




Directions for Recording Hours Worked (Punching In/Out) in Skyward

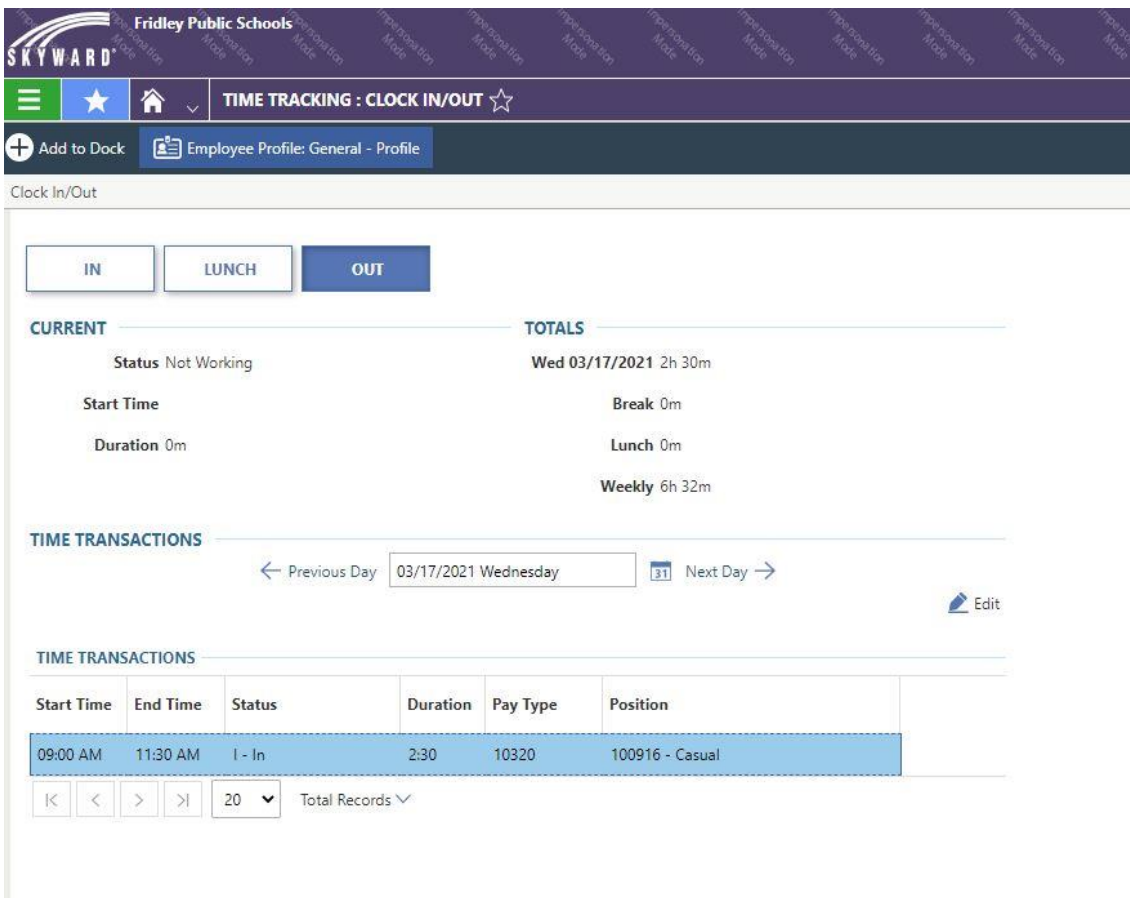
1. Sign in to the software using your assigned username (your last name) and password.

If you have access to more than one portal, you may need to click the  icon next to the  icon and select **Employee Access** from the *Home* drop-down menu.

You see a screen with tiles, such as



2. Click the Clock In/Out tile. Alternatively, you can navigate to  > Employee > Time Tracking, and then select Clock In/Out under *Features*.



The screenshot shows the Skyward mobile application interface for 'Fridley Public Schools'. At the top, there's a navigation bar with a hamburger menu, a star, a home icon, and the text 'TIME TRACKING : CLOCK IN/OUT'. Below this is a dock with 'Add to Dock' and 'Employee Profile: General - Profile'. The main content area is titled 'Clock In/Out' and features three buttons: 'IN', 'LUNCH', and 'OUT'. Under the 'CURRENT' heading, it shows 'Status Not Working', 'Start Time', and 'Duration 0m'. Under the 'TOTALS' heading, it shows 'Wed 03/17/2021 2h 30m', 'Break 0m', 'Lunch 0m', and 'Weekly 6h 32m'. Below that is a 'TIME TRANSACTIONS' section with a date selector for '03/17/2021 Wednesday' and an 'Edit' button. At the bottom, there's a table with columns for Start Time, End Time, Status, Duration, Pay Type, and Position. One transaction is listed: 09:00 AM, 11:30 AM, I - In, 2:30, 10320, 100916 - Casual. Navigation controls for the table are at the bottom left.

Start Time	End Time	Status	Duration	Pay Type	Position
09:00 AM	11:30 AM	I - In	2:30	10320	100916 - Casual

You see the *Clock In/Out* screen, which displays your current status, totals, and time transactions.

Under the *Current* heading, you see your current Status, Start Time, and the Duration of your current Time Transaction.

Under the *Totals* heading, you see your total time tracked for the day, Break total, Lunch total, and Weekly total in hours and minutes.

Under the *Time Transactions* heading, you see a date field, which defaults to the current date, and your existing time transactions for the selected date. You also see your Start Time, End Time, Status, Duration, Pay Type, and Position for each time transaction.


In the image below, the *Clock In/Out* screen displays an employee's current position details and a time transaction history.

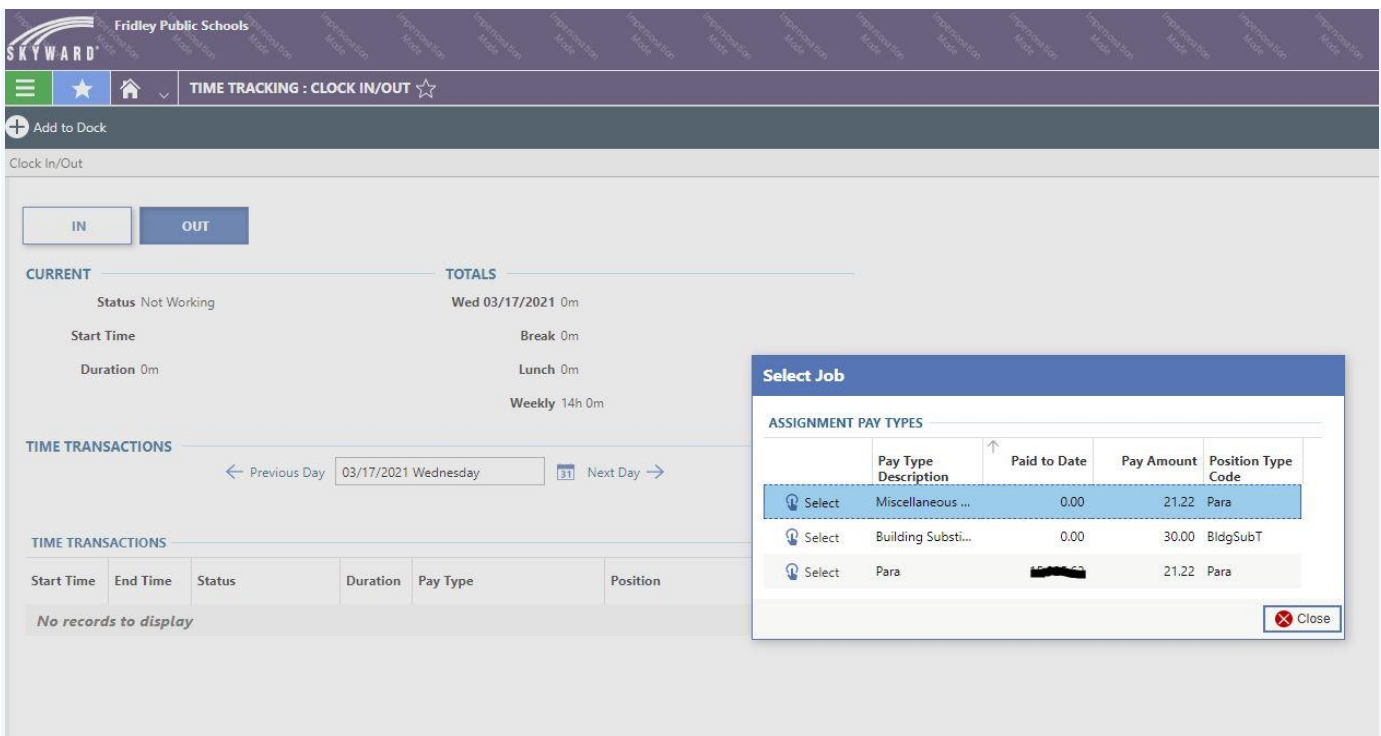
3. Click one of the status options at the top of the screen. In, Lunch, Out.

If you have **multiple Assignments or Assignment Pay Types** set to allow time tracking transactions, and you click In, the *Select Job* window displays. If you choose this option, continue to the next step.

If you **do not have multiple** assignments or assignment pay types set to allow time tracking transactions, and you click In, your current status updates to In and the start time updates to the time you clocked in. The system automatically creates a time transaction and you have successfully clocked in.

If you click Out, your current status updates to Not Working and the system adds the time you clocked out as the end time in the time transaction. You have successfully clocked out.

4. Click the  icon to the left of the Job/Assignment you wish to clock in for.



Pay Type Description	Paid to Date	Pay Amount	Position Type Code
Miscellaneous ...	0.00	21.22	Para
Building Substi...	0.00	30.00	BldgSubT
Para	0.00	21.22	Para

You return to the *Clock In/Out* screen, which displays position details for the job you selected under the *Time Transactions* heading. You have successfully clocked in.

You can click Switch Jobs between the *Current* and *Totals* headings to modify the job you wish to be clocked in for. If you wish to specify a different building than the typical building your current job is located, continue to the next step. If you do not need to modify the building information, no further steps are required.

In the image above, the *Clock In/Out* screen displays an employee's current position details and time transaction history, as well as an option to clock in under a different job.