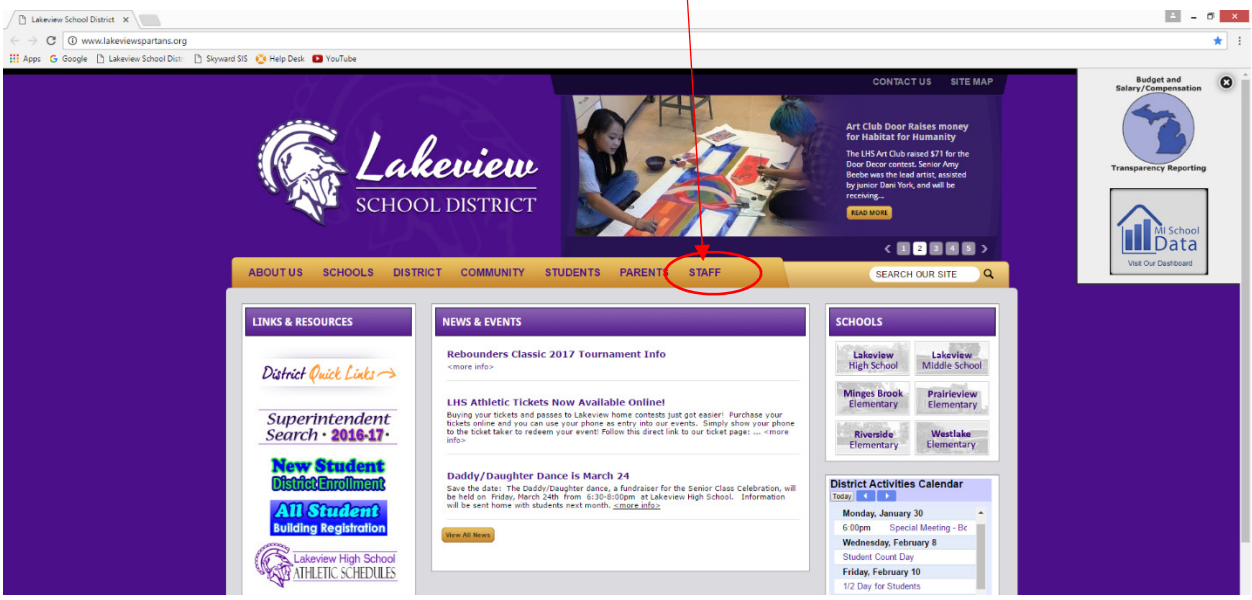
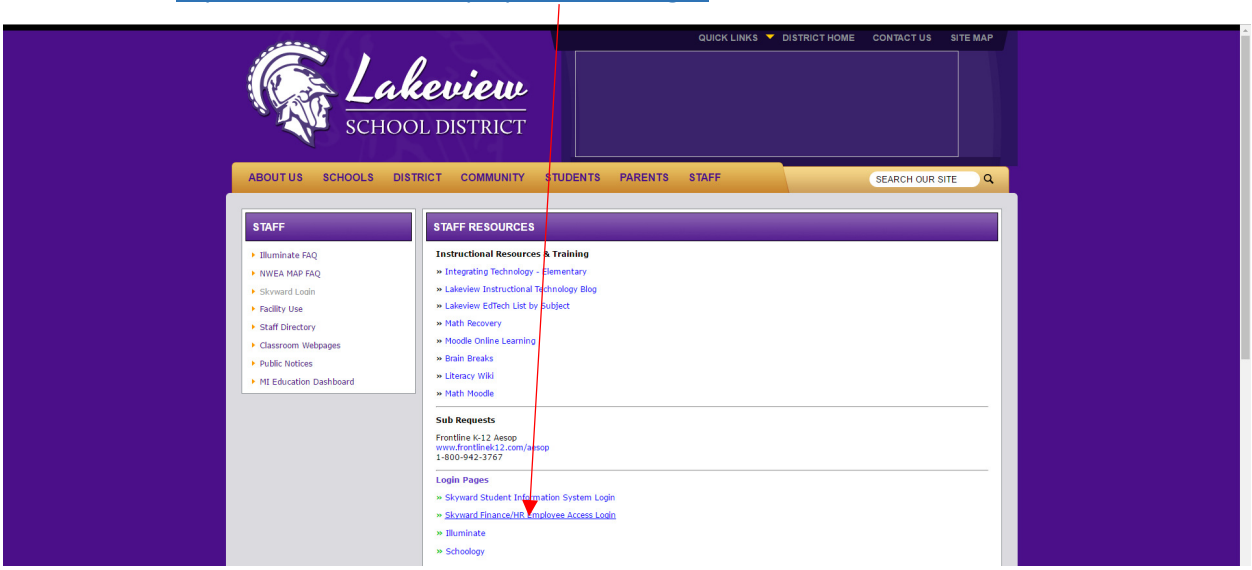
True Time Instructions

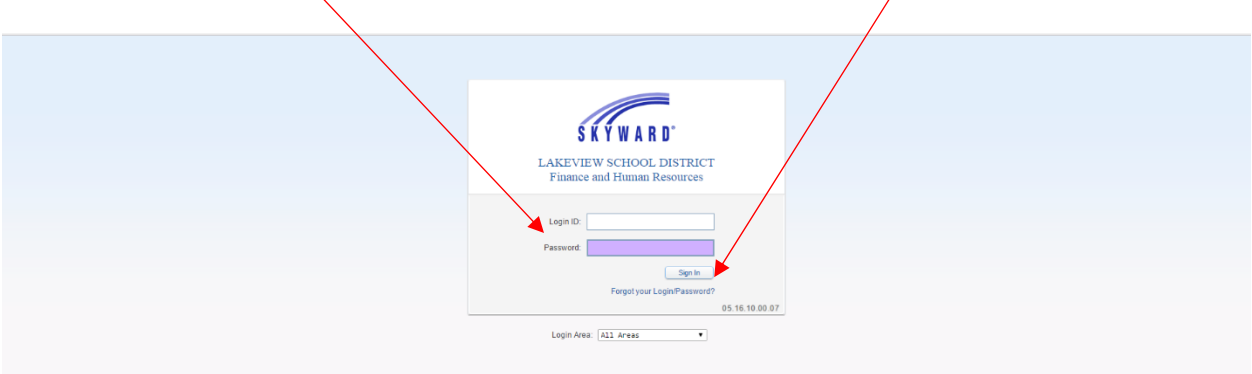
1. Go to www.lakeviewspartans.org and click on the **STAFF** tab.



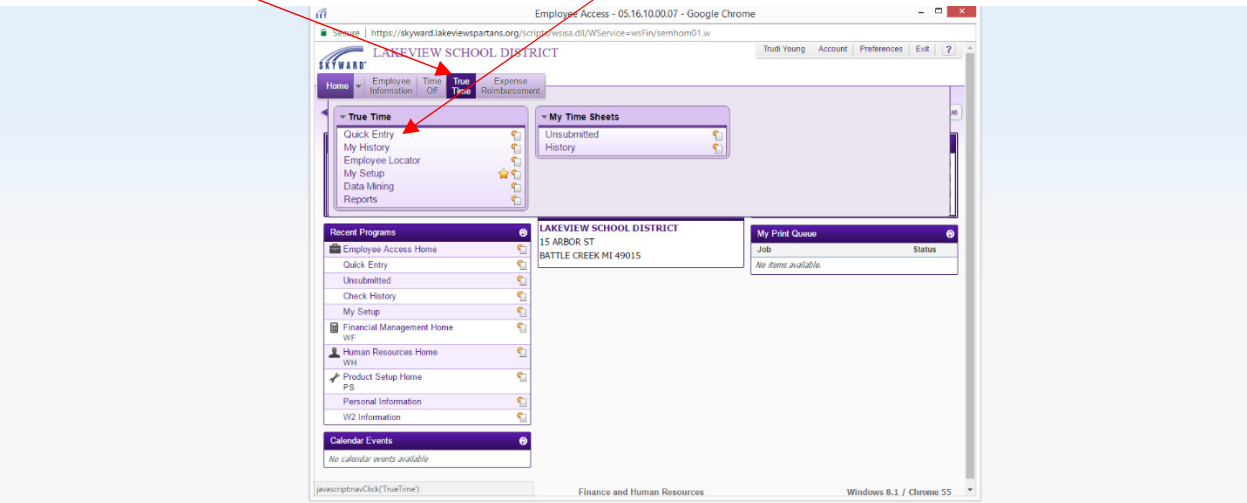
2. Select the [Skyward Finance/HR Employee Access Login](#) link.



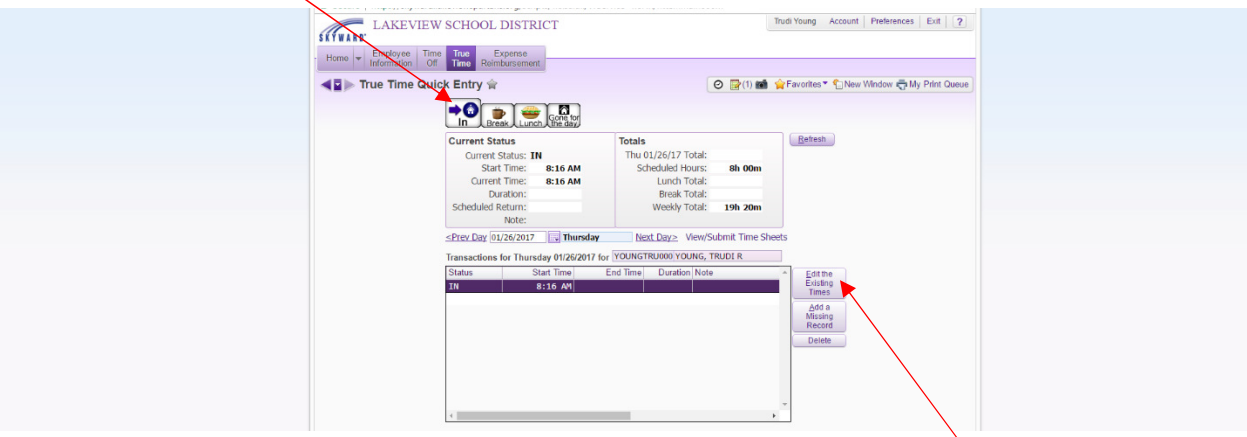
3. Enter your **User ID** and **Password** in the respective boxes. Click on **Sign In** box.



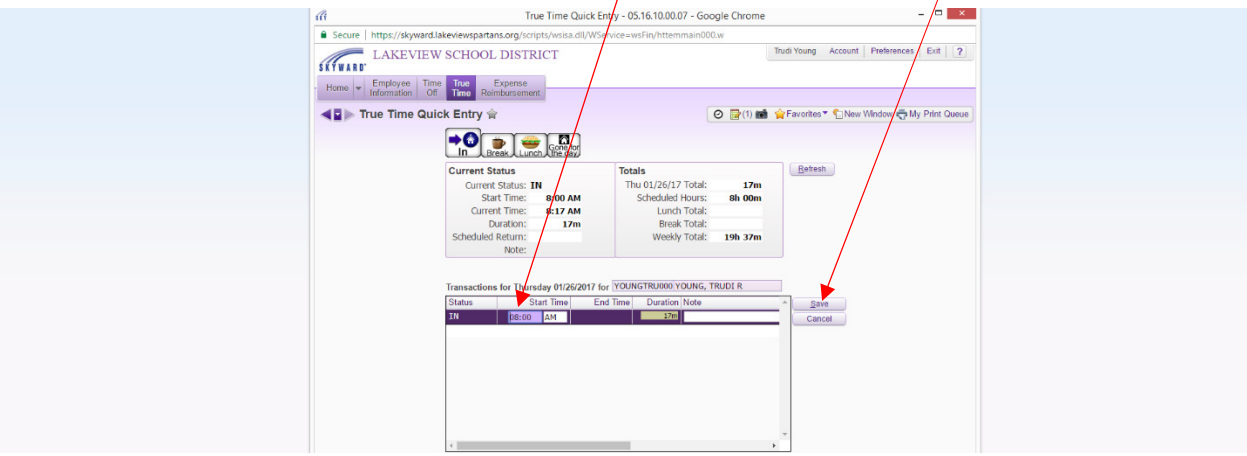
4. Click on the **True Time** tab. Select the Quick Entry link.

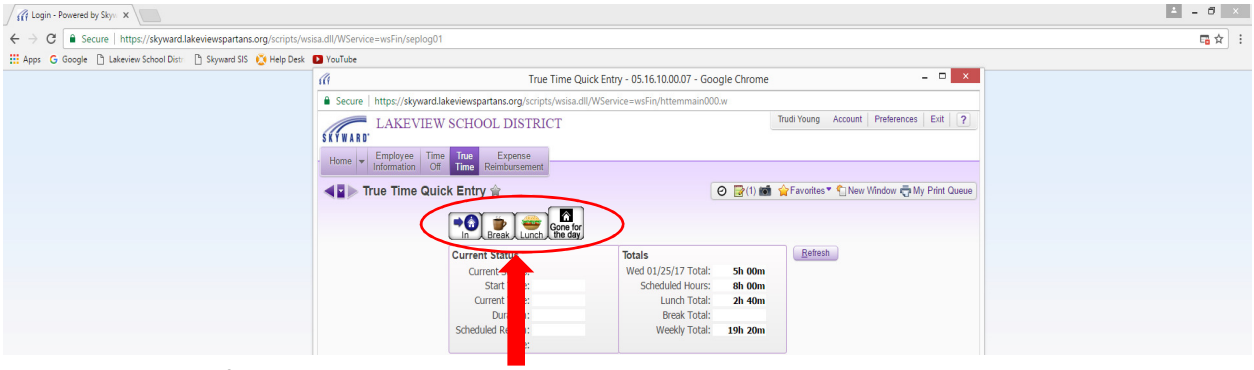


5. Next click on the **In** box and this will begin your time in for the day.

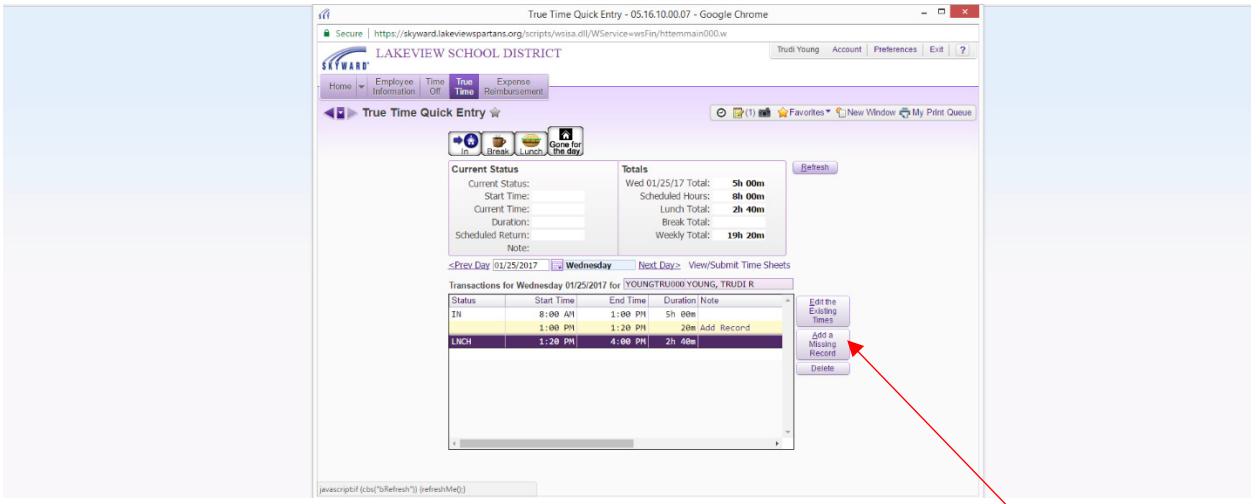


6. If you need to adjust your time **In**, highlight the start time and select **Edit the Existing Times** box. Adjust to the correct time (you may also need to adjust the AM/PM) and **Save.**

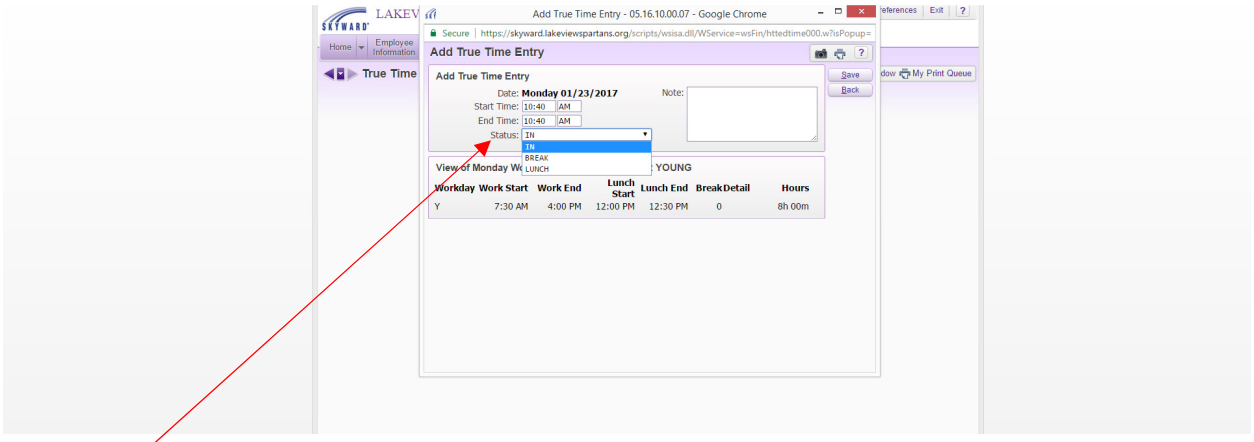




7. When leaving for **Lunch** or entering a **Break** time, click on that box and the time will begin. Upon returning, click on the In button. When leaving for the day, click on the **Gone for the Day** box. You can always adjust the time as shown in Step 6.

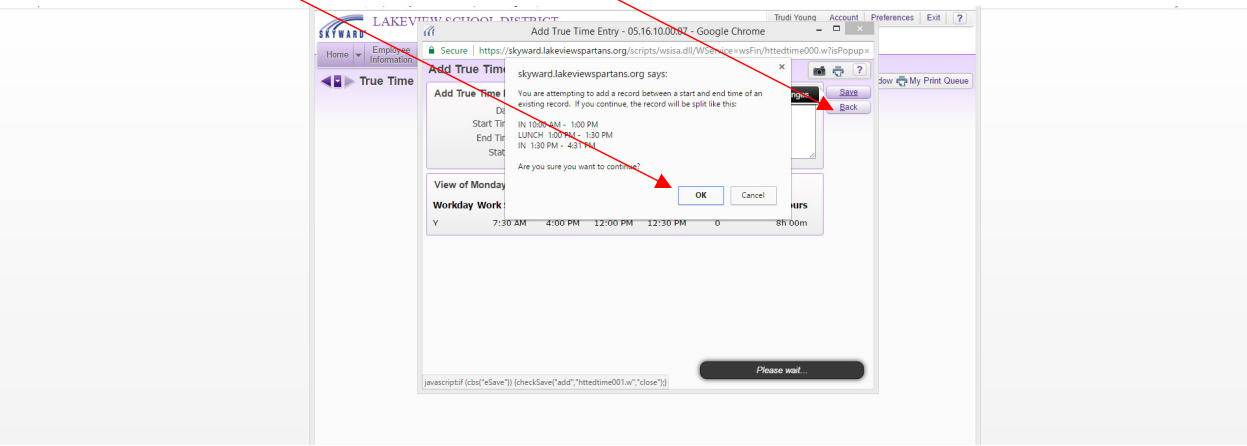


8. If you have forgotten to add a Break or Lunch time, click on the **Add a Missing Record** box.



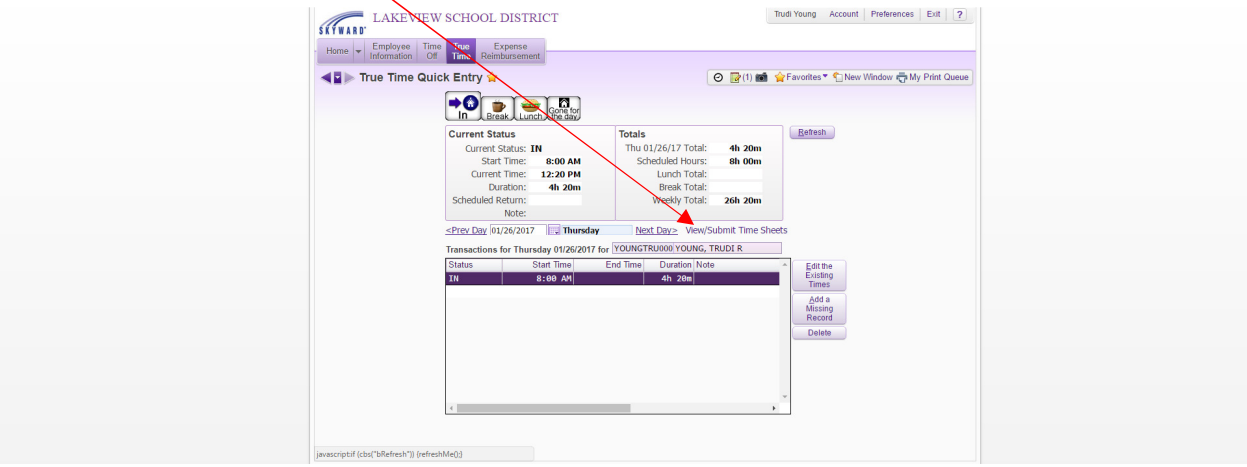
Use the **Status:** drop box to select which type of record entry (In, Break, or Lunch) you need to make. Next enter time adjustments to the **Start Time** and **End Time** by highlighting the time**. Make sure you have the correct AM/PM to correlate with your time.** Click on the **Save** box when adjustments are complete.

A message box will appear asking you to make sure your entry is correct. Click **Cancel** to make corrections or click **OK** to complete**.** Click the **Back** box to return to the True Time screen.

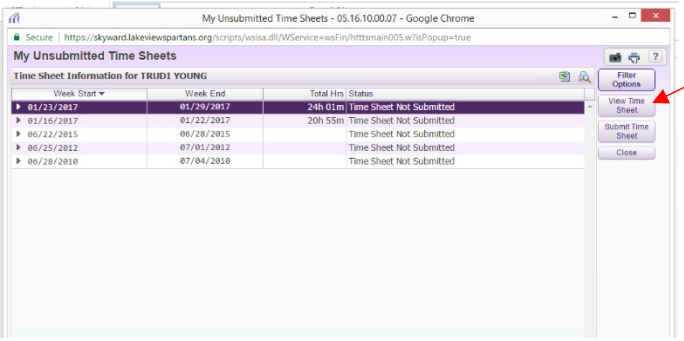


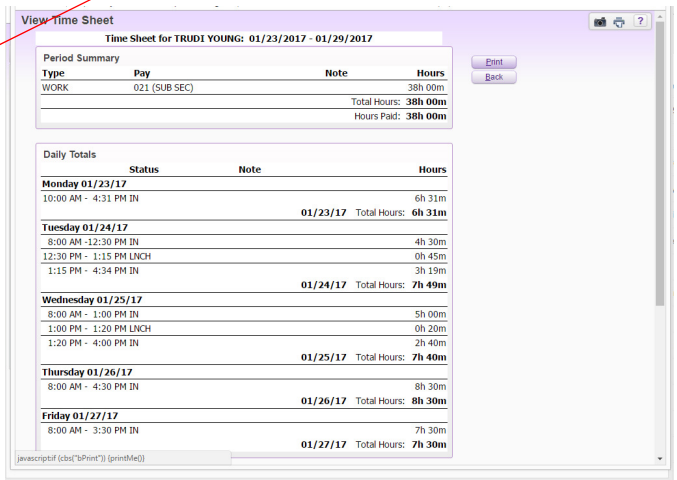
Submitting Your Time Sheet – please submit at the end of your work week!

9. Click on the View/Submit Time Sheets link.



10. On the **My Unsubmitted Time Sheets** screen select the week you need to submit. If you need to review the time sheet for any hours or missing records click on the **View Time Sheet** box.





11. Your time sheet will appear again. Before submitting the sheet, you have the option to select the **Request Comp Time** box and enter a comp time request. Click on **Save** for any requests. You can print your time sheet from here if you need a hard copy. Otherwise, click on the **Submit Time Sheet.**
12. A **Time Sheet Submission Information** screen will display and you have the option of adding a note in the **Notes:** box. When done, click on Save and your time sheet will be forwarded to your administrator for approval. Upon his/her approval, the time sheet will then be forwarded to payroll.
13. Click on the **Close** box to close out of the **My Unsubmitted Time Sheets** screen.