Electronic Timesheets

Skyward: Time Tracking

Where do I get started?

Skyward Employee Access

Web Access
(School Chromebooks)

SCAN ME

Mobile App Options

Apple App Store

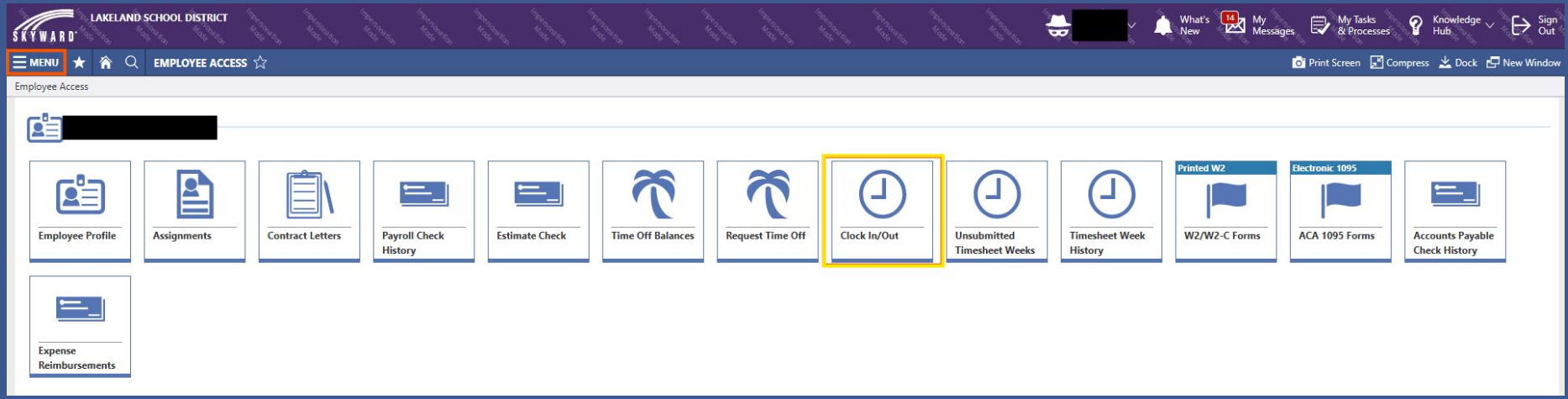
SCAN ME

Google Play Store

SCAN ME



- Make sure you are on the business side of Skyward
- If you need help with your login credentials, reach out to Olivia to reset your password olivia.jones@lakeland272.org
- If it is your first time logging in, you must login through web access first to establish your password (then you can access the mobile app)

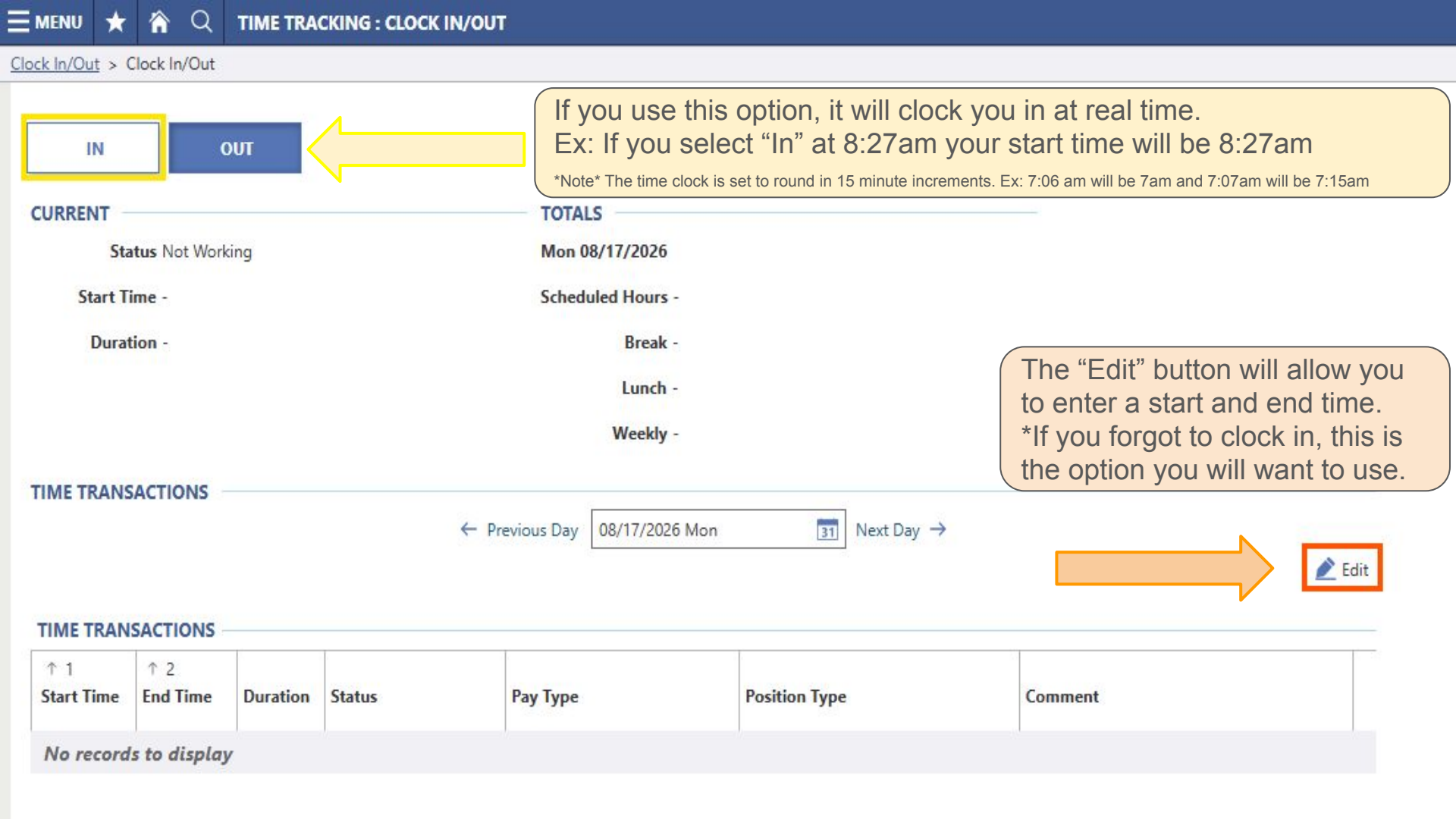


From your welcome screen, you have 2 options for clocking in and out.

Use the Clock in/ Out Home Screen button

OR

Select Menu → Time Tracking → Clock In / Out

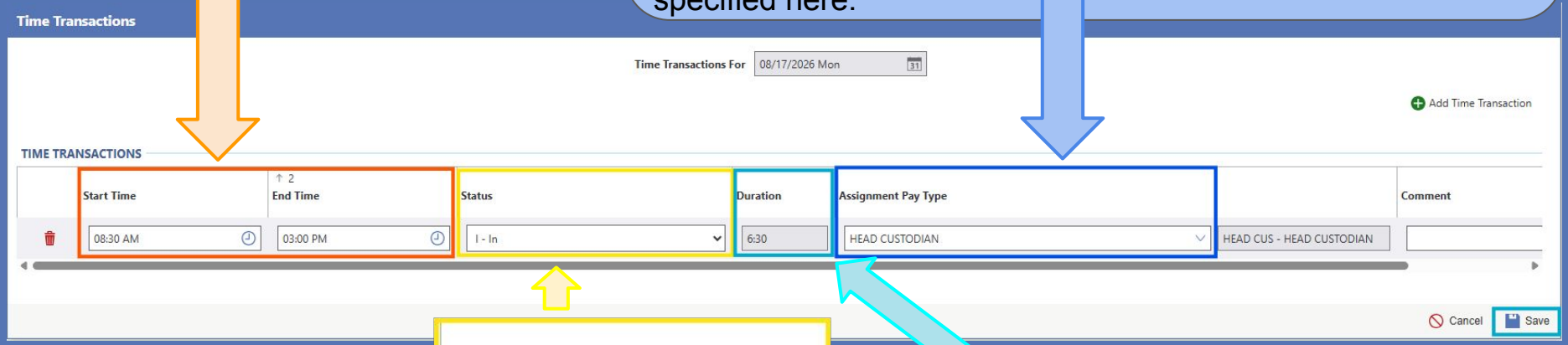

MENU
TIME TRACKING : CLOCK IN/OUT
Clock In/Out > Clock In/Out
IN
OUT
If you use this option, it will clock you in at real time.
Ex: If you select “In” at 8:27am your start time will be 8:27am
Note The time clock is set to round in 15 minute increments. Ex: 7:06 am will be 7am and 7:07am will be 7:15am
CURRENT
Status Not Working
Start Time -
Duration -
TOTALS
Mon 08/17/2026
Scheduled Hours -
Break -
Lunch -
Weekly -
The “Edit” button will allow you to enter a start and end time.
*If you forgot to clock in, this is the option you will want to use.
TIME TRANSACTIONS
Previous Day
08/17/2026 Mon
Next Day
Edit
TIME TRANSACTIONS
1 Start Time
2 End Time
Duration
Status
Pay Type
Position Type
Comment
No records to display

Start Time & End Time:

This is where you enter the exact hours you worked. The hours entered here are the hours that will be paid out. This need to be as accurate as possible.

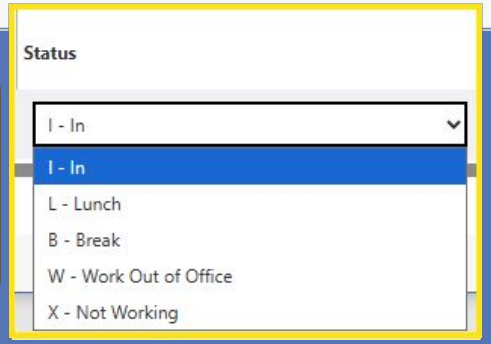
Assignment Pay Type:

This will auto populate for most employees.
*Employees with multiple positions: You will need to use this feature when clocking in and out of each of your positions. Please make sure the duration hours match your assigned hours. Ex: 6:5 hours para and 1 hour noon duty needs to be specified here.



Status Options:

"In" = Working
"Lunch" & "Break" = out / not paid
"Work out of office"= do not use
"Not Working" = do not use
(Enter leave without pay instead)

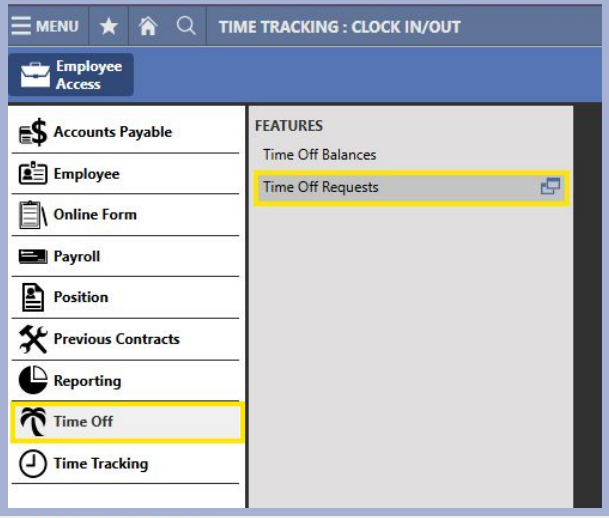


Duration:

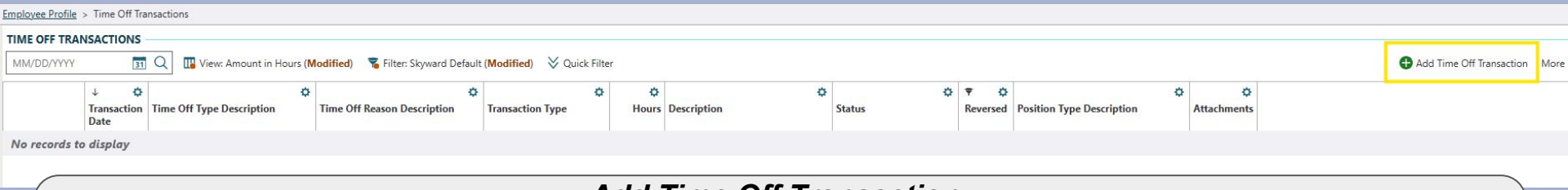
Your duration hours need to match your assigned hours. If you are a para who works 6.5 hours per day, the duration works needs to say 6.5 hours.

Don't forget to save!

What if I am taking time off?



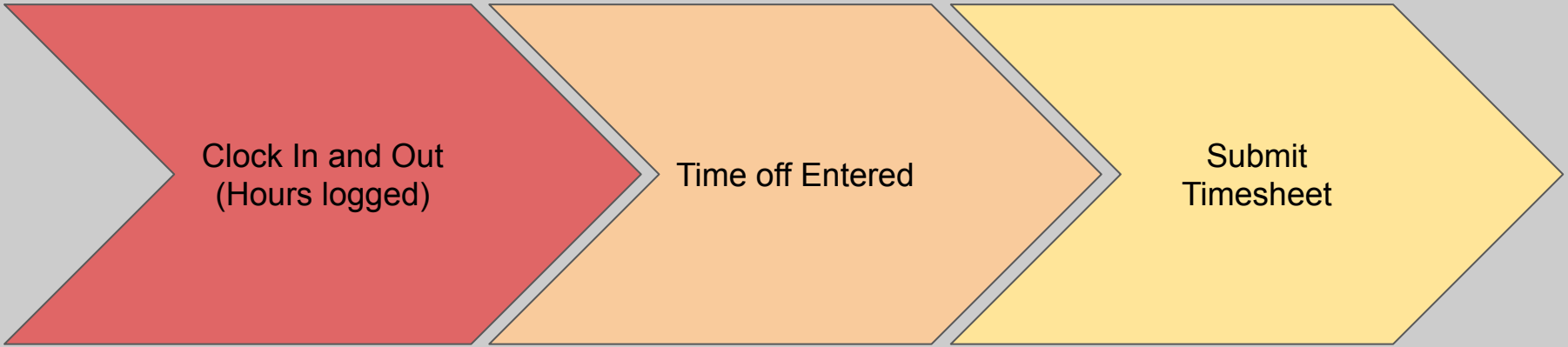
Menu → Time Off → Time Off Requests



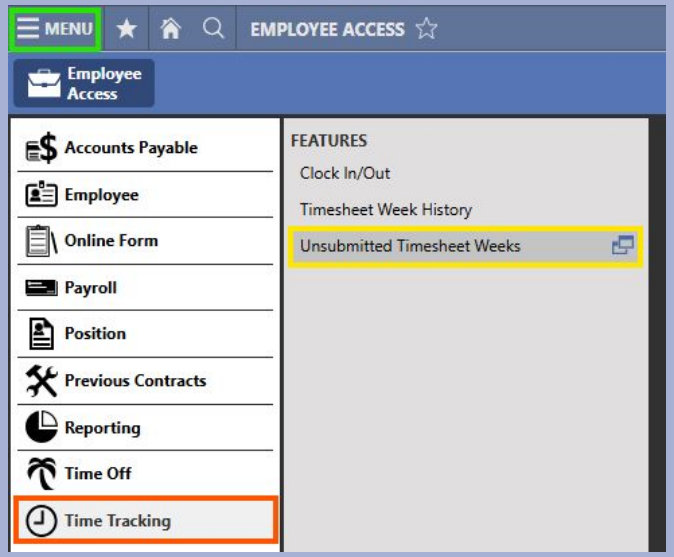
Add Time Off Transaction:

Add time off as normal. Those hours used will populate to your timesheet for you. (You will not need to clock in and out for time off.) Ex: If you use 6 hours of sick leave, 6 paid hours will show on your timesheet under sick leave.

Submitting your timesheet week



Submitting your timesheet week



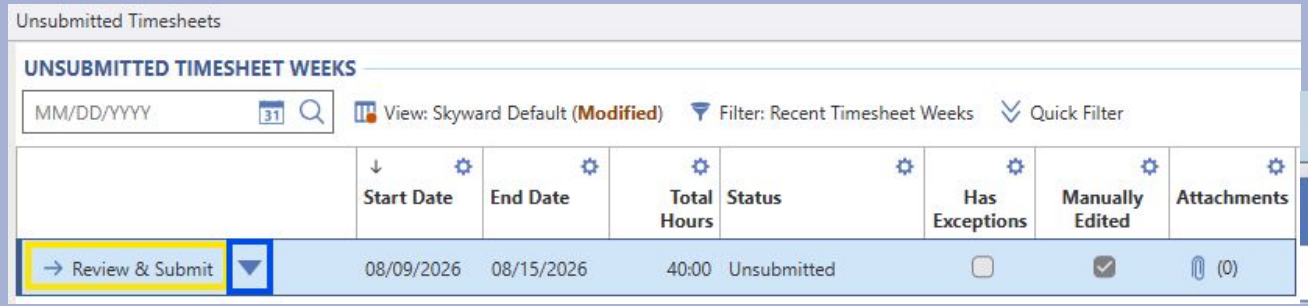
Unsubmitted Timesheet Weeks:

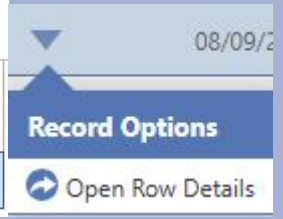
Once you've entered your hours and time off, you will need to submit your timesheet to your supervisor. To do this, go to Menu → Time Tracking → Unsubmitted Timesheet Weeks.

*This is now done weekly rather than submitting a pay period at a time. *Every Friday, please complete this process.*

Review & Submit:

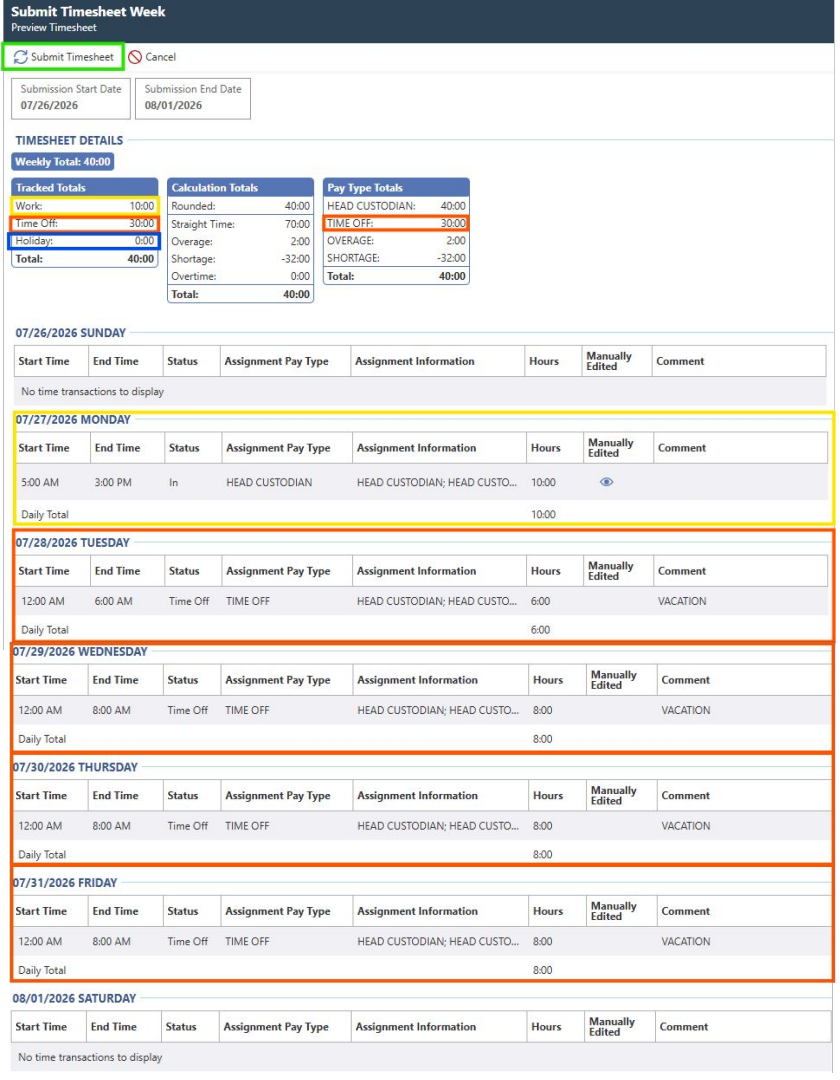
This will give you a breakdown of the week and an option to submit. (More details next slide)





Open Row Details:

This gives you a breakdown to see what hours and time off were logged.



Review Timesheet Week:

This step is where you will make sure all your hours are accurate. This is very similar to what your pay stub will look like after payroll is run so this is where we need to catch any mistakes.

Hours Worked:

The 10 hours in the example are the 10 hours that were worked in this week. The total hours should never be above your scheduled weekly hours unless pre approved by the district leadership. Ex: paras who work 6.5 hrs per day should never have more that 32.5 hours in the “Worked” area.

Time Off:

The 30 hours in the example are the paid time off hours used. *Note: All time off must be approved by your supervisor before you will be able to submit your timesheet. If you are unable to submit your timesheet due to this, speak to your admin assistant or principal for help.

Holiday:

If there is a paid holiday within that week, those hours will be added here.

Submit Timesheet:

Once you’ve double checked that your week is accurate and made sure your time off was approve, you can submit your timesheet.