Support Staff Skyward Time Tracking Help Sheet

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Clocking In and Out

To clock in and out, using any smart phone, ipad or desktop, navigate to Skyward Employee Access and select the Clock In/Out module, you must be on any building wifi to access this:

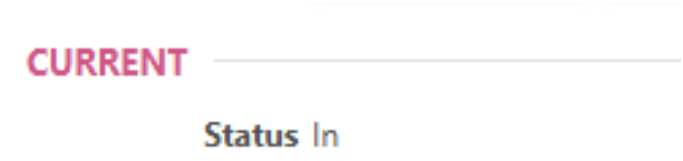


Select In to clock In

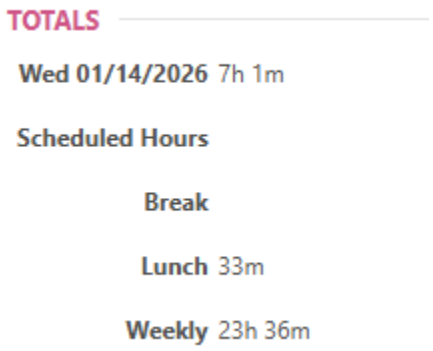


When you are ready to leave for the day, select OUT.

You can always see your current status from this screen as well, in case you're concerned your punch did not work:



You can also see your total hours for the week:



Clocking In and Out for Lunch

Your 30 minute lunch will automatically be deducted after 5 hours of work.

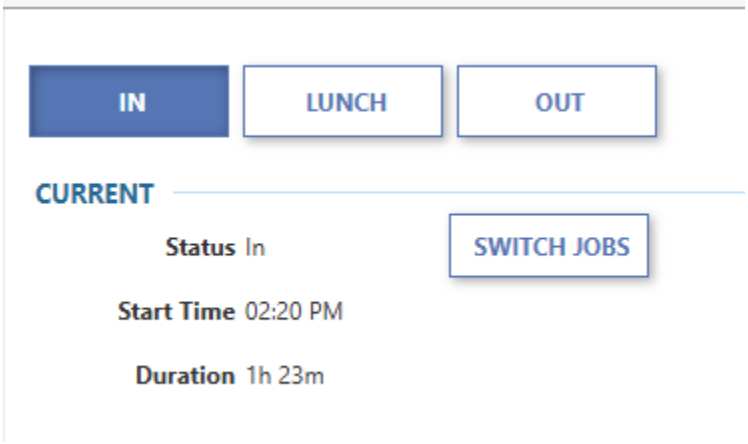
If you are leaving your building for lunch, you need to clock out using the Lunch button:



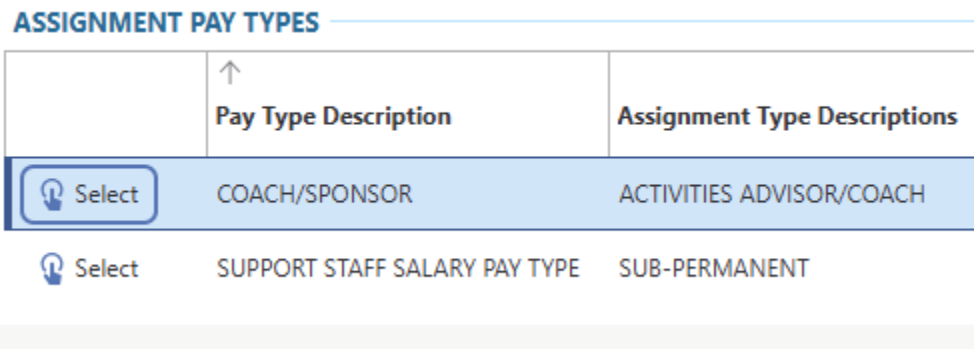
When you return from lunch, select IN again.

Switching Job Codes

If you work multiple roles that require you to clock in and out from, you can do this by selecting Switch Jobs from the Clock In/Out screen:



This will bring up your Assignment Pay Types and allow you to choose Select on the lefthand side for the job you need to switch into:

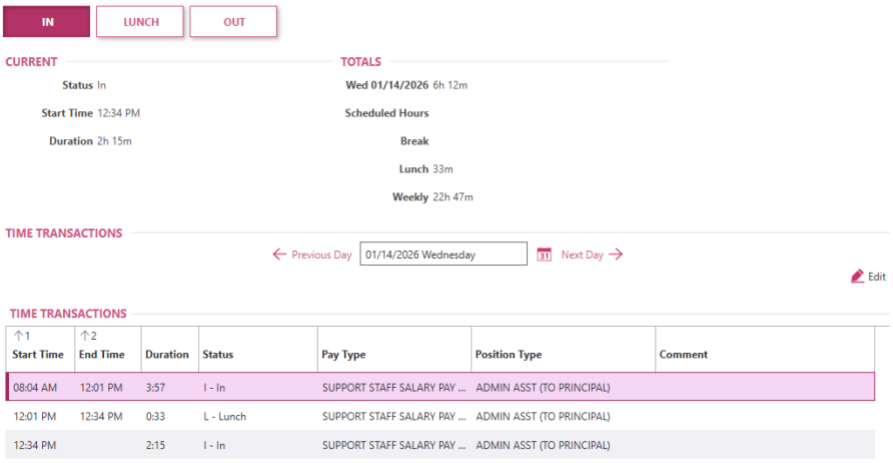


Editing your timesheet

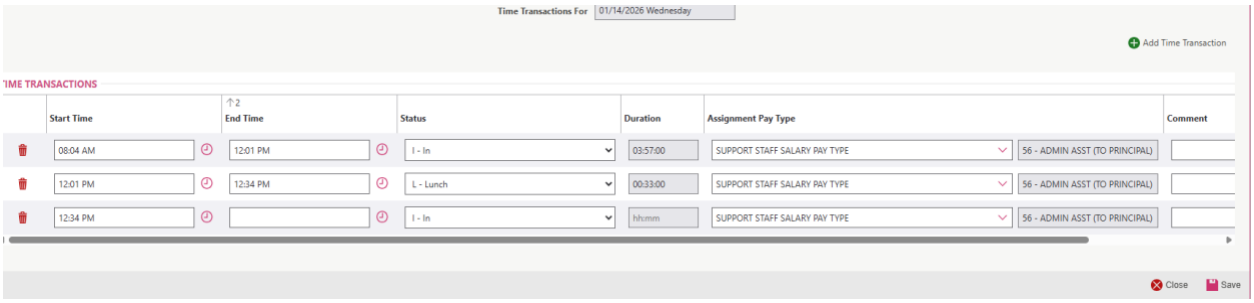
Select the Clock In/Out module from your Employee Access Home screen



The default screen will be the current day:

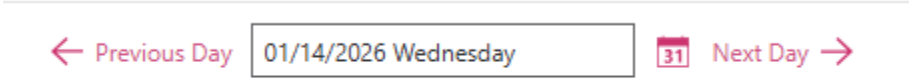


To edit today, you will choose edit on the right hand side and edit todays transactions.

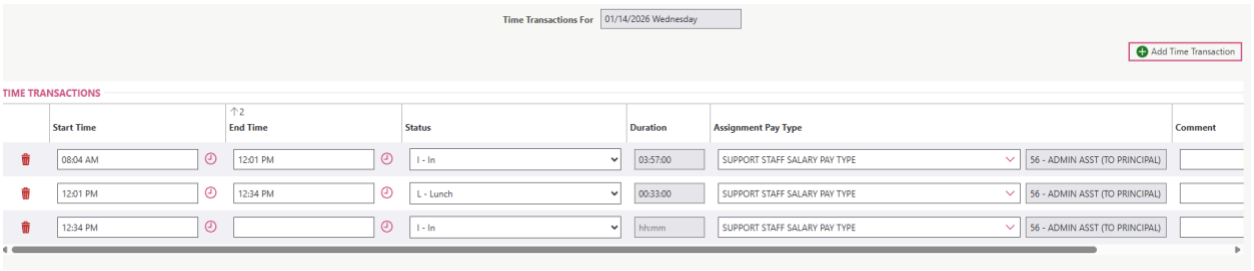


If you need to add a segment, select Add Time Transaction from the upper right corner of this box.

To edit a different day, you can use the arrows on either side of the date to scroll to the correct date:



Once you've landed on the correct date you can select edit on the righthand side:

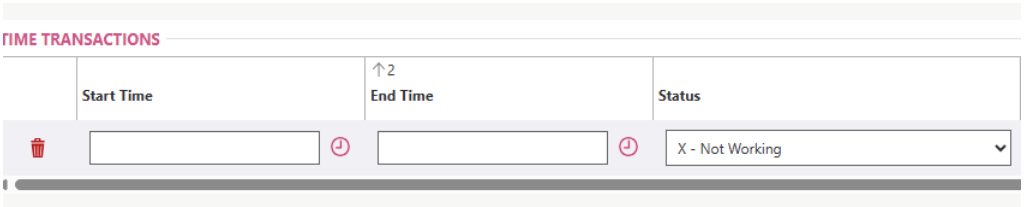


You have access to edit each individual segment, remove your lunch and add a segment by choosing Add Time Transaction in the upper right of this box.

To remove your lunch, choose the trash can on the left hand side of the lunch line, and change the transaction below it to match the out time from the top segment.

For example, for the above transaction you would delete the lunch transaction and change the time in the bottom Start Time box from 12:34pm to 12:01pm, then you would not be docked for a 30 minute lunch.

Important to note, when adding a new transaction on a day that has no data, the system defaults to Not Working under Status



If this is not changed to IN, the transaction will not save as there is no information for time tracking if your status is Not Working.

Approving your timesheet

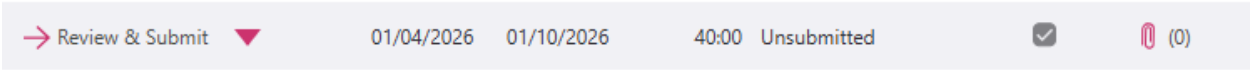
Your timesheet needs to be approved first by you, then by your supervisor each week.

Here's how you approve your timesheet:

In the Skyward Employee Access Portal, navigate to Unsubmitted Timesheet Weeks



Here you will see all outstanding timesheets. Find the current week you'd like to approve:



Select Review and Submit

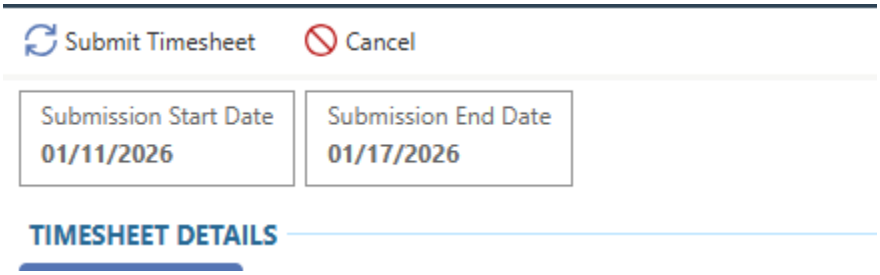
If you have submitted time off, your timesheet cannot be approved by you until your supervisor approves your time off.

Here you should focus on the Pay Type Totals box on the right, which will show you total hours expected, overtime, additional hours or time off that supplement any negative additional hours:

Pay Type Totals	
SUPPORT STAFF:	40:00
SS OVERTIME:	4:25
Total:	**44:25**

Pay Type Totals	
SUPPORT STAFF:	40:00
SICK LEAVE:	6:06
ADDTL HRS:	-6:06
Total:	**40:00**

Review your timesheet for accuracy and click Submit Timesheet at the top:



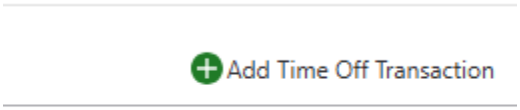
If you see corrections that need to be made. Go back to the Clock In/Out module and edit your time as needed following the instructions above.

Entering Time Off

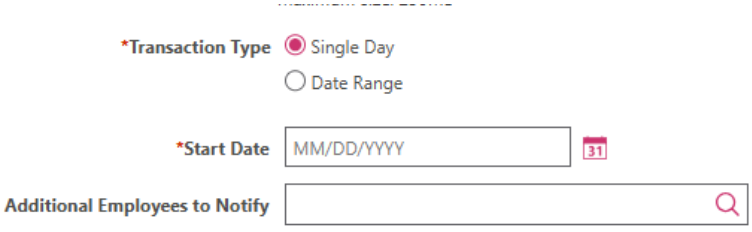
To enter time off requests, go to the Request Time Off module from the Skyward Employee Access page:

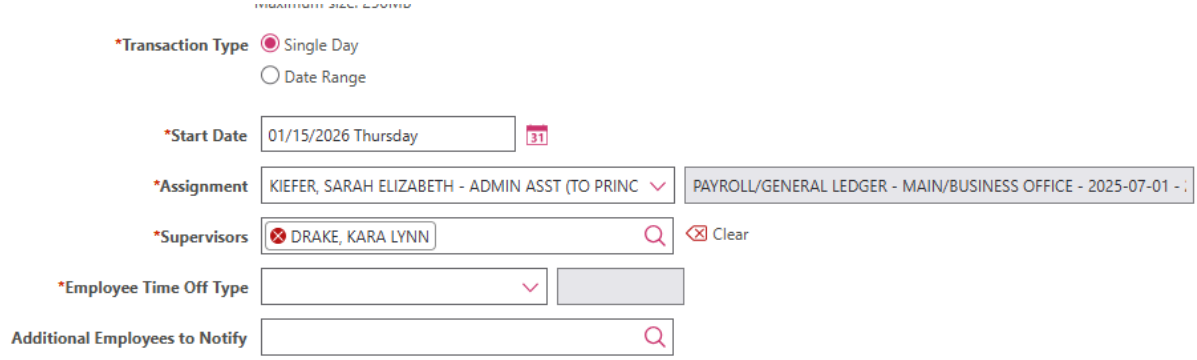


This will show you all time off you've used or earned for the year. Choose the Add Time Off Transaction button from the upper right corner:

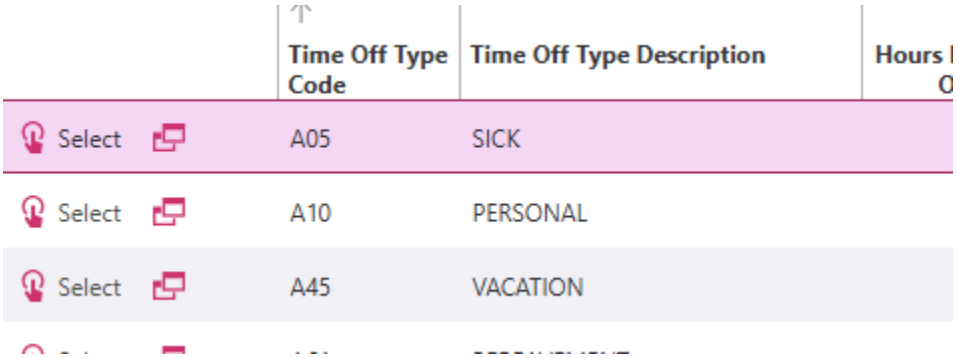


From this screen you can enter the date

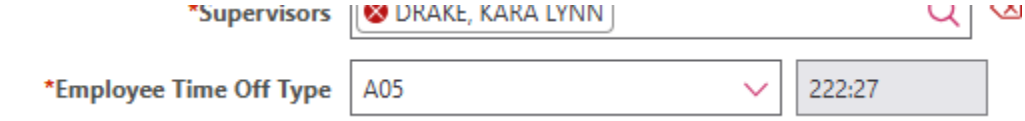




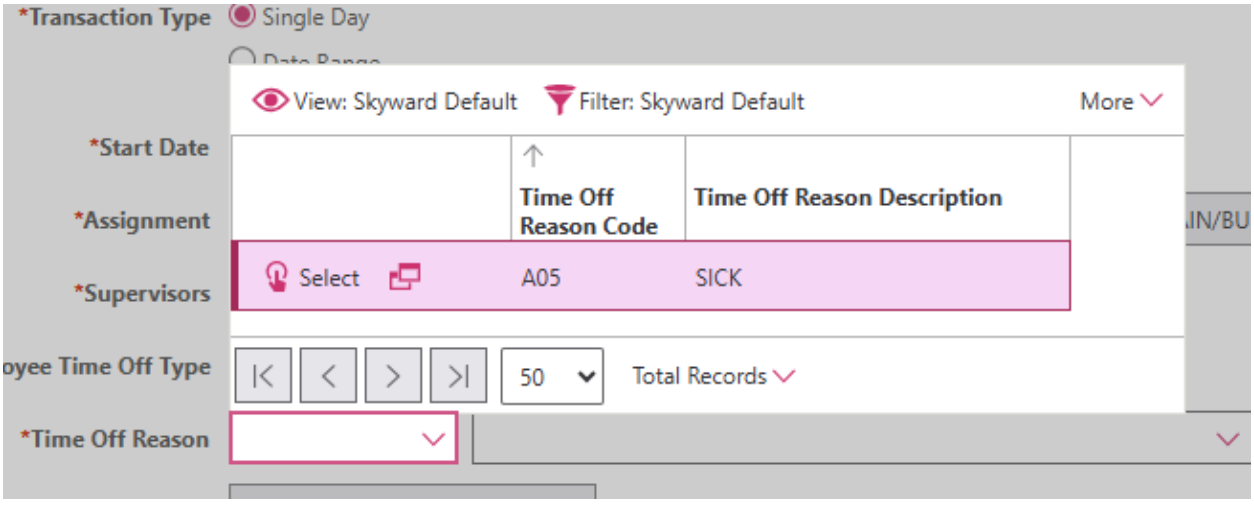
Select your Employee Time off Type from the drop down box under your supervisors name:



Once you select the time off type you'd like to take, you will also see your available balance:

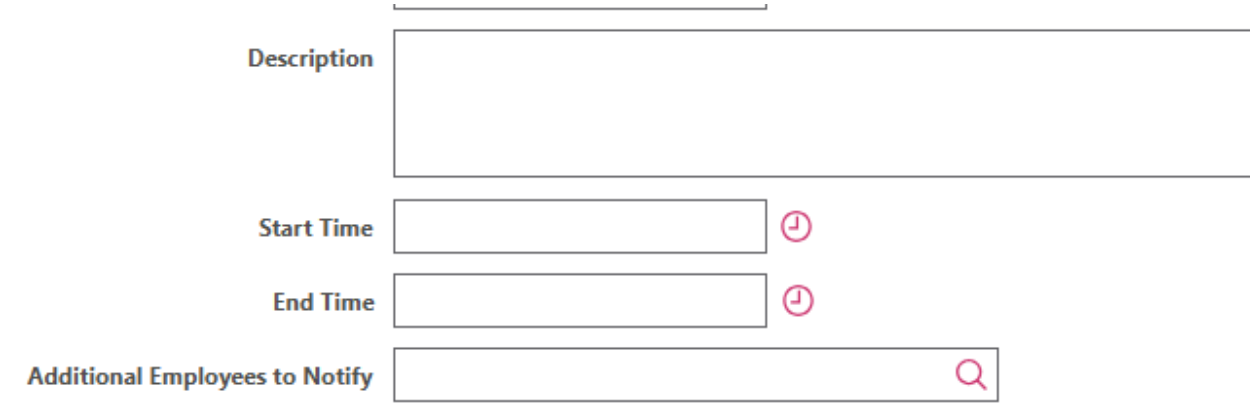


In the Time Off Reason below, select the same time off type:



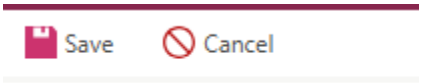
The hours will automatically default to your hours per day. You can edit this but make sure you do this last as any other changes to this screen will cause this to default back to your scheduled hours per day.

You can enter a description and start and end times, but these are not required:



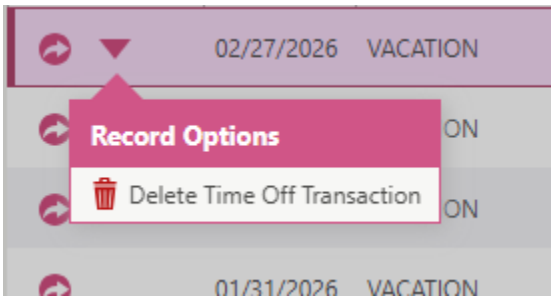
You can also search and add another supervisor if you have 2 jobs that day with 2 separate supervisors.

Once you've completed everything and confirmed its correct, choose Save at the top of the screen:



This will send it to your supervisor for approval.

Once time off is submitted, it cannot be changed unless your supervisor denies it. You can then delete the transaction from the main screen by selecting the drop down arrow and choosing Delete Time Off Transaction:



Then you would be able to re-add it as needed or it's deleted if you no longer need the time off.