TRUE TIME

- ENTERING TIME OFF REQUESTS
- CHANGING/DELETING TIME OFF REQUESTS



TIME APPROVAL PROCESS

*Employee punches normal time worked Mon-Fri.
*Time off requests should be added as instructed.

"Employee submits Time Off"
*Complete Aesop as appropriate
* Sub scheduled as directed
*Submit as soon as possible
*Removes from available time waiting approval

Principal/Director reviews and approves/denies time off requests as appropriate

*Complete before 3:00 PM on Friday of week affected

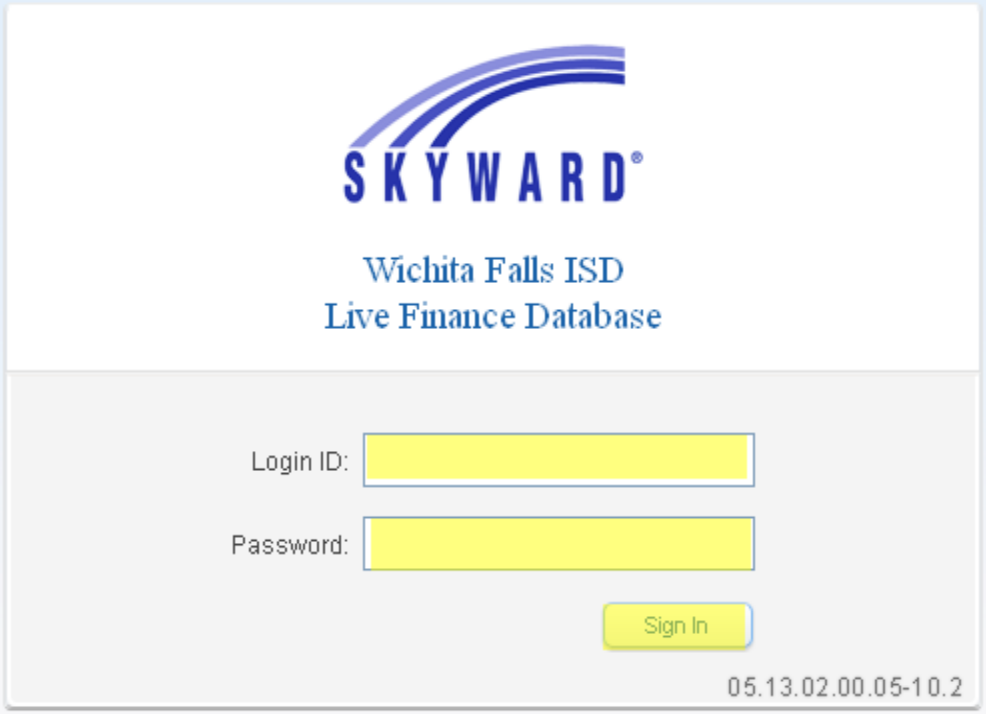
Time sheet should be submitted by the employee to the principal/director on Monday following the previous work week (by 3:00 PM).

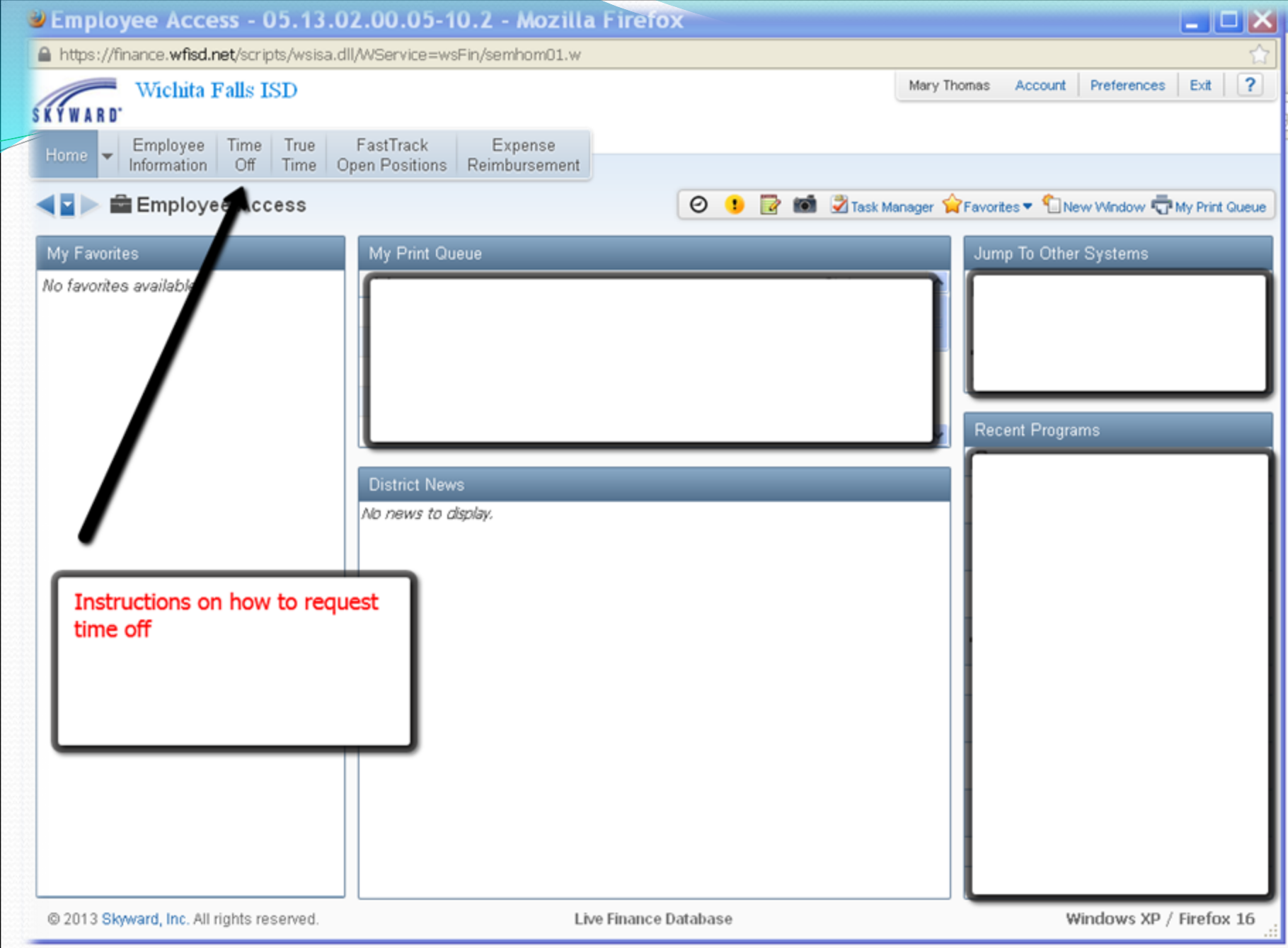
Principal/Director should approve all time submitted by Wednesday afternoon (every week).

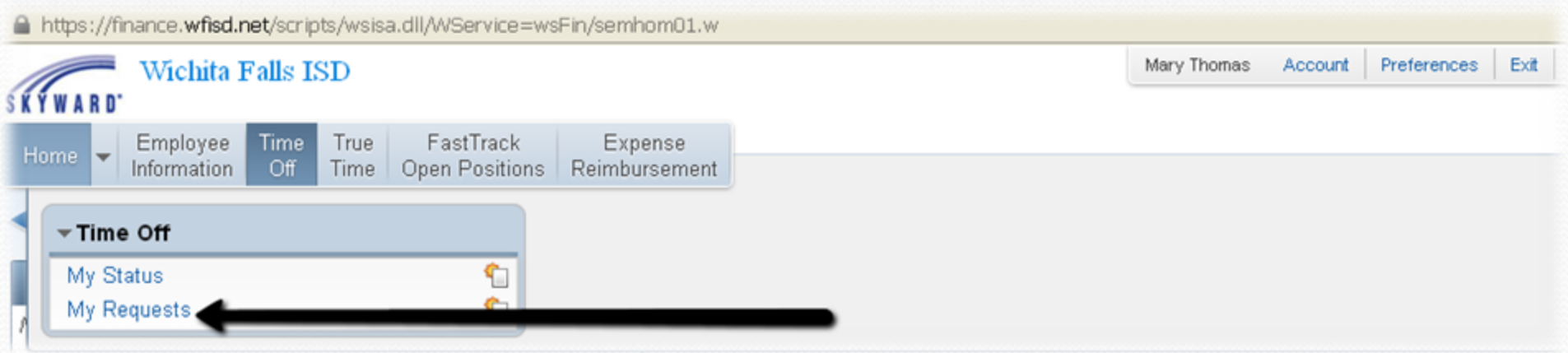
ENTERING TIME OFF REQUEST

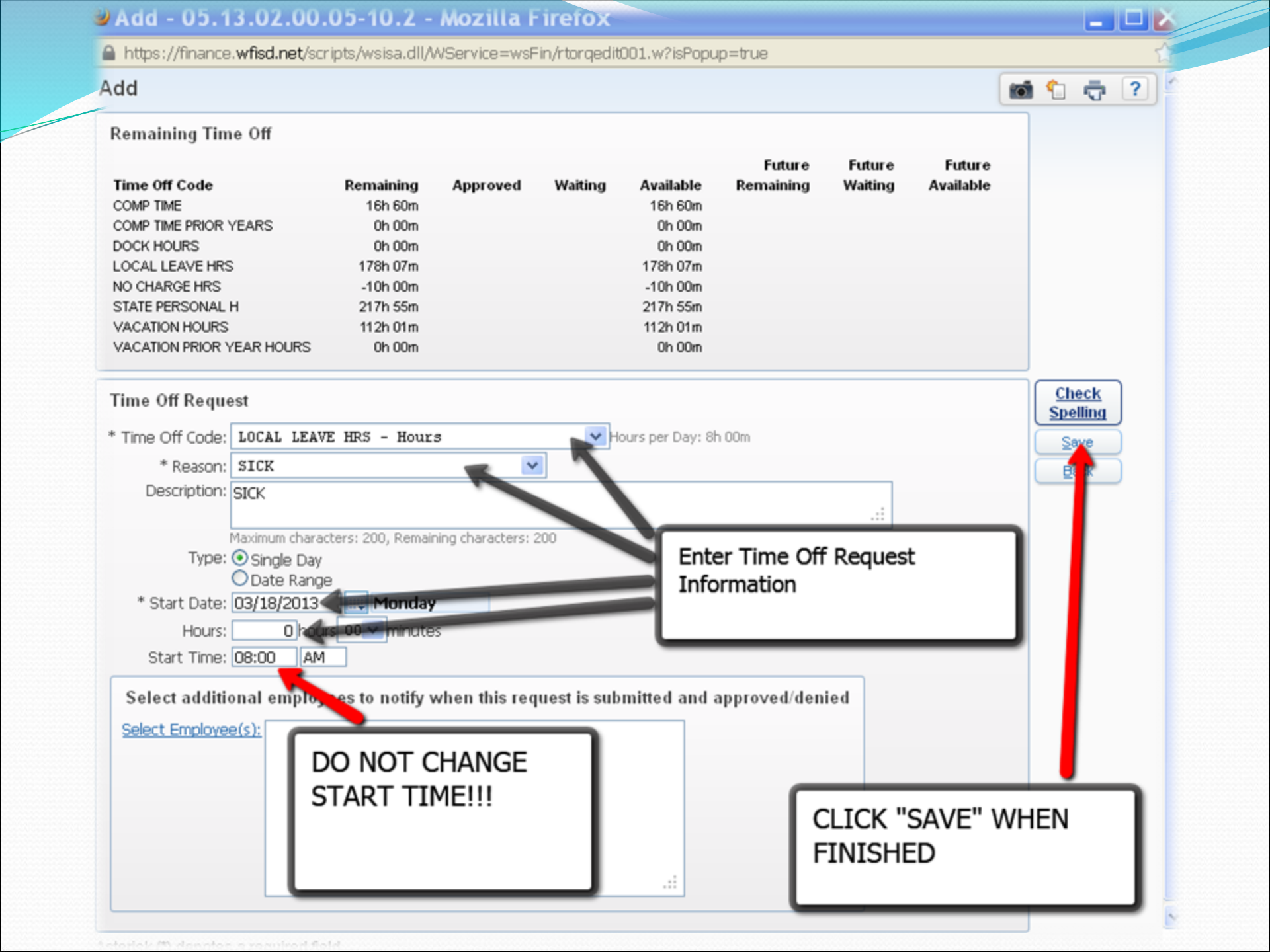
EMPLOYEE ACCESS

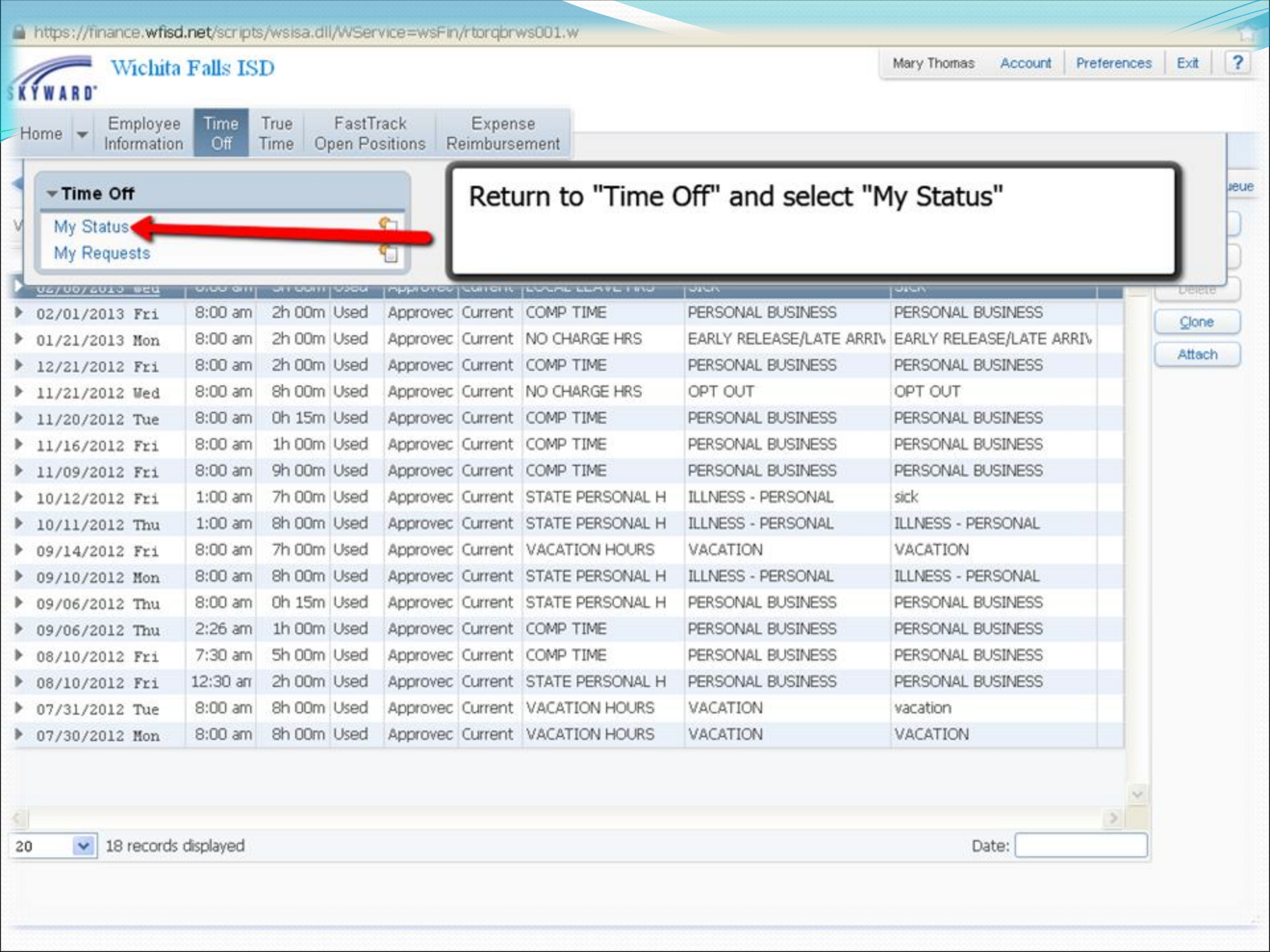
NO SUB NEEDED

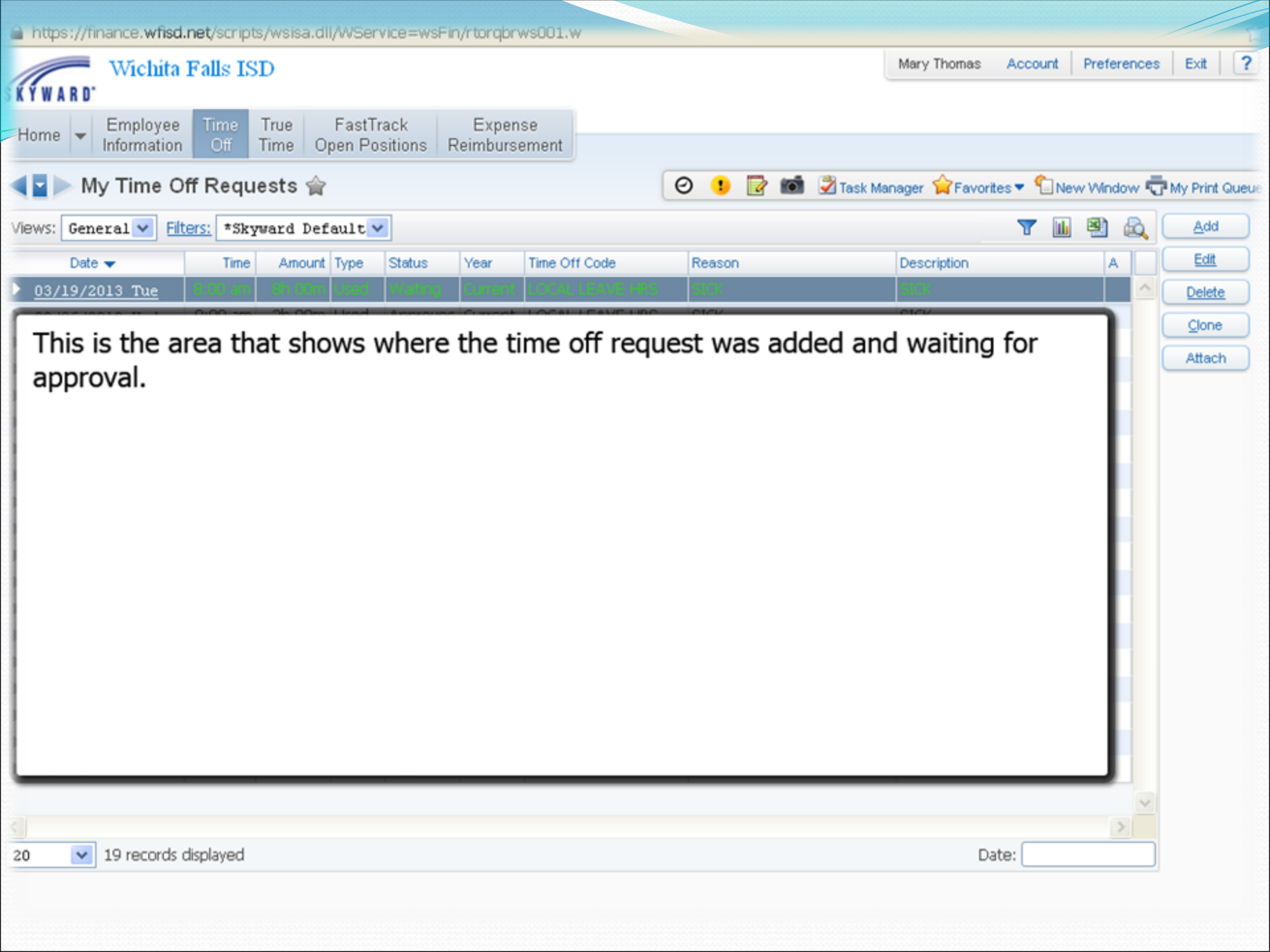

SKYWARD
Wichita Falls ISD
Live Finance Database
Login ID:
Password:
Sign In
05.13.02.00.05-10.2
Login Area:
All Areas


Employee Access - 05.13.02.00.05-10.2 - Mozilla Firefox
https://finance.wfisd.net/scripts/wsisa.dll/WService=wsFin/semhom01.w
Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
Employee Access
Task Manager
Favorites
New Window
My Print Queue
My Favorites
No favorites available
My Print Queue
Jump To Other Systems
Recent Programs
District News
No news to display.
Instructions on how to request time off
© 2013 Skyward, Inc. All rights reserved.
Live Finance Database
Windows XP / Firefox 16

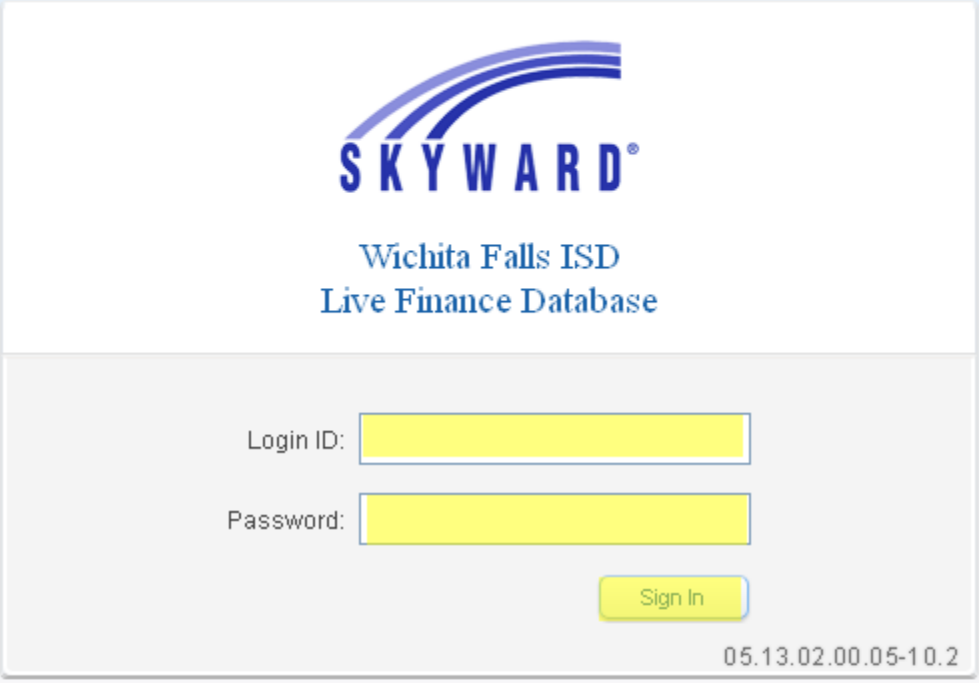

https://finance.wfisd.net/scripts/wsisa.dll/WService=wsFin/semhom01.w
Wichita Falls ISD
SKYWARD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
Time Off
My Status
My Requests

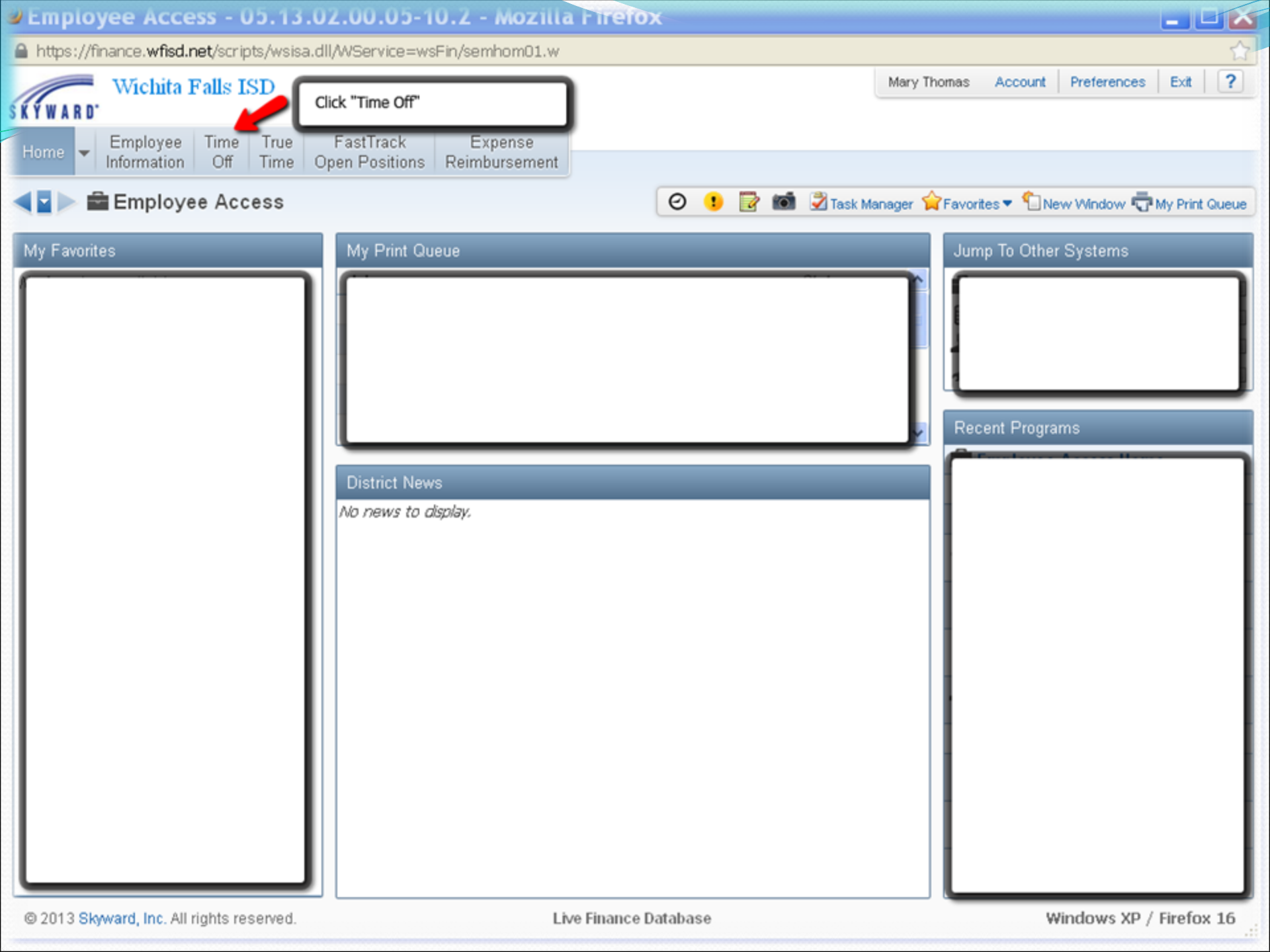

Add - 05.13.02.00.05-10.2 - Mozilla Firefox
https://finance.wfisd.net/scripts/wsisa.dll/WService=wsFin/rtorqedit001.w?isPopup=true
Add
Remaining Time Off
Time Off Code | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available
COMP TIME | 16h 60m | | | 16h 60m
COMP TIME PRIOR YEARS | 0h 00m | | | 0h 00m
DOCK HOURS | 0h 00m | | | 0h 00m
LOCAL LEAVE HRS | 178h 07m | | | 178h 07m
NO CHARGE HRS | -10h 00m | | | -10h 00m
STATE PERSONAL H | 217h 55m | | | 217h 55m
VACATION HOURS | 112h 01m | | | 112h 01m
VACATION PRIOR YEAR HOURS | 0h 00m | | | 0h 00m
Time Off Request
Check Spelling
Save
* Time Off Code: LOCAL LEAVE HRS - Hours
Hours per Day: 8h 00m
* Reason: SICK
Description: SICK
Maximum characters: 200, Remaining characters: 200
Type: Single Day
Date Range
* Start Date: 03/18/2013 Monday
Hours: 0 hours 00 minutes
Start Time: 08:00 AM
Select additional employees to notify when this request is submitted and approved/denied
Select Employee(s):
Enter Time Off Request Information
DO NOT CHANGE START TIME!!!
CLICK "SAVE" WHEN FINISHED

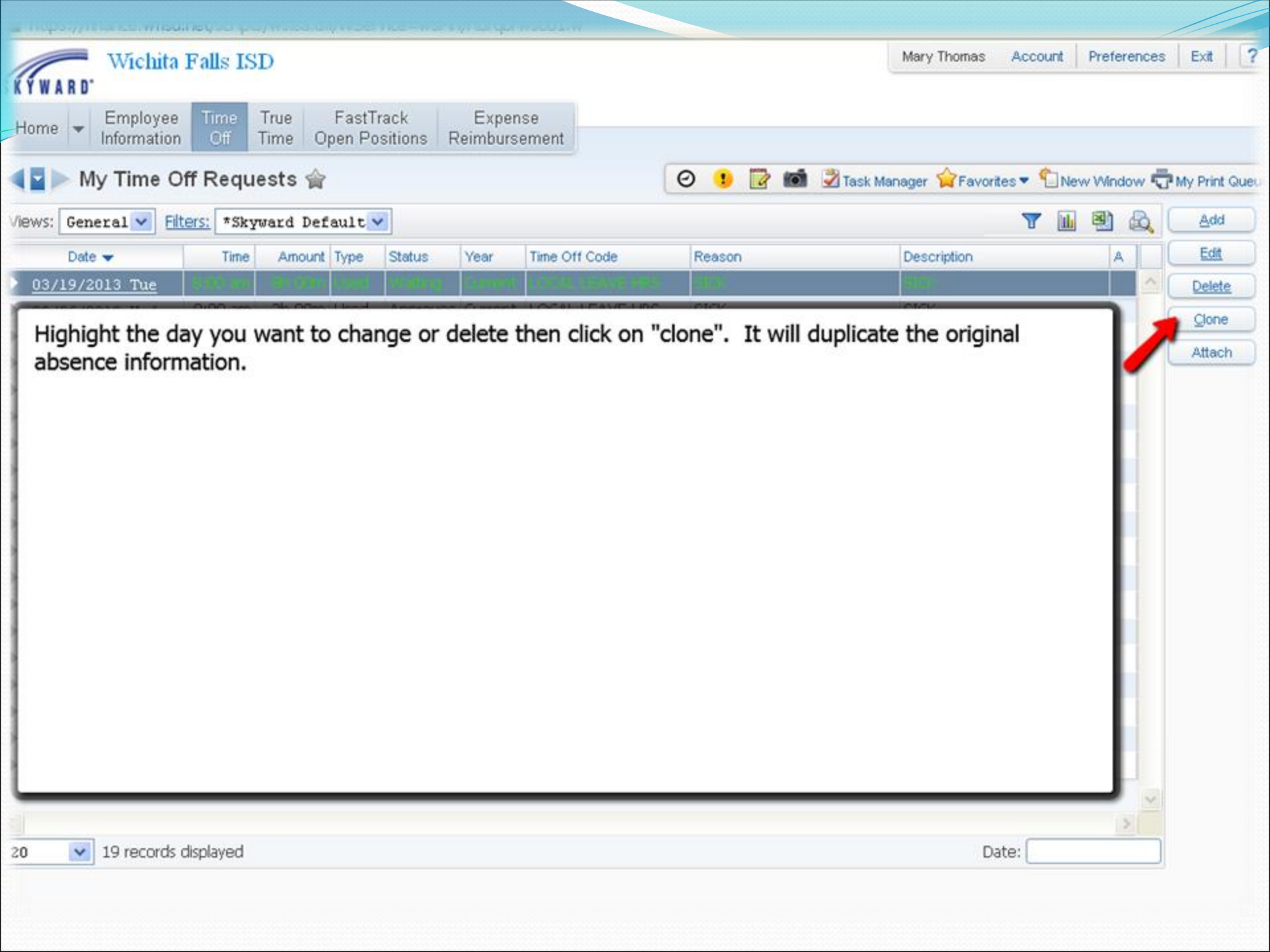

https://finance.wfisd.net/scripts/wsisa.dll/WService=wsFin/rtorqbrws001.w
Wichita Falls ISD
SKYWARD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
Time Off
My Status
My Requests
Return to "Time Off" and select "My Status"
02/01/2013 Fri 8:00 am 2h 00m Used Approvec Current COMP TIME PERSONAL BUSINESS PERSONAL BUSINESS
01/21/2013 Mon 8:00 am 2h 00m Used Approvec Current NO CHARGE HRS EARLY RELEASE/LATE ARRIV EARLY RELEASE/LATE ARRIV
12/21/2012 Fri 8:00 am 2h 00m Used Approvec Current COMP TIME PERSONAL BUSINESS PERSONAL BUSINESS
11/21/2012 Wed 8:00 am 8h 00m Used Approvec Current NO CHARGE HRS OPT OUT OPT OUT
11/20/2012 Tue 8:00 am 0h 15m Used Approvec Current COMP TIME PERSONAL BUSINESS PERSONAL BUSINESS
11/16/2012 Fri 8:00 am 1h 00m Used Approvec Current COMP TIME PERSONAL BUSINESS PERSONAL BUSINESS
11/09/2012 Fri 8:00 am 9h 00m Used Approvec Current COMP TIME PERSONAL BUSINESS PERSONAL BUSINESS
10/12/2012 Fri 1:00 am 7h 00m Used Approvec Current STATE PERSONAL H ILLNESS - PERSONAL sick
10/11/2012 Thu 1:00 am 8h 00m Used Approvec Current STATE PERSONAL H ILLNESS - PERSONAL ILLNESS - PERSONAL
09/14/2012 Fri 8:00 am 7h 00m Used Approvec Current VACATION HOURS VACATION VACATION
09/10/2012 Mon 8:00 am 8h 00m Used Approvec Current STATE PERSONAL H ILLNESS - PERSONAL ILLNESS - PERSONAL
09/06/2012 Thu 8:00 am 0h 15m Used Approvec Current STATE PERSONAL H PERSONAL BUSINESS PERSONAL BUSINESS
09/06/2012 Thu 2:26 am 1h 00m Used Approvec Current COMP TIME PERSONAL BUSINESS PERSONAL BUSINESS
08/10/2012 Fri 7:30 am 5h 00m Used Approvec Current COMP TIME PERSONAL BUSINESS PERSONAL BUSINESS
08/10/2012 Fri 12:30 am 2h 00m Used Approvec Current STATE PERSONAL H PERSONAL BUSINESS PERSONAL BUSINESS
07/31/2012 Tue 8:00 am 8h 00m Used Approvec Current VACATION HOURS VACATION vacation
07/30/2012 Mon 8:00 am 8h 00m Used Approvec Current VACATION HOURS VACATION VACATION
Delete
Clone
Attach
20
18 records displayed
Date:

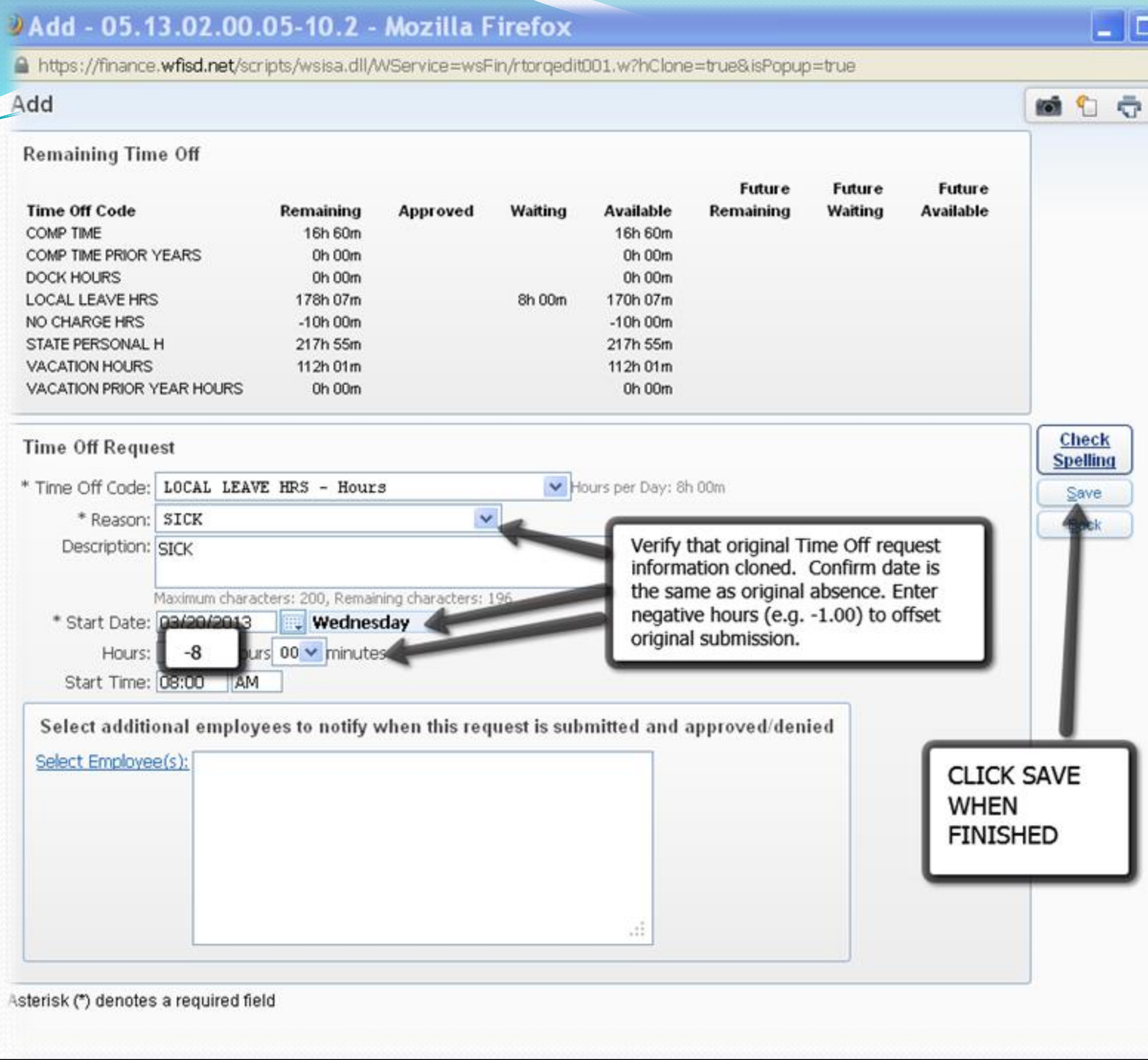

https://finance.wfisd.net/scripts/wsisa.dll/WService=wsFin/rtorqbrws001.w
Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
My Time Off Requests
Task Manager
Favorites
New Window
My Print Queue
Views: General
Filters: *Skyward Default
Add
Edit
Delete
Clone
Attach
Date
Time
Amount
Type
Status
Year
Time Off Code
Reason
Description
A
03/19/2013 Tue
8:00 am
8h 00m
Used
Waiting
Current
LOCAL LEAVE HRS
SICK
SICK
This is the area that shows where the time off request was added and waiting for approval.
20
19 records displayed
Date:

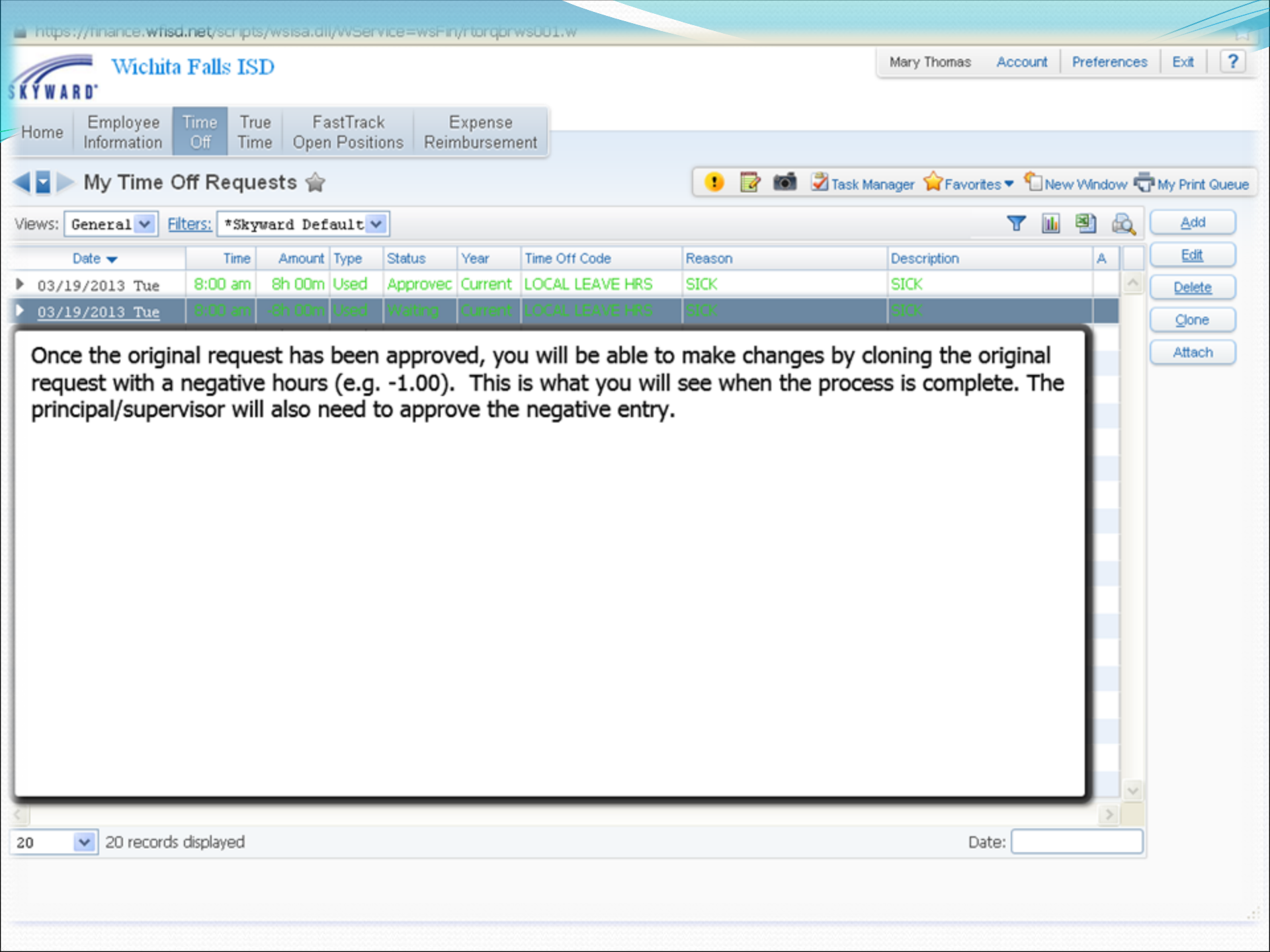
CHANGING OR DELETING TIME OFF REQUESTS EMPLOYEE ACCESS


SKYWARD
Wichita Falls ISD
Live Finance Database
Login ID:
Password:
Sign In
05.13.02.00.05-10.2
Login Area:
All Areas


Employee Access - 05.13.02.00.05-10.2 - Mozilla Firefox
https://finance.wfisd.net/scripts/wsisa.dll/WService=wsFin/semhom01.w
Wichita Falls ISD
Click "Time Off"
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
Employee Access
Task Manager
Favorites
New Window
My Print Queue
My Favorites
My Print Queue
Jump To Other Systems
Recent Programs
District News
No news to display.
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Live Finance Database
Windows XP / Firefox 16

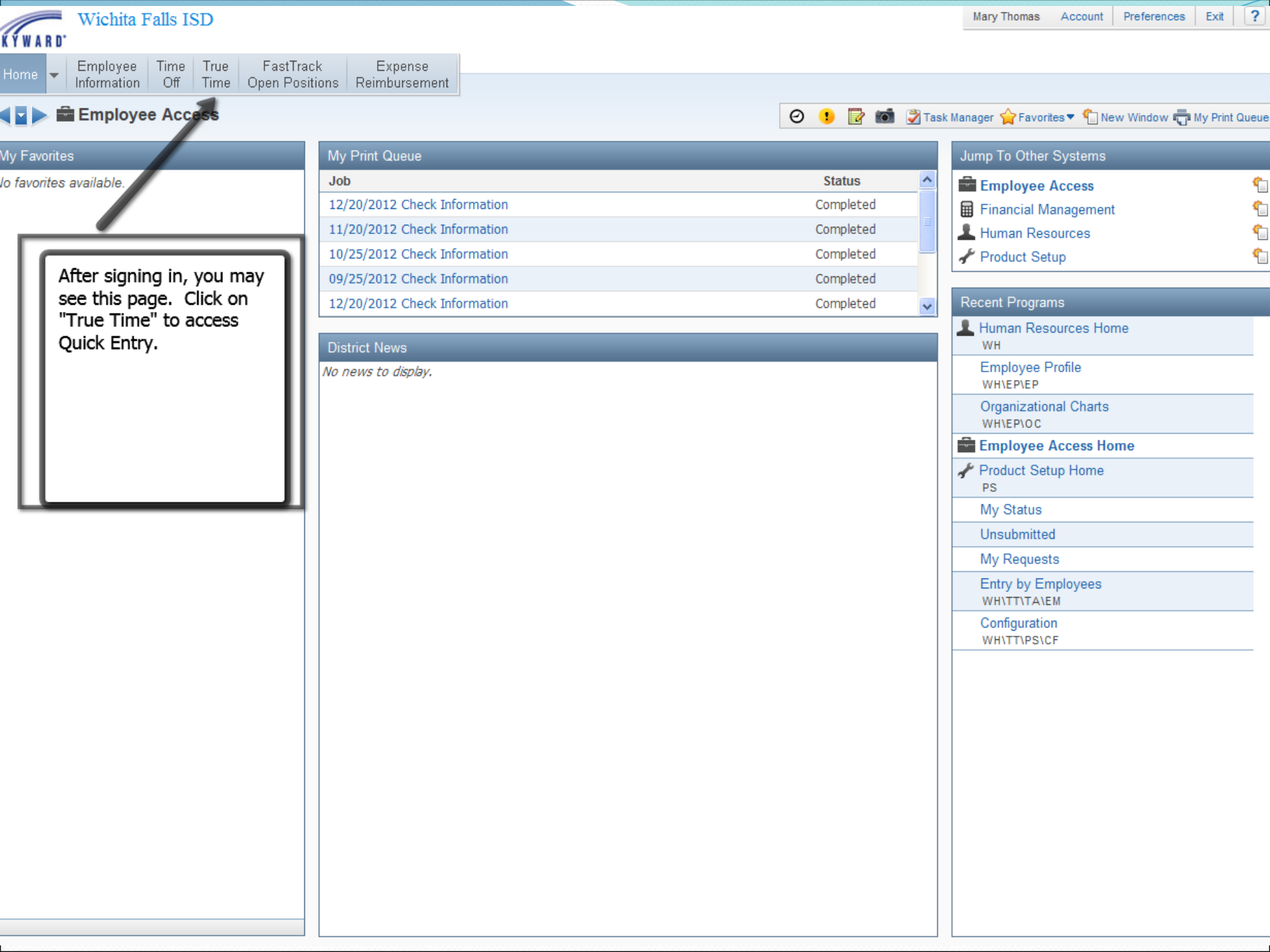

Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
My Time Off Requests
Task Manager
Favorites
New Window
Views:
General
Filters:
*Skyward Default
Add
Edit
Delete
Clone
Attach
Date
Time
Amount
Type
Status
Year
Time Off Code
Reason
Description
03/19/2013 Tue
Highight the day you want to change or delete then click on "clone". It will duplicate the original absence information.
20
19 records displayed
Date:

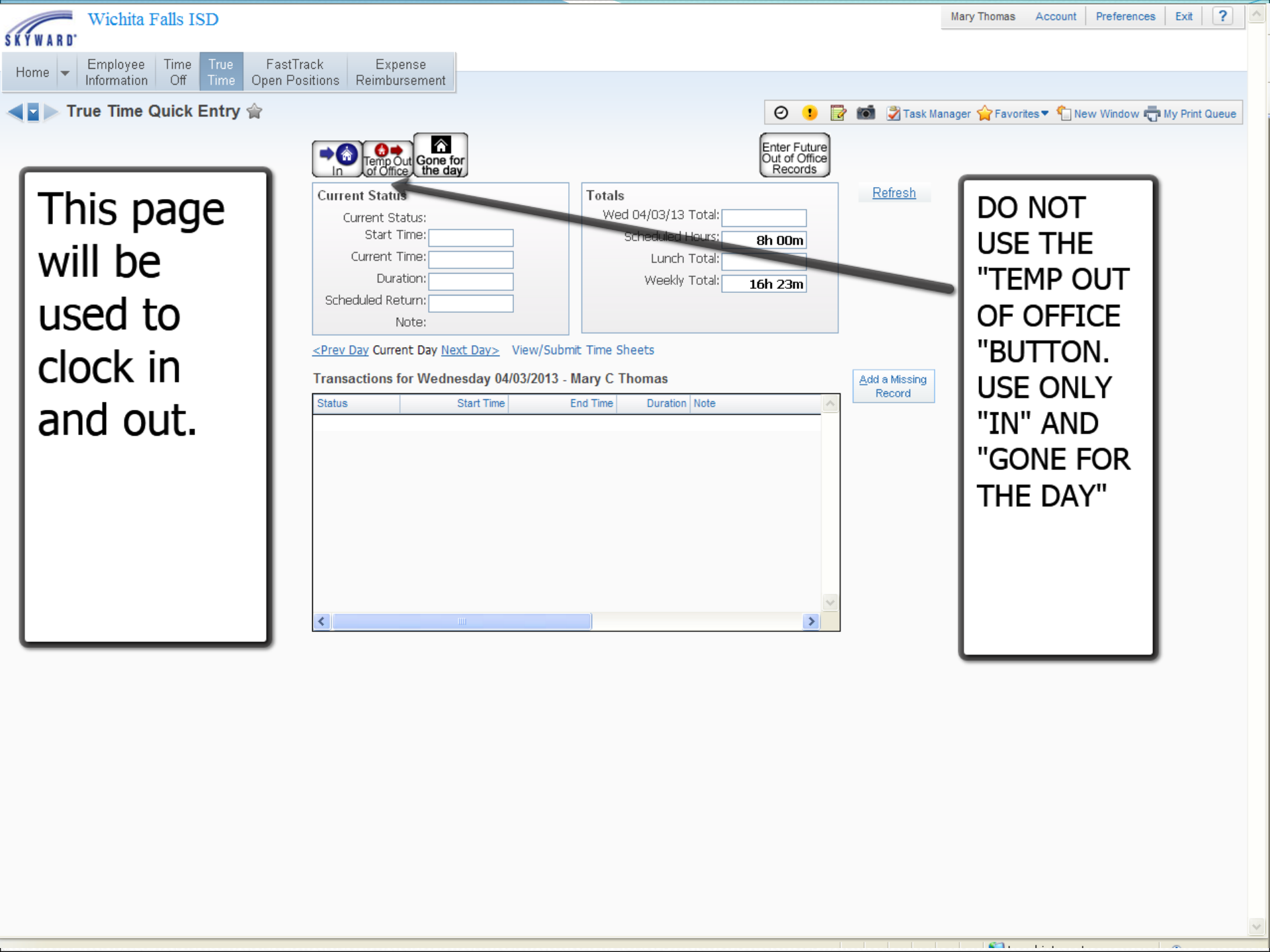

Add - 05.13.02.00.05-10.2 - Mozilla Firefox
https://finance.wfisd.net/scripts/wsisa.dll/WService=wsFin/rtorqedit001.w?hClone=true&isPopup=true
Add
Remaining Time Off
Time Off Code | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available
COMP TIME | 16h 60m | | | 16h 60m
COMP TIME PRIOR YEARS | 0h 00m | | | 0h 00m
DOCK HOURS | 0h 00m | | | 0h 00m
LOCAL LEAVE HRS | 178h 07m | | 8h 00m | 170h 07m
NO CHARGE HRS | -10h 00m | | | -10h 00m
STATE PERSONAL H | 217h 55m | | | 217h 55m
VACATION HOURS | 112h 01m | | | 112h 01m
VACATION PRIOR YEAR HOURS | 0h 00m | | | 0h 00m
Time Off Request
* Time Off Code: LOCAL LEAVE HRS - Hours
Hours per Day: 8h 00m
* Reason: SICK
Description: SICK
Maximum characters: 200, Remaining characters: 196
* Start Date: 03/20/2013 Wednesday
Hours: -8 00 minutes
Start Time: 08:00 AM
Select additional employees to notify when this request is submitted and approved/denied
Select Employee(s):
Check Spelling
Save
Verify that original Time Off request information cloned. Confirm date is the same as original absence. Enter negative hours (e.g. -1.00) to offset original submission.
CLICK SAVE WHEN FINISHED
Asterisk (*) denotes a required field

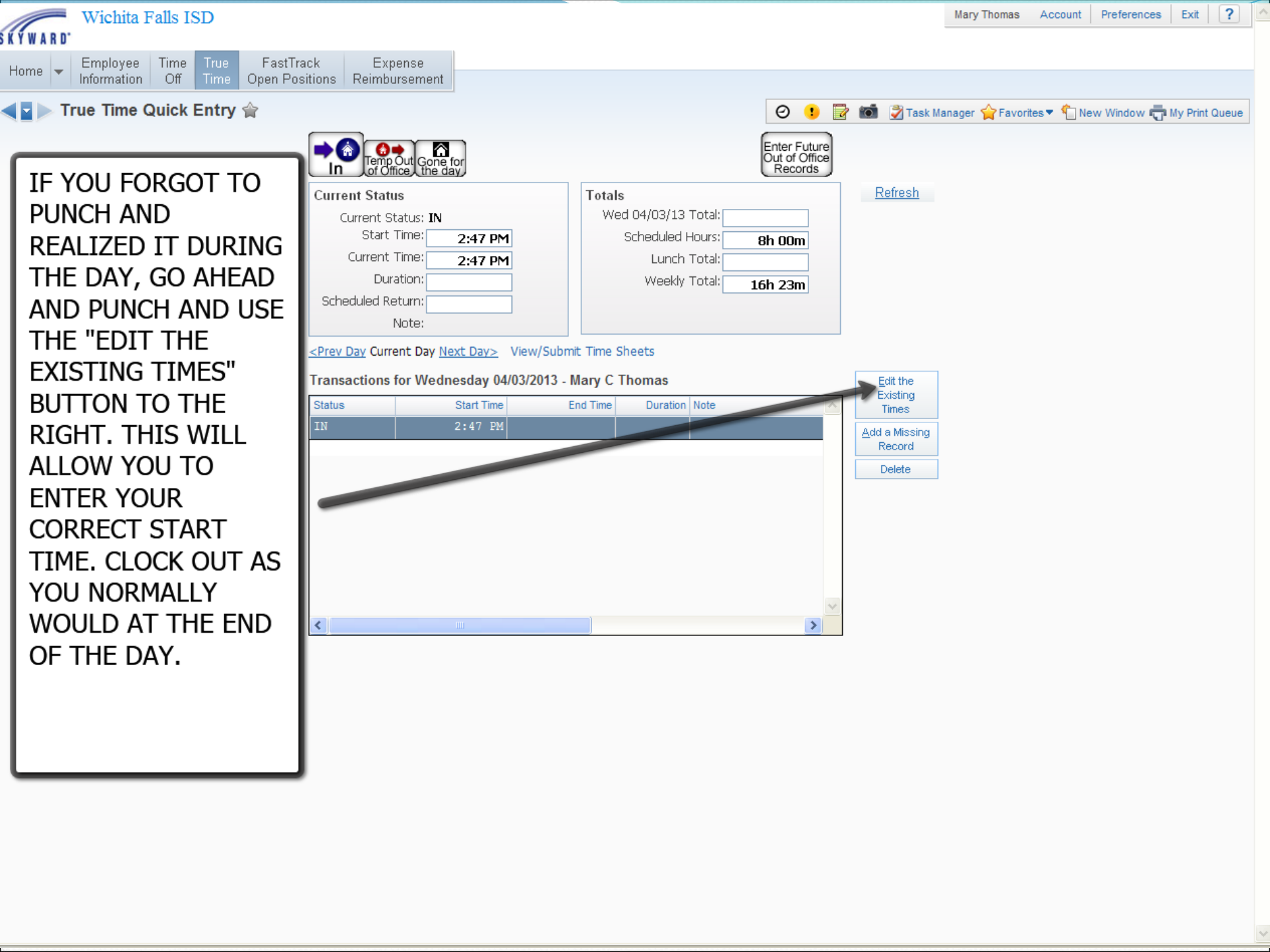

https://finance.whisd.net/scripts/wsisa.dll/WService=wsFin/rtorqprws001.w
Wichita Falls ISD
SKYWARD
Mary Thomas
Account
Preferences
Exit
?
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
My Time Off Requests
Task Manager
Favorites
New Window
My Print Queue
Views: General
Filters: *Skyward Default
Add
Edit
Delete
Clone
Attach
Date
Time
Amount
Type
Status
Year
Time Off Code
Reason
Description
A
03/19/2013 Tue
8:00 am
8h 00m
Used
Approvec
Current
LOCAL LEAVE HRS
SICK
SICK
03/19/2013 Tue
8:00 am
-8h 00m
Used
Waiting
Current
LOCAL LEAVE HRS
SICK
SICK
Once the original request has been approved, you will be able to make changes by cloning the original request with a negative hours (e.g. -1.00). This is what you will see when the process is complete. The principal/supervisor will also need to approve the negative entry.
20
20 records displayed
Date:

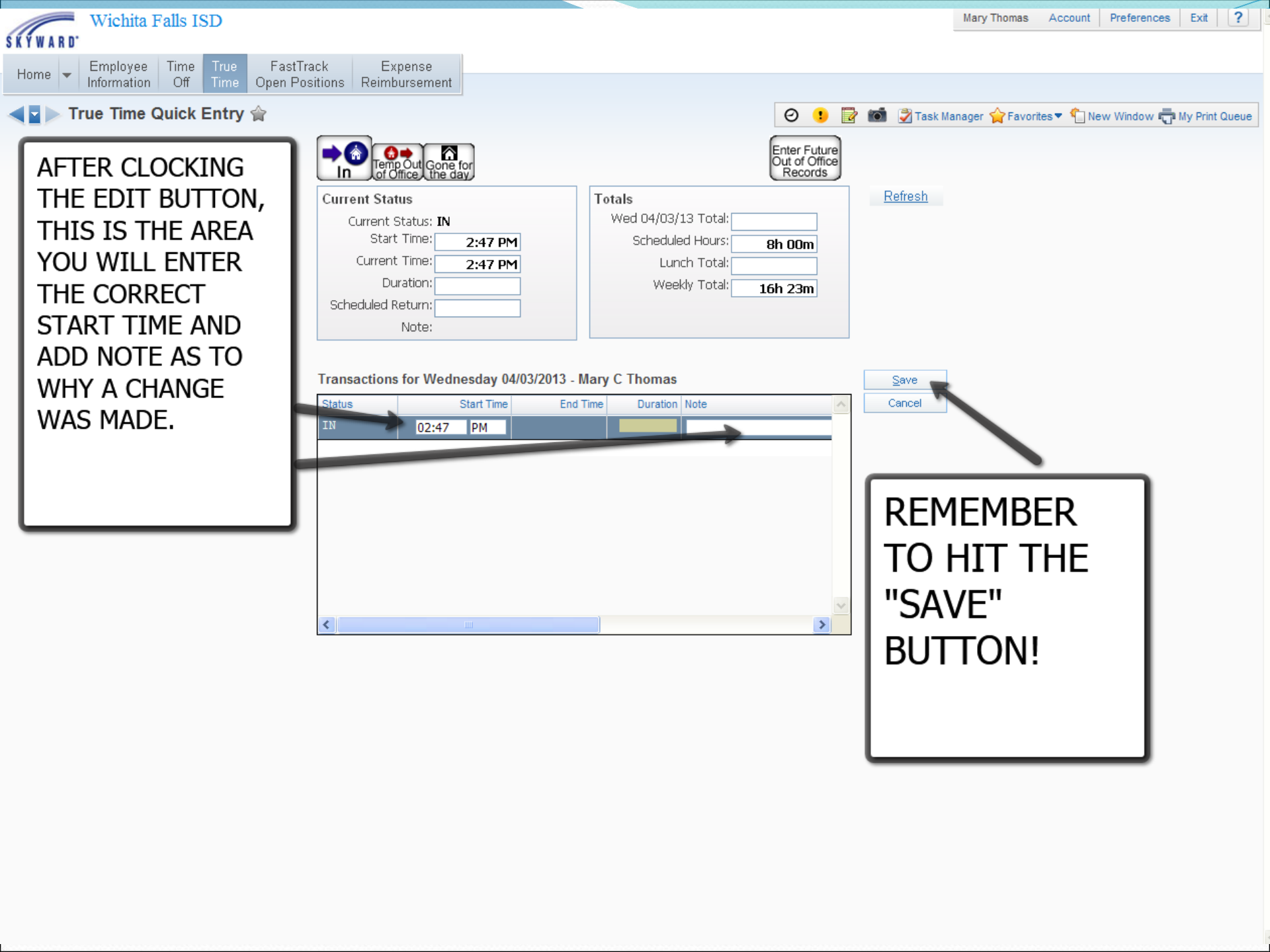
CLOCKING IN AND REVIEWING/EDITING TIME

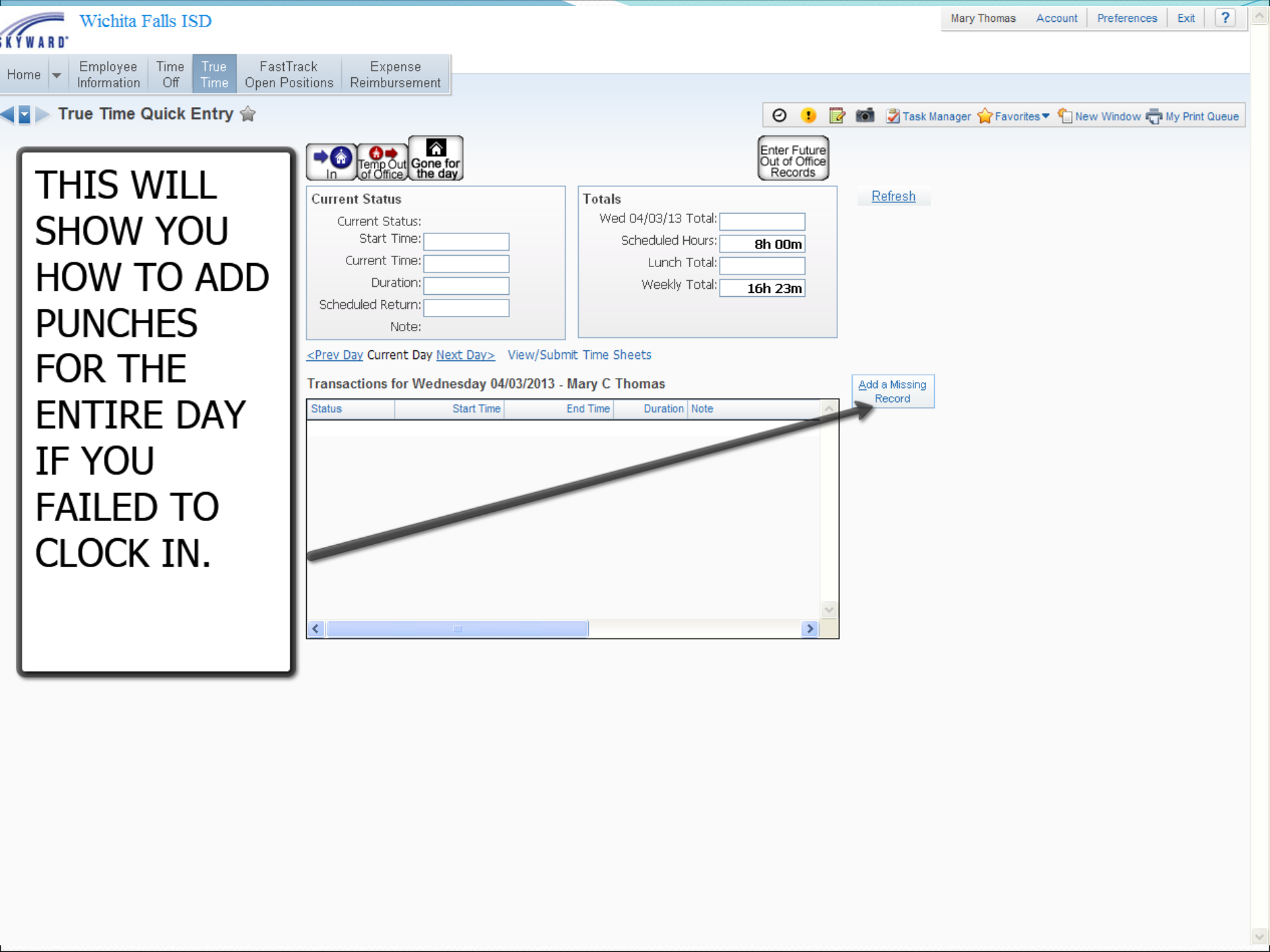


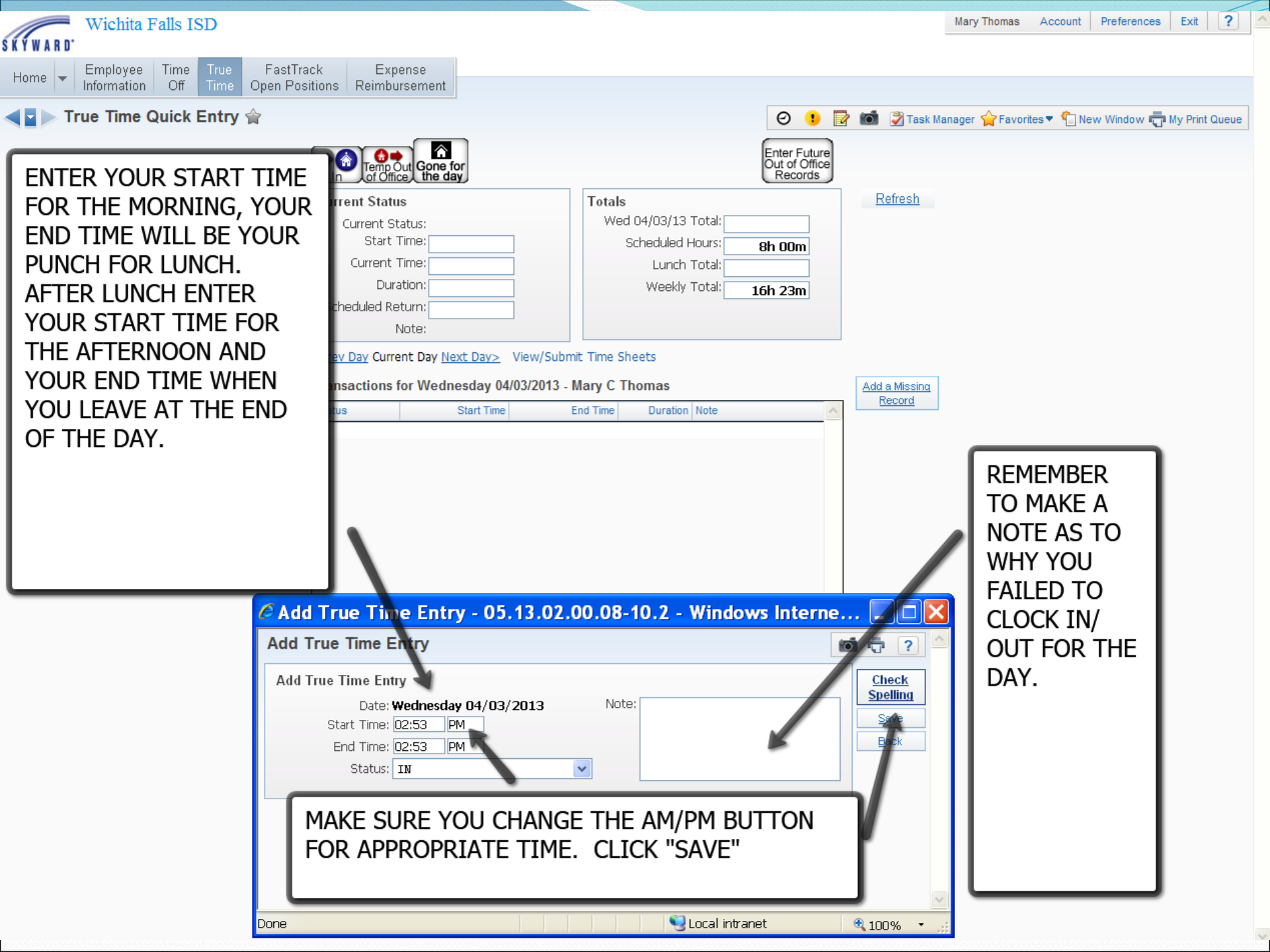

Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
Employee Access
Task Manager
Favorites
New Window
My Print Queue
My Favorites
No favorites available.
After signing in, you may see this page. Click on "True Time" to access Quick Entry.
My Print Queue
Job
Status
12/20/2012 Check Information
Completed
11/20/2012 Check Information
Completed
10/25/2012 Check Information
Completed
09/25/2012 Check Information
Completed
12/20/2012 Check Information
Completed
District News
No news to display.
Jump To Other Systems
Employee Access
Financial Management
Human Resources
Product Setup
Recent Programs
Human Resources Home
WH
Employee Profile
WH\EP\EP
Organizational Charts
WH\EP\OC
Employee Access Home
Product Setup Home
PS
My Status
Unsubmitted
My Requests
Entry by Employees
WH\TT\TA\EM
Configuration
WH\TT\PS\CF

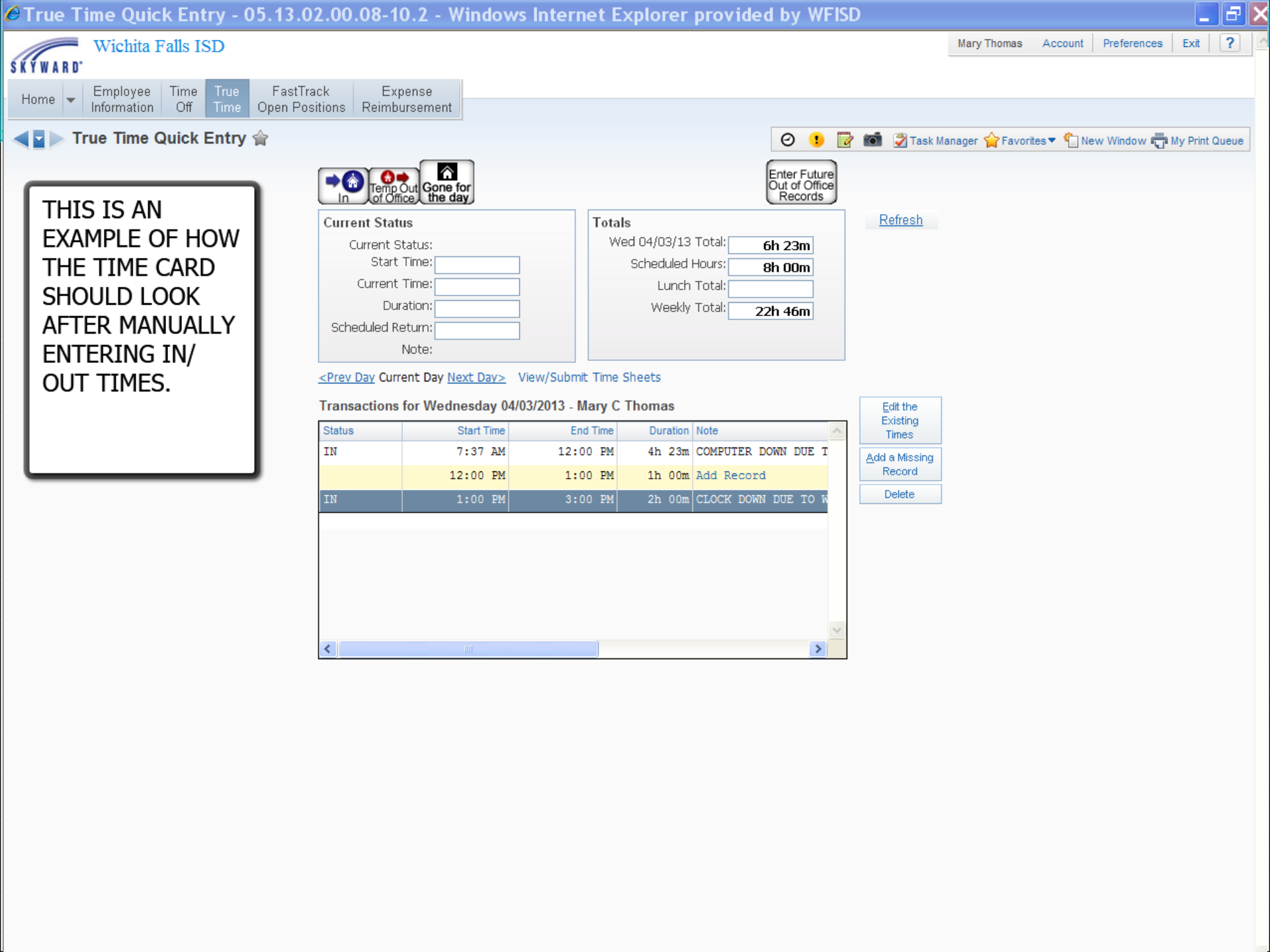

Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
True Time Quick Entry
Task Manager
Favorites
New Window
My Print Queue
In
Temp Out of Office
Gone for the day
Enter Future Out of Office Records
Current Status
Current Status:
Start Time:
Current Time:
Duration:
Scheduled Return:
Note:
Totals
Wed 04/03/13 Total:
Scheduled Hours:
8h 00m
Lunch Total:
Weekly Total:
16h 23m
Refresh
<Prev Day
Current Day
Next Day>
View/Submit Time Sheets
Transactions for Wednesday 04/03/2013 - Mary C Thomas
Add a Missing Record
Status
Start Time
End Time
Duration
Note
This page will be used to clock in and out.
DO NOT USE THE "TEMP OUT OF OFFICE "BUTTON. USE ONLY "IN" AND "GONE FOR THE DAY"


Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
True Time Quick Entry
Task Manager
Favorites
New Window
My Print Queue
In
Temp Out of Office
Gone for the day
Enter Future Out of Office Records
Refresh
Current Status
Current Status: IN
Start Time: 2:47 PM
Current Time: 2:47 PM
Duration:
Scheduled Return:
Note:
Totals
Wed 04/03/13 Total:
Scheduled Hours: 8h 00m
Lunch Total:
Weekly Total: 16h 23m
<Prev Day Current Day Next Day> View/Submit Time Sheets
Transactions for Wednesday 04/03/2013 - Mary C Thomas
Status
Start Time
End Time
Duration
Note
IN
2:47 PM
Edit the Existing Times
Add a Missing Record
Delete
IF YOU FORGOT TO PUNCH AND REALIZED IT DURING THE DAY, GO AHEAD AND PUNCH AND USE THE "EDIT THE EXISTING TIMES" BUTTON TO THE RIGHT. THIS WILL ALLOW YOU TO ENTER YOUR CORRECT START TIME. CLOCK OUT AS YOU NORMALLY WOULD AT THE END OF THE DAY.


Wichita Falls ISD
SKYWARD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
True Time Quick Entry
Task Manager
Favorites
New Window
My Print Queue
AFTER CLOCKING THE EDIT BUTTON, THIS IS THE AREA YOU WILL ENTER THE CORRECT START TIME AND ADD NOTE AS TO WHY A CHANGE WAS MADE.
In
Temp Out of Office
Gone for the day
Enter Future Out of Office Records
Refresh
Current Status
Current Status: IN
Start Time: 2:47 PM
Current Time: 2:47 PM
Duration:
Scheduled Return:
Note:
Totals
Wed 04/03/13 Total:
Scheduled Hours: 8h 00m
Lunch Total:
Weekly Total: 16h 23m
Transactions for Wednesday 04/03/2013 - Mary C Thomas
Status
Start Time
End Time
Duration
Note
IN
02:47
PM
Save
Cancel
REMEMBER TO HIT THE "SAVE" BUTTON!


Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
True Time Quick Entry
Task Manager
Favorites
New Window
My Print Queue
In
Temp Out of Office
Gone for the day
Enter Future Out of Office Records
Refresh
Current Status
Current Status:
Start Time:
Current Time:
Duration:
Scheduled Return:
Note:
Totals
Wed 04/03/13 Total:
Scheduled Hours:
8h 00m
Lunch Total:
Weekly Total:
16h 23m
<Prev Day
Current Day
Next Day>
View/Submit Time Sheets
Transactions for Wednesday 04/03/2013 - Mary C Thomas
Add a Missing Record
Status
Start Time
End Time
Duration
Note
THIS WILL SHOW YOU HOW TO ADD PUNCHES FOR THE ENTIRE DAY IF YOU FAILED TO CLOCK IN.


Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
True Time Quick Entry
Task Manager
Favorites
New Window
My Print Queue
Temp Out of Office
Gone for the day
Enter Future Out of Office Records
Refresh
Current Status
Current Status:
Start Time:
Current Time:
Duration:
Scheduled Return:
Note:
Totals
Wed 04/03/13 Total:
Scheduled Hours: 8h 00m
Lunch Total:
Weekly Total: 16h 23m
Current Day
View/Submit Time Sheets
Add a Missing Record
Start Time
End Time
Duration
Note
ENTER YOUR START TIME FOR THE MORNING, YOUR END TIME WILL BE YOUR PUNCH FOR LUNCH. AFTER LUNCH ENTER YOUR START TIME FOR THE AFTERNOON AND YOUR END TIME WHEN YOU LEAVE AT THE END OF THE DAY.
Add True Time Entry - 05.13.02.00.08-10.2 - Windows Interne...
Add True Time Entry
Date: Wednesday 04/03/2013
Start Time: 02:53 PM
End Time: 02:53 PM
Status: IN
Note:
Check Spelling
Save
Back
MAKE SURE YOU CHANGE THE AM/PM BUTTON FOR APPROPRIATE TIME. CLICK "SAVE"
REMEMBER TO MAKE A NOTE AS TO WHY YOU FAILED TO CLOCK IN/ OUT FOR THE DAY.
Done
Local intranet
100%


True Time Quick Entry - 05.13.02.00.08-10.2 - Windows Internet Explorer provided by WFISD
Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
True Time Quick Entry
Task Manager
Favorites
New Window
My Print Queue
THIS IS AN EXAMPLE OF HOW THE TIME CARD SHOULD LOOK AFTER MANUALLY ENTERING IN/ OUT TIMES.
In
Temp Out of Office
Gone for the day
Enter Future Out of Office Records
Refresh
Current Status
Current Status:
Start Time:
Current Time:
Duration:
Scheduled Return:
Note:
Totals
Wed 04/03/13 Total: 6h 23m
Scheduled Hours: 8h 00m
Lunch Total:
Weekly Total: 22h 46m
<Prev Day Current Day Next Day> View/Submit Time Sheets
Transactions for Wednesday 04/03/2013 - Mary C Thomas
Status Start Time End Time Duration Note
IN 7:37 AM 12:00 PM 4h 23m COMPUTER DOWN DUE T
12:00 PM 1:00 PM 1h 00m Add Record
IN 1:00 PM 3:00 PM 2h 00m CLOCK DOWN DUE TO W
Edit the Existing Times
Add a Missing Record
Delete

THIS EXAMPLE WILL SHOW YOU HOW TO ADJUST YOUR TIME WHEN YOU WORK THROUGH YOUR LUNCH BREAK.

HIGHLIGHT THE ENTRY YOU WANT TO ADJUST. CLICK "EDIT THE EXISTING TIMES".

Totals

Tue 04/02/13 Total:	8h 20m
Scheduled Hours:	8h 00m
Lunch Total:	
Weekly Total:	22h 46m

<Prev Day Tue 04/02/2013 Next Day> Current Day View/Submit Time Sheets

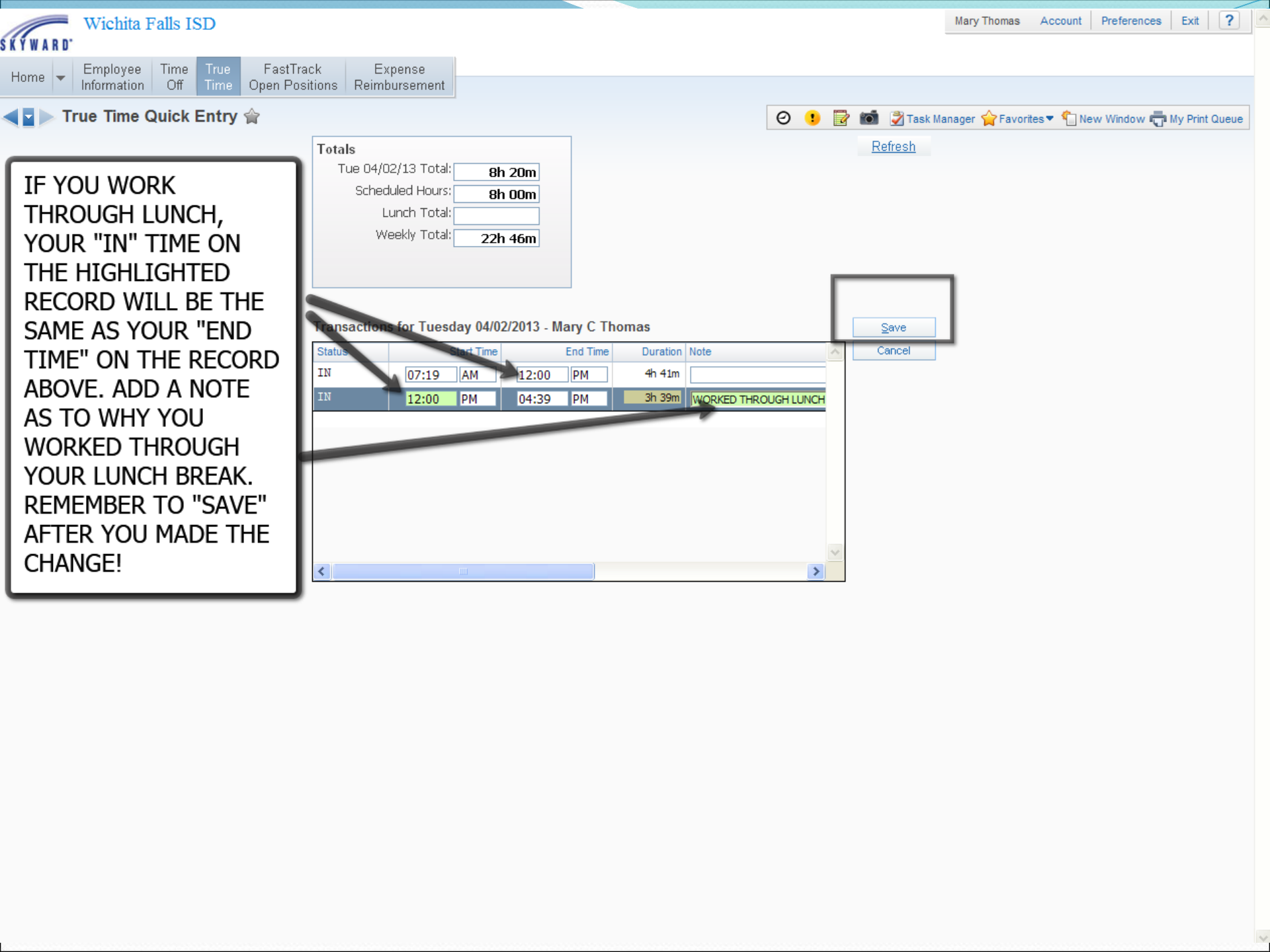
Transactions for Tuesday 04/02/2013 - Mary C Thomas

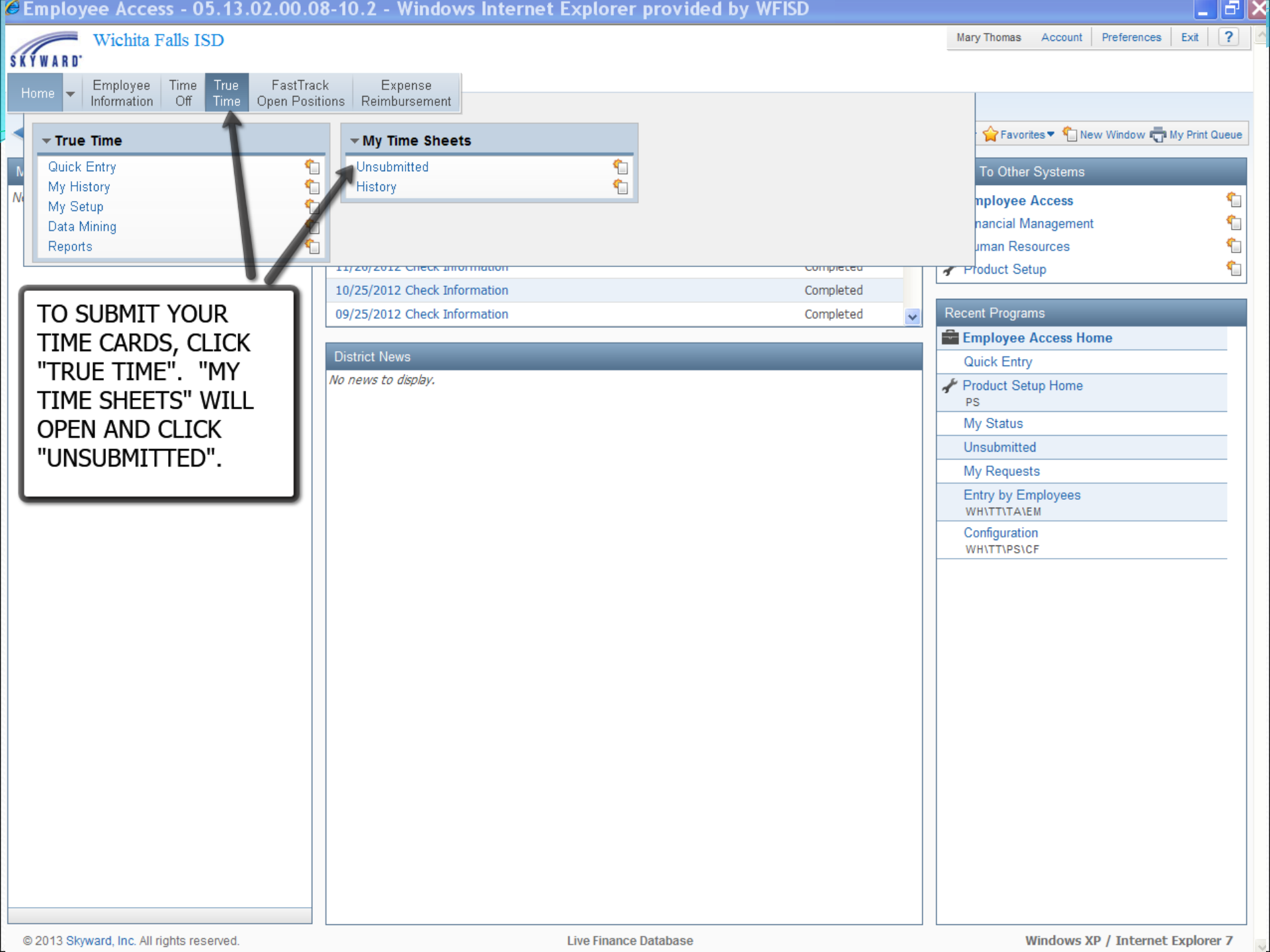
Status	Start Time	End Time	Duration	Note
IN	7:19 AM	12:00 PM	4h 41m	
	12:00 PM	1:00 PM	1h 00m	Add Record
IN	1:00 PM	4:39 PM	3h 39m	

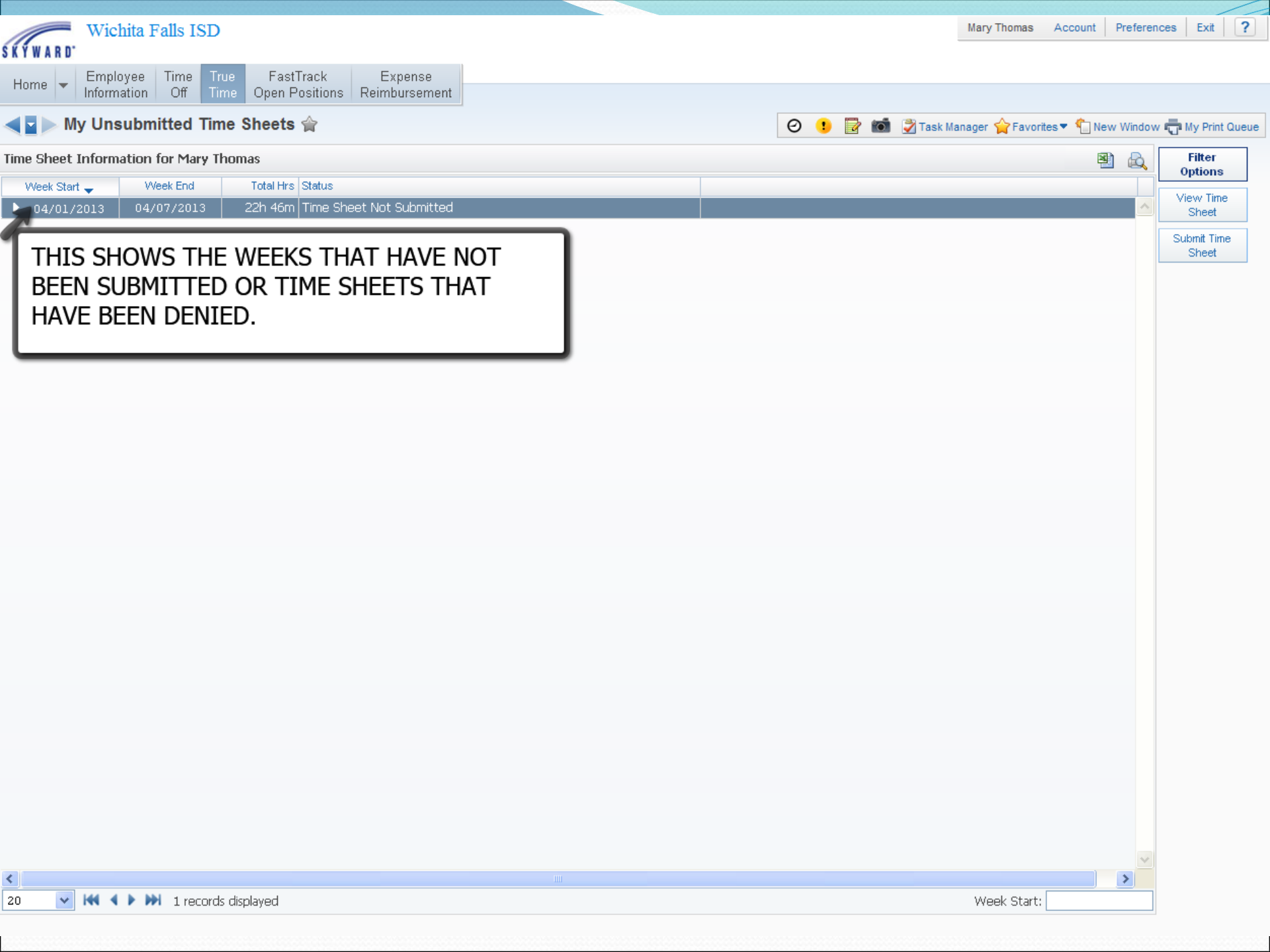
Edit the Existing Times

Add a Missing Record

Delete


Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
True Time Quick Entry
Task Manager
Favorites
New Window
My Print Queue
Refresh
Totals
Tue 04/02/13 Total: 8h 20m
Scheduled Hours: 8h 00m
Lunch Total:
Weekly Total: 22h 46m
IF YOU WORK THROUGH LUNCH, YOUR "IN" TIME ON THE HIGHLIGHTED RECORD WILL BE THE SAME AS YOUR "END TIME" ON THE RECORD ABOVE. ADD A NOTE AS TO WHY YOU WORKED THROUGH YOUR LUNCH BREAK. REMEMBER TO "SAVE" AFTER YOU MADE THE CHANGE!
Transactions for Tuesday 04/02/2013 - Mary C Thomas
Status
Start Time
End Time
Duration
Note
IN 07:19 AM 12:00 PM 4h 41m
IN 12:00 PM 04:39 PM 3h 39m WORKED THROUGH LUNCH
Save
Cancel


Employee Access - 05.13.02.00.08-10.2 - Windows Internet Explorer provided by WFISD
Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
True Time
Quick Entry
My History
My Setup
Data Mining
Reports
My Time Sheets
Unsubmitted
History
Favorites
New Window
My Print Queue
To Other Systems
Employee Access
Financial Management
Human Resources
Product Setup
10/25/2012 Check Information
Completed
09/25/2012 Check Information
Completed
District News
No news to display.
Recent Programs
Employee Access Home
Quick Entry
Product Setup Home
PS
My Status
Unsubmitted
My Requests
Entry by Employees
WH\TT\TA\EM
Configuration
WH\TT\PS\CF
TO SUBMIT YOUR TIME CARDS, CLICK "TRUE TIME". "MY TIME SHEETS" WILL OPEN AND CLICK "UNSUBMITTED".
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Live Finance Database
Windows XP / Internet Explorer 7


Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
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Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
My Unsubmitted Time Sheets
Task Manager
Favorites
New Window
My Print Queue
Time Sheet Information for Mary Thomas
Filter Options
Week Start
Week End
Total Hrs
Status
04/01/2013
04/07/2013
22h 46m
Time Sheet Not Submitted
View Time Sheet
Submit Time Sheet
THIS SHOWS THE WEEKS THAT HAVE NOT BEEN SUBMITTED OR TIME SHEETS THAT HAVE BEEN DENIED.
20
1 records displayed
Week Start:

My Unsubmitted Time Sheets - 05.13.02.00.08-10.2 - Windows Internet Explorer provided by WFISD

Wichita Falls ISD

Mary Thomas | Account | Preferences | Exit | ?

Home | Employee Information | Time Off | True Time | FastTrack Open Positions | Expense Reimbursement

My Unsubmitted Time Sheets

Task Manager | Favorites | New Window | My Print Queue

Time Sheet Information for Mary Thomas

Filter Options

Week Start	Week End	Total Hrs	Status
04/01/2013	04/07/2013	22h 46m	Time Sheet Not Submitted

View Time Sheet

Submit Time Sheet

THIS IS ALSO WHERE YOU CAN VIEW AND SUBMIT TIME SHEETS.

20 | 1 records displayed | Week Start:

Local intranet | 100%

Back

Work	CLERK (CLERK)		40h 58m
		Total Hours:	**40h 58m**
		Original Hours Paid:	41h 00m
		Requested Comp Time Clock Hours:	2h 00m
		Adjusted Hours Paid:	**39h 00m**

Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours

Comp Time Totals

Time Off Code	Days or Hours	Clock Hours Requested		Comp Time Factor		Time Off Allocated
COMP TIME	Hours	1h 00m	*	1.5	=	1h 30m
COMP TIME	Hours	1h 00m	*	1	=	1h 00m
Totals		**2h 00m**				**2h 30m**

Daily Totals

	Status	Note			Hours
Monday 02/25/13					
7:35 AM - 12:00 PM	IN	waiting on computer			4h 25m
12:00 PM - 1:00 PM	LNCH	Auto Create Lunch			1h 00m
1:00 PM - 4:32 PM	IN	waiting on computer			3h 32m
			02/25/13	Total Hours:	**7h 57m**
Tuesday 02/26/13					
7:50 AM - 12:00 PM	IN				4h 10m
12:00 PM - 1:00 PM	LNCH	Auto Create Lunch			1h 00m
1:00 PM - 5:17 PM	IN				4h 17m
			02/26/13	Total Hours:	**8h 27m**
Wednesday 02/27/13					
7:49 AM - 12:00 PM	IN				4h 11m
12:00 PM - 1:00 PM	LNCH	Auto Create Lunch			1h 00m
1:00 PM - 4:48 PM	IN				3h 48m
			02/27/13	Total Hours:	**7h 59m**
Thursday 02/28/13					
7:36 AM - 12:00 PM	IN				4h 24m
12:00 PM - 4:53 PM	IN	didnt take lunch			4h 53m
			02/28/13	Total Hours:	**9h 17m**
Friday 03/01/13					
7:36 AM - 12:00 PM	IN				4h 24m
1:00 PM - 3:54 PM	IN				2h 54m
		03/01/13	Total Hours:	**7h 18m**	Hours Paid: **5h 18m**

Adjustments

Workday	Type	Status	Adjusted Start Time	Adjusted End Time	Pay Code	Original Start Time	Original End Time	Pay Code	Adjusted By	Note
02/25/13	Mod	IN	7:35 AM	12:00 PM	CLERK	7:46 AM	7:46 AM	CLERK	Mary C Thomas	waiting on computer
02/28/13	Del	LNCH	12:00 PM	1:00 PM	CLERK				Mary C Thomas	Auto Create Lunch
02/28/13	Mod	IN	12:00 PM	4:53 PM	CLERK	1:00 PM	4:53 PM	CLERK	Mary C Thomas	didnt take lunch
03/01/13	Mod	IN	7:36 AM	12:00 PM	CLERK	7:36 AM	7:43 AM	CLERK	Mary C Thomas	

WHAT TO LOOK FOR ON A TIME SHEET:

*MAKE SURE YOU ACCOUNT FOR 39 HOURS

YOUR TIME SHEET SHOULD BE 39 HOURS AND THAT WOULD SHOW ON "TOTAL HOURS"

WHEN YOU MAKE MANUAL ADJUSTMENTS TO YOUR TIME SHEET, YOUR PRINCIPAL WILL BE ABLE TO SEE THIS BECAUSE OF THE HIGHLIGHTED PUNCHES ON YOUR TIME SHEET. NOTES WILL ALSO BE AT THE BOTTOM OF THE TIME SHEET WHEN ADJUSTMENTS ARE MADE.

Submit Time Sheet

Time Sheet for Mary Thomas: 04/01/2013 - 04/07/2013

Period Summary

Type	Pay	Note	Hours
WORK	CLERK (CLERK)		22h 46m
		Total Hours:	**22h 46m**
		Hours Paid:	**22h 45m**

Submit Time Sheet
Comp Time Information
Print
Back

IF YOU HAVE 39 HOURS, CLICK "SUBMIT TIME SHEET".

Daily Totals

	Status	Note		Hours
Monday 04/01/13				
7:37 AM - 12:00 PM	IN			4h 23m
12:00 PM - 1:00 PM	LNCH	AUTO CREATE LUNCH		1h 00m
1:00 PM - 4:40 PM	IN			3h 40m
		04/01/13	Total Hours:	**8h 03m**
Tuesday 04/02/13				
7:19 AM - 12:00 PM	IN			4h 41m
1:00 PM - 4:39 PM	IN			3h 39m
		04/02/13	Total Hours:	**8h 20m**
Wednesday 04/03/13				
7:37 AM - 12:00 PM	IN	COMPUTER DOWN DUE TO WEATHER		4h 23m
1:00 PM - 3:00 PM	IN	CLOCK DOWN DUE TO WEATHER		2h 00m
		04/03/13	Total Hours:	**6h 23m**

Adjustments

Workday	Type	Status	Start Time	Adjusted End Time	Pay Code	Start Time	Original End Time	Pay Code	Adjusted By	Note
04/02/13	Del	LNCH	12:00 PM	1:00 PM	CLERK				Mary C Thomas	Auto Create Lunch
04/03/13	Add	IN	7:37 AM	12:00 PM	CLERK				Mary C Thomas	COMPUTER DOWN DUE TO WEATHER
04/03/13	Add	IN	1:00 PM	3:00 PM	CLERK				Mary C Thomas	CLOCK DOWN DUE TO WEATHER
04/03/13	Del	IN	2:47 PM		CLERK				Mary C Thomas	

Employee:_____ **Date:**_____

Approved By:_____ **Date:**_____

Time Sheet Submission Information

Time Sheet Submission Information

Save

Back

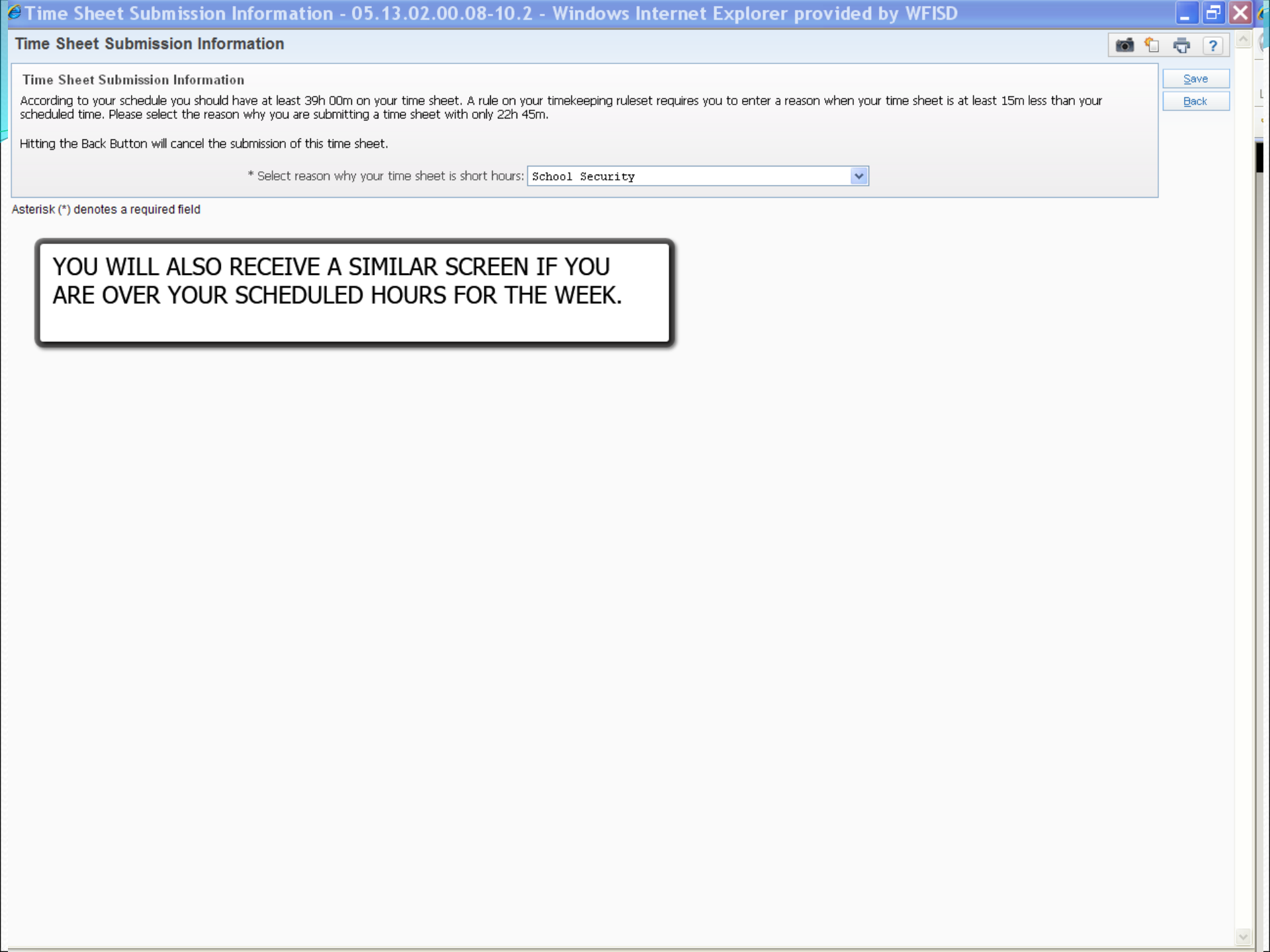
According to your schedule you should have at least 39h 00m on your time sheet. A rule on your timekeeping ruleset requires you to enter a reason when your time sheet is at least 15m less than your scheduled time. Please select the reason why you are submitting a time sheet with only 22h 45m.

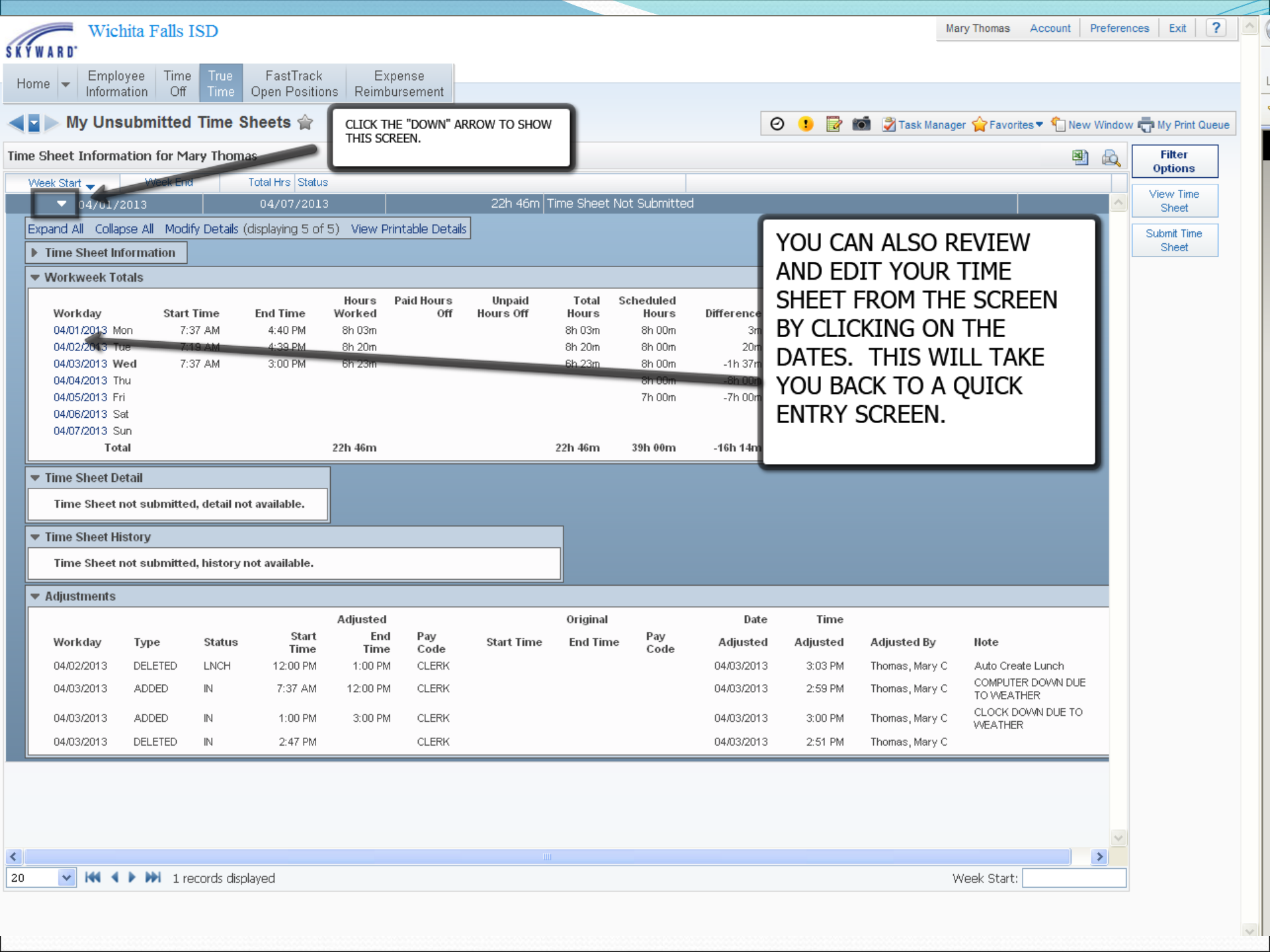
Hitting the Back Button will cancel the submission of this time sheet.

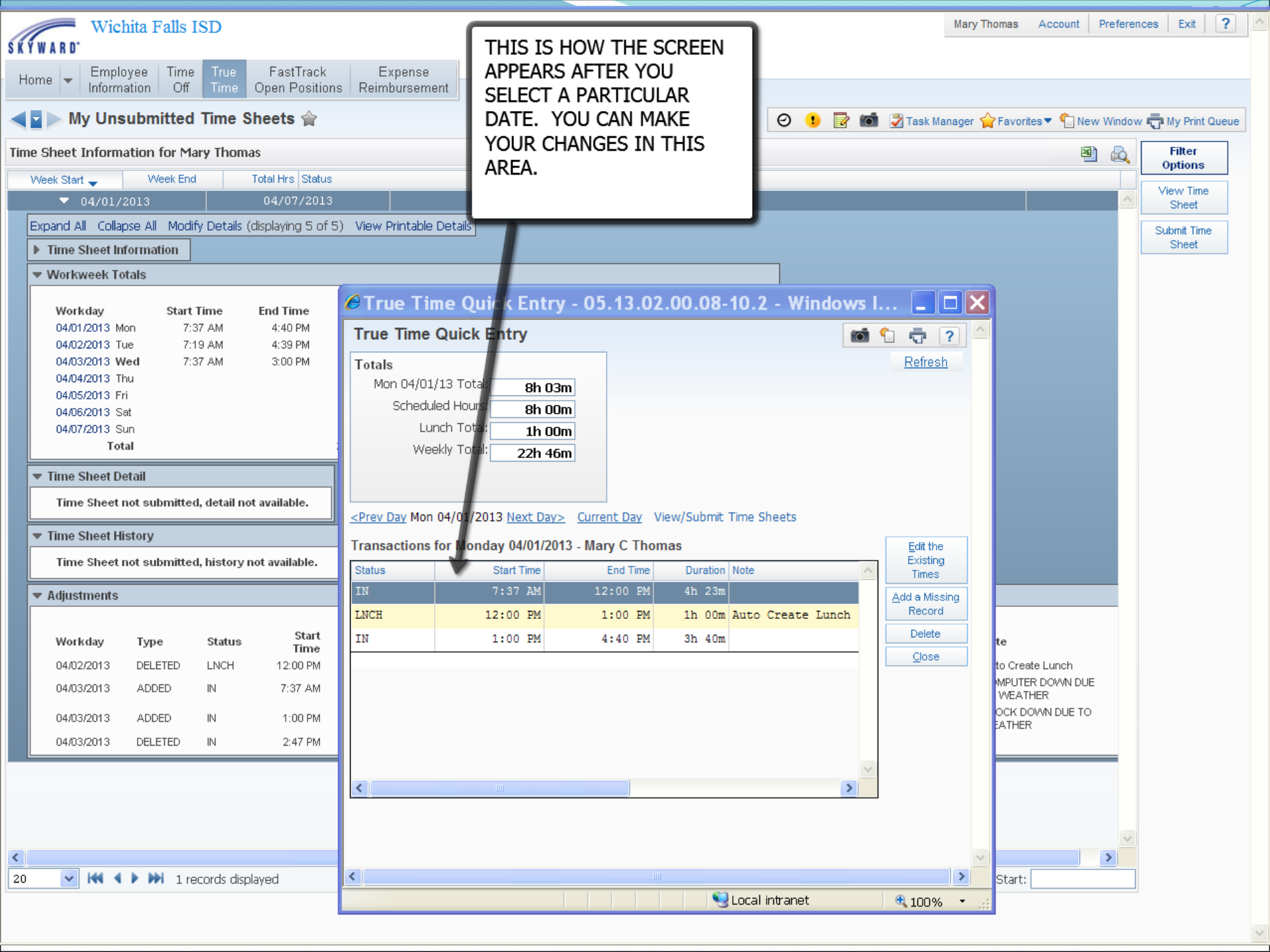
* Select reason why your time sheet is short hours: School Security

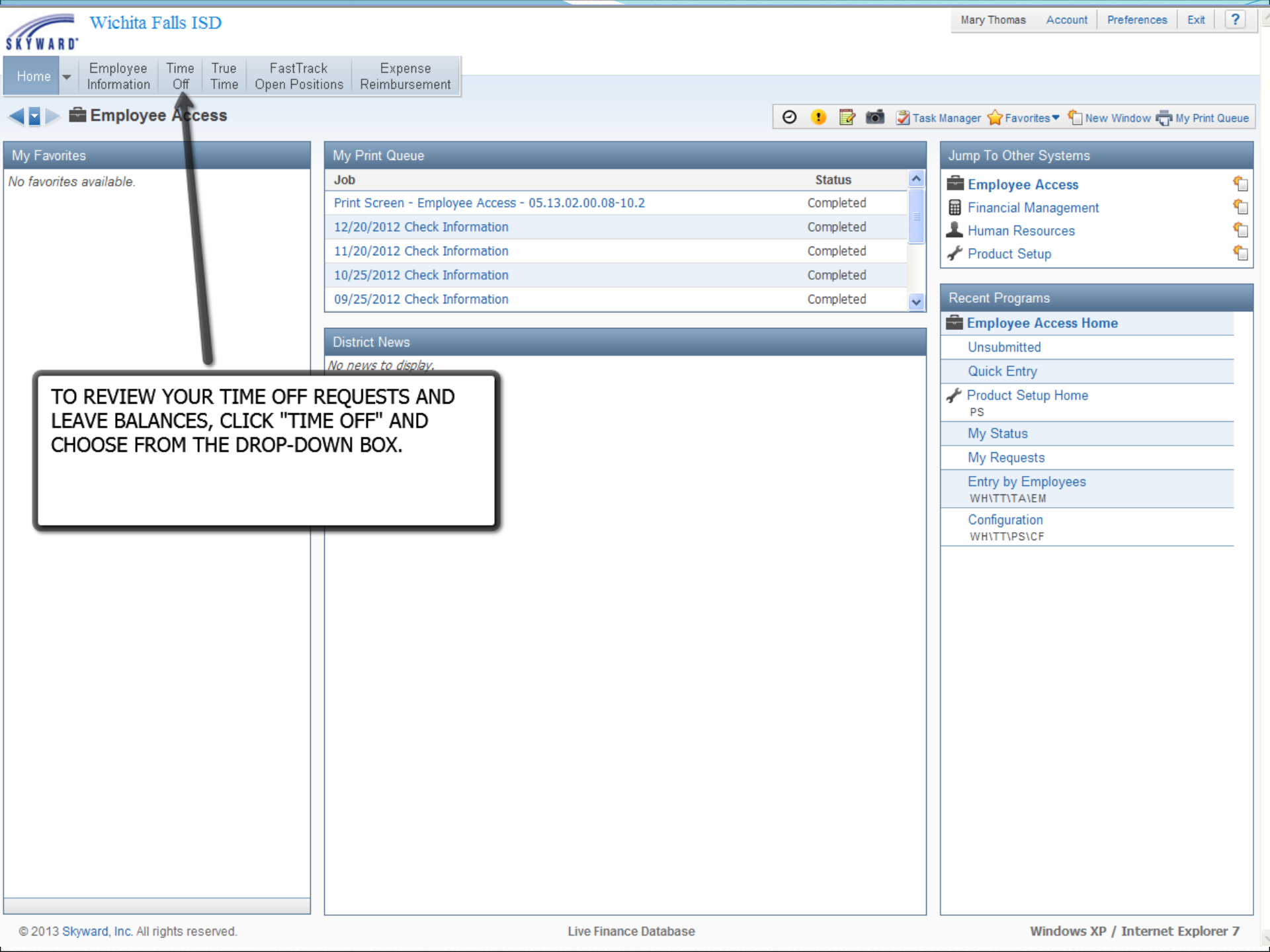
Asterisk (*) denotes a required field

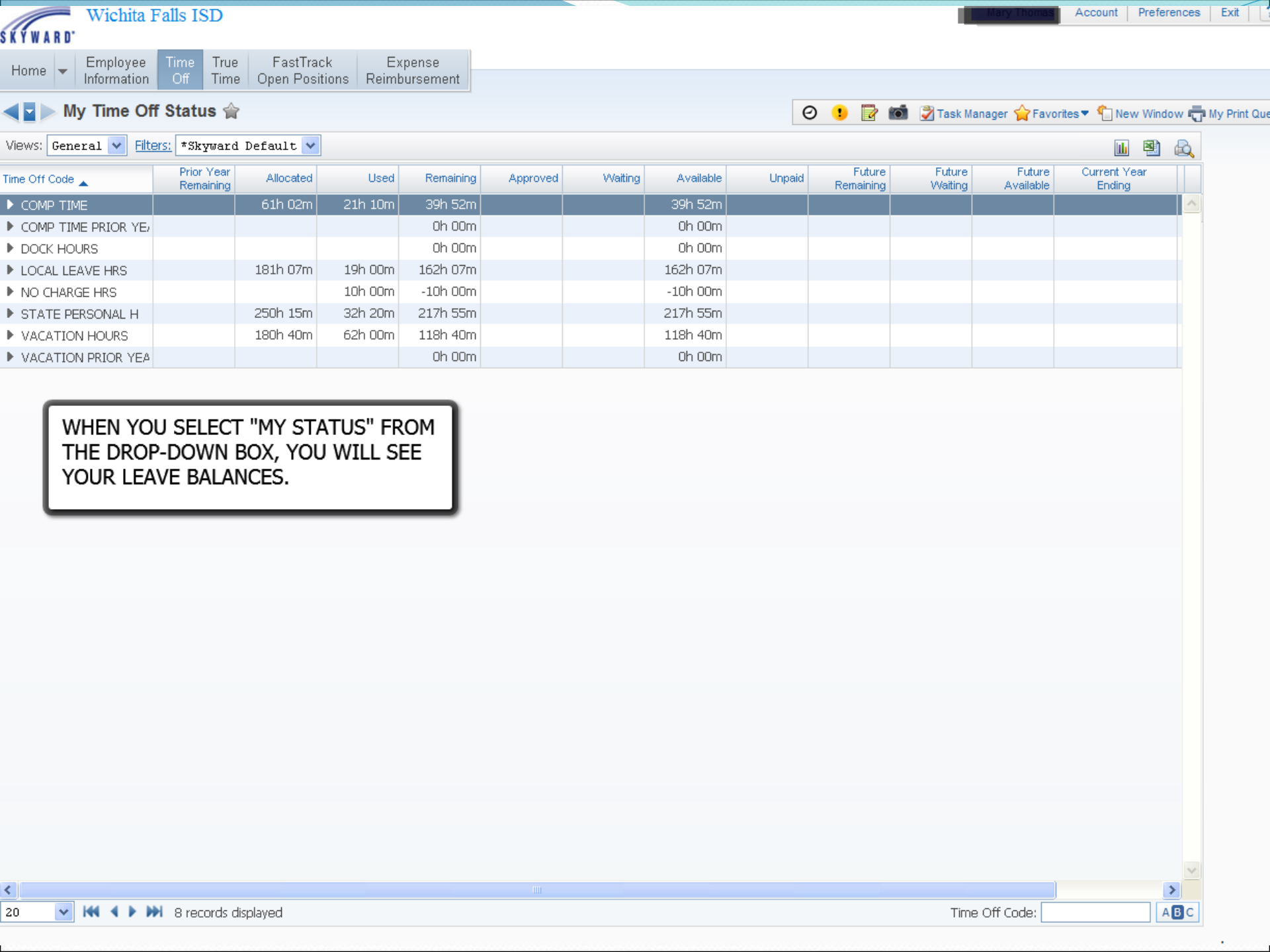
AFTER CLICKING "SUBMIT" AND YOU SEE THIS SCREEN, THIS MEANS YOU HAVE NOT MET YOUR SCHEDULED HOURS. RETURN TO THE TIME SHEET AND MAKE NECESSARY CORRECTIONS TO REACH 39 HOURS.


Time Sheet Submission Information - 05.13.02.00.08-10.2 - Windows Internet Explorer provided by WFISD
Time Sheet Submission Information
Time Sheet Submission Information
According to your schedule you should have at least 39h 00m on your time sheet. A rule on your timekeeping ruleset requires you to enter a reason when your time sheet is at least 15m less than your scheduled time. Please select the reason why you are submitting a time sheet with only 22h 45m.
Hitting the Back Button will cancel the submission of this time sheet.
* Select reason why your time sheet is short hours:
School Security
Save
Back
Asterisk (*) denotes a required field
YOU WILL ALSO RECEIVE A SIMILAR SCREEN IF YOU ARE OVER YOUR SCHEDULED HOURS FOR THE WEEK.


Wichita Falls ISD
SKYWARD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
My Unsubmitted Time Sheets
CLICK THE "DOWN" ARROW TO SHOW THIS SCREEN.
Task Manager
Favorites
New Window
My Print Queue
Time Sheet Information for Mary Thomas
Filter Options
View Time Sheet
Submit Time Sheet
Week Start
Week End
Total Hrs
Status
04/01/2013
04/07/2013
22h 46m
Time Sheet Not Submitted
Expand All
Collapse All
Modify Details (displaying 5 of 5)
View Printable Details
Time Sheet Information
Workweek Totals
Workday
Start Time
End Time
Hours Worked
Paid Hours Off
Unpaid Hours Off
Total Hours
Scheduled Hours
Difference
04/01/2013 Mon
7:37 AM
4:40 PM
8h 03m
8h 03m
8h 00m
3m
04/02/2013 Tue
7:19 AM
4:39 PM
8h 20m
8h 20m
8h 00m
20m
04/03/2013 Wed
7:37 AM
3:00 PM
6h 23m
6h 23m
8h 00m
-1h 37m
04/04/2013 Thu
8h 00m
-8h 00m
04/05/2013 Fri
7h 00m
-7h 00m
04/06/2013 Sat
04/07/2013 Sun
Total
22h 46m
22h 46m
39h 00m
-16h 14m
YOU CAN ALSO REVIEW AND EDIT YOUR TIME SHEET FROM THE SCREEN BY CLICKING ON THE DATES. THIS WILL TAKE YOU BACK TO A QUICK ENTRY SCREEN.
Time Sheet Detail
Time Sheet not submitted, detail not available.
Time Sheet History
Time Sheet not submitted, history not available.
Adjustments
Workday
Type
Status
Adjusted Start Time
Adjusted End Time
Pay Code
Original Start Time
Original End Time
Original Pay Code
Date Adjusted
Time Adjusted
Adjusted By
Note
04/02/2013 DELETED LNCH 12:00 PM 1:00 PM CLERK 04/03/2013 3:03 PM Thomas, Mary C Auto Create Lunch
04/03/2013 ADDED IN 7:37 AM 12:00 PM CLERK 04/03/2013 2:59 PM Thomas, Mary C COMPUTER DOWN DUE TO WEATHER
04/03/2013 ADDED IN 1:00 PM 3:00 PM CLERK 04/03/2013 3:00 PM Thomas, Mary C CLOCK DOWN DUE TO WEATHER
04/03/2013 DELETED IN 2:47 PM CLERK 04/03/2013 2:51 PM Thomas, Mary C
20
1 records displayed
Week Start:


Wichita Falls ISD
SKYWARD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
My Unsubmitted Time Sheets
Task Manager
Favorites
New Window
My Print Queue
Time Sheet Information for Mary Thomas
Filter Options
View Time Sheet
Submit Time Sheet
Week Start
Week End
Total Hrs
Status
04/01/2013
04/07/2013
Expand All
Collapse All
Modify Details (displaying 5 of 5)
View Printable Details
Time Sheet Information
Workweek Totals
Workday
Start Time
End Time
04/01/2013 Mon 7:37 AM 4:40 PM
04/02/2013 Tue 7:19 AM 4:39 PM
04/03/2013 Wed 7:37 AM 3:00 PM
04/04/2013 Thu
04/05/2013 Fri
04/06/2013 Sat
04/07/2013 Sun
Total
Time Sheet Detail
Time Sheet not submitted, detail not available.
Time Sheet History
Time Sheet not submitted, history not available.
Adjustments
Workday
Type
Status
Start Time
04/02/2013 DELETED LNCH 12:00 PM
04/03/2013 ADDED IN 7:37 AM
04/03/2013 ADDED IN 1:00 PM
04/03/2013 DELETED IN 2:47 PM
20
1 records displayed
Start:
THIS IS HOW THE SCREEN APPEARS AFTER YOU SELECT A PARTICULAR DATE. YOU CAN MAKE YOUR CHANGES IN THIS AREA.
True Time Quick Entry - 05.13.02.00.08-10.2 - Windows I...
True Time Quick Entry
Refresh
Totals
Mon 04/01/13 Total: 8h 03m
Scheduled Hours: 8h 00m
Lunch Total: 1h 00m
Weekly Total: 22h 46m
<Prev Day Mon 04/01/2013 Next Day> Current Day View/Submit Time Sheets
Transactions for Monday 04/01/2013 - Mary C Thomas
Status
Start Time
End Time
Duration
Note
IN 7:37 AM 12:00 PM 4h 23m
LNCH 12:00 PM 1:00 PM 1h 00m Auto Create Lunch
IN 1:00 PM 4:40 PM 3h 40m
Edit the Existing Times
Add a Missing Record
Delete
Close
Local intranet
100%


Wichita Falls ISD
Mary Thomas
Account
Preferences
Exit
Home
Employee Information
Time Off
True Time
FastTrack Open Positions
Expense Reimbursement
Employee Access
Task Manager
Favorites
New Window
My Print Queue
My Favorites
No favorites available.
My Print Queue
Job
Status
Print Screen - Employee Access - 05.13.02.00.08-10.2
Completed
12/20/2012 Check Information
Completed
11/20/2012 Check Information
Completed
10/25/2012 Check Information
Completed
09/25/2012 Check Information
Completed
District News
No news to display.
Jump To Other Systems
Employee Access
Financial Management
Human Resources
Product Setup
Recent Programs
Employee Access Home
Unsubmitted
Quick Entry
Product Setup Home
PS
My Status
My Requests
Entry by Employees
WH\TT\TA\EM
Configuration
WH\TT\PS\CF
TO REVIEW YOUR TIME OFF REQUESTS AND LEAVE BALANCES, CLICK "TIME OFF" AND CHOOSE FROM THE DROP-DOWN BOX.
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Windows XP / Internet Explorer 7


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My Print Que
Views: General
Filters: *Skyward Default
Time Off Code
Prior Year Remaining
Allocated
Used
Remaining
Approved
Waiting
Available
Unpaid
Future Remaining
Future Waiting
Future Available
Current Year Ending
COMP TIME 61h 02m 21h 10m 39h 52m 39h 52m
COMP TIME PRIOR YE 0h 00m 0h 00m
DOCK HOURS 0h 00m 0h 00m
LOCAL LEAVE HRS 181h 07m 19h 00m 162h 07m 162h 07m
NO CHARGE HRS 10h 00m -10h 00m -10h 00m
STATE PERSONAL H 250h 15m 32h 20m 217h 55m 217h 55m
VACATION HOURS 180h 40m 62h 00m 118h 40m 118h 40m
VACATION PRIOR YEA 0h 00m 0h 00m
WHEN YOU SELECT "MY STATUS" FROM THE DROP-DOWN BOX, YOU WILL SEE YOUR LEAVE BALANCES.
20
8 records displayed
Time Off Code: