


# How to Submit Your Time Sheet

Submit your Time Sheet at the end of **Each Week**


1. Click the

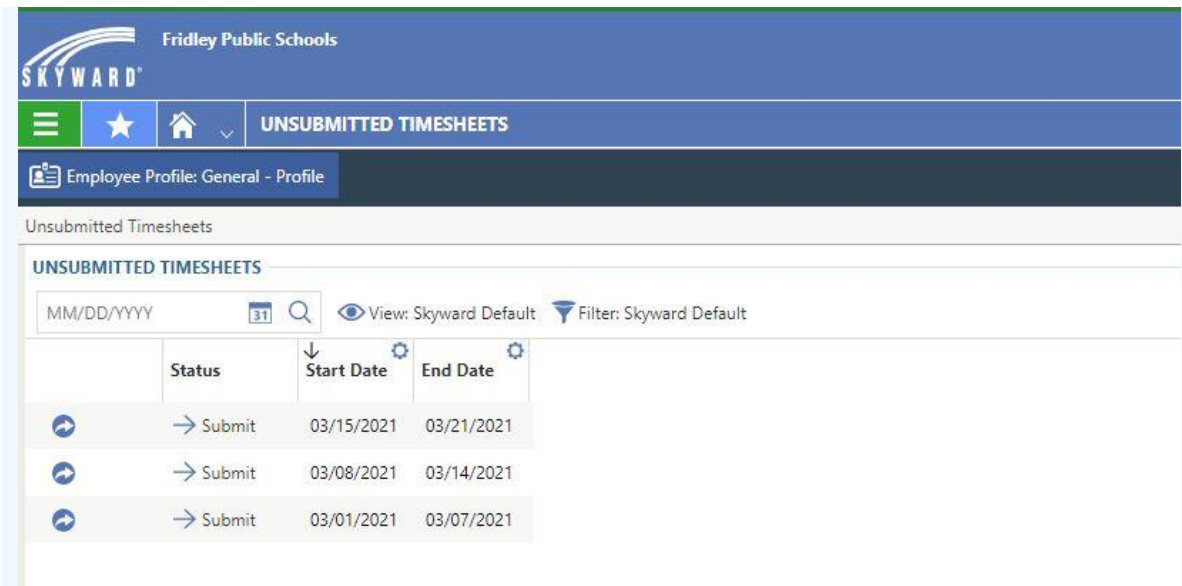


tile.




Alternatively, you can submit your timesheet by navigating to  > Employee > Time Tracking and then selecting Unsubmitted Timesheets under *Features*.

You see the *Unsubmitted Timesheets* screen, which displays your Timesheet information.

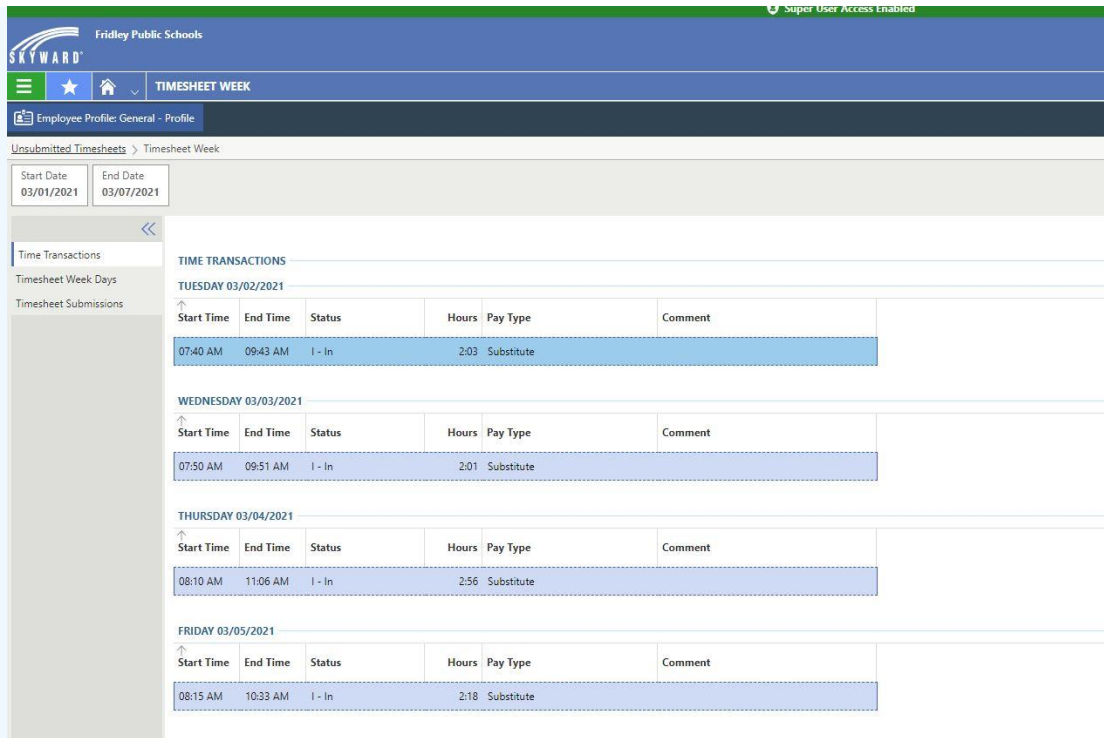
2. Click the  icon to the left of the timesheet you wish to submit to verify the timesheet details are correct.



The screenshot shows the Skyward interface for "Fridley Public Schools". The top navigation bar includes the Skyward logo, a star icon, a home icon, and the text "UNSUBMITTED TIMESHEETS". Below this, there is a breadcrumb trail: "Employee Profile: General - Profile". The main content area is titled "Unsubmitted Timesheets" and "UNSUBMITTED TIMESHEETS". It features a search bar with "MM/DD/YYYY" and a date picker showing "31". There are also options for "View: Skyward Default" and "Filter: Skyward Default". A table displays three rows of timesheet data, each with a blue arrow icon in the first column.

	Status	Start Date	End Date
	→ Submit	03/15/2021	03/21/2021
	→ Submit	03/08/2021	03/14/2021
	→ Submit	03/01/2021	03/07/2021

You see the *Time Transactions* tab of the *Timesheet Week* screen, which displays your time transactions by day and assignment.



If you wish to view your timesheet broken down by areas such as holiday time, time off, and overtime, you can select the Timesheet Week Days tab.

If you have submitted your timesheet and wish to view status details, you can select the Timesheet Submissions tab.

3. Click the Breadcrumb for Unsubmitted Timesheet near the top left of the screen.

You return to the *Unsubmitted Timesheet* screen.

If you submitted a timesheet before your time off transaction was approved, you can click the ▼ icon to the left of the timesheet in Waiting status and select Deny and Resubmit from the *Record Options* drop-down menu. Your time off transaction must be approved before you resubmit the timesheet.

4. Click **Submit** to the left of the Timesheet Week you wish to submit.

You see your total Paid, Overtime Worked, Unpaid Break, Holiday time, and Time Off for the selected week. Under the *Individual Days* heading, you see the Date, Assignment Pay Type, Paid, Unpaid Break, Unrounded Paid, Paid Eligible For Overtime, Daily Overtime, Weekly Overtime, Overtime Paid, Holiday, and Time Off for each day of the timesheet week.

The image below displays a timesheet week that is ready to be submitted.

**Submit Timesheet Week**  
Preview Timesheet

→ Submit Timesheet    ❌ Cancel

**TIMESHEET WEEK DETAILS**

Paid 9:15

Overtime Worked 0:00

Unpaid Break 0:00

Holiday 0:00

Time Off 0:00

**INDIVIDUAL DAYS**

MM/DD/YYYY    🔍    👁 View: Skyward Default (Modified)    🏠 Filter: All

Date	Paid	Assignment Pay Type	Unpaid Break	Unrounded Paid	Paid Eligible For Overtime	Daily Overtime	Weekly Overtime	Overtime Paid	Holiday	Time Off
03/01/2021 Monday	0:00	Casual 100916 - Substitute	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
03/02/2021 Tuesday	2:02	Casual 100916 - Substitute	0:00	2:03	2:02	0:00	0:00	0:00	0:00	0:00
03/03/2021 Wednesday	2:00	Casual 100916 - Substitute	0:00	2:01	2:00	0:00	0:00	0:00	0:00	0:00
03/04/2021 Thursday	2:55	Casual 100916 - Substitute	0:00	2:56	2:55	0:00	0:00	0:00	0:00	0:00
03/05/2021 Friday	2:18	Casual 100916 - Substitute	0:00	2:18	2:18	0:00	0:00	0:00	0:00	0:00
03/06/2021 Saturday	0:00	Casual 100916 - Substitute	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
03/07/2021 Sunday	0:00	Casual 100916 - Substitute	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

⏪ < > ⏩    50    Total Records ▾

5. Verify the information is correct.

6. Click Submit Timesheet near the top left of the screen.

If exceptions exist, you see the exception message. You must resolve all exceptions before the timesheet can be submitted.

If no exceptions exist, you see a message indicating the process completed successfully.

**Submit Timesheet Week**  
Process Complete

❌ Close

✔ The process has completed successfully without errors.

7. Click Close near the top left of the screen.

You return to the *Unsubmitted Timesheet* screen, where the status for the timesheet week you submitted is now *Waiting* if approval is required. If no approval is necessary for the timesheet, the timesheet week is in *Approved* status.



Unsubmitted Timesheets

UNSUBMITTED TIMESHEETS

MM/DD/YYYY



View: Skyward Default



Filter: Skyward Default

	Status	Start Date	End Date
	→ Submit	03/15/2021	03/21/2021
	→ Submit	03/08/2021	03/14/2021
	▼ ⋮ Waiting	03/01/2021	03/07/2021

