

Logging Into Skyward & Editing Time:

- 1.) Log into Skyward
- 2.) Click on True Time at the top left – see pink box below:

The screenshot shows the Skyward Employee Access interface. At the top, the user is logged in as Jessica Samuelson. The navigation menu includes Home, Employee Information, Time Off, True Time, and Work Requests. The 'True Time' menu item is highlighted with a pink box. Below the navigation menu, there are sections for My Favorites, My Print Queue, and Recent Programs. The 'My Favorites' section shows 'No favorites available.' The 'My Print Queue' section shows 'No items available.' The 'Recent Programs' section shows 'Employee Access Home'. There is also a 'District News' section showing 'No news to display.'

- 3.) Click "Quick Entry"

The screenshot shows the Skyward True Time menu. The 'True Time' menu item is selected, and the 'Quick Entry' option is highlighted with a pink box. The 'My Time Sheets' section shows 'Unsubmitted' and 'History' options. The 'True Time' menu items are: Quick Entry, My History, Employee Locator, My Setup, Data Mining, and Reports. The 'My Time Sheets' menu items are: Unsubmitted and History.

- 4.) Click "In" to punch in for the day. Click "Gone for the Day" to punch out.
* If applicable to your position, your lunch will automatically "punch" a half hour for you at the mid point of your day.

Home Employee Information Time Off **True Time** Work Requests

True Time Quick Entry ☆

In Temp Out of Office Gone for the day Enter Future Out of Office Records

Current Status
 Current Status:
 Start Time: **1:55 PM**
 Current Time: **1:55 PM**
 Duration:
 Scheduled Return:
 Note:

Totals
 Mon 10/22/12 Total:
 Scheduled Hours:
 Lunch Total:
 Weekly Total:

Refresh

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Monday 10/22/2012 - JESICA A SAMUELSON

Status	Start Time	End Time	Duration	Note

Add a Missing Record

To Edit your Time Sheet

- If you need to adjust time on your timesheet... Go to True Time > My Time Sheets > Unsubmitted

SKYWARD® NORTHLAND PINES SCHOOL DISTRICT Jessica Samuels

Home Employee Information Time Off **True Time** Work Requests

True Time

- Quick Entry
- My History
- Employee Locator
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted
- History

- Click on the week you need to edit and then the date you need to edit:

▼ Workweek Totals						
<< 02/05/2012 - 02/11/2012 >> Return to Current Week				View Unapproved Time Sheet		
Workday	Start Time	End Time	Hours Worked	Paid Hours Off	Total Hours	Scheduled Hours
02/05/2012 Sun						
02/06/2012 Mon	10:15 AM	4:00 PM	5h 45m	2h 15m	8h 00m	8h 00m
02/07/2012 Tue	8:00 AM	4:00 PM	8h 00m		8h 00m	8h 00m
02/08/2012 Wed	8:00 AM	4:00 PM	8h 00m		8h 00m	8h 00m
02/09/2012 Thu	8:00 AM	4:00 PM	8h 00m		8h 00m	8h 00m
02/10/2012 Fri	8:00 AM	4:00 PM	8h 00m		8h 00m	8h 00m
02/11/2012 Sat						
Total			37h 45m	2h 15m	40h 00m	40h 00m

- Change, add or delete what you need to using the options to the right.

True Time Quick Entry





Totals

Tue 02/07/12 Total: **8h 00m**

Scheduled Hours: **8h 00m**

Weekly Total: **40h 00m**

[<Prev Day](#) Tue 02/07/2012 [Next Day>](#) [Current Day](#) [View/Submit Time Sheets](#)

Transactions for Tuesday 02/07/2012 - TERILYN FRITZ

Status	Start Time	End Time	Duration	Note
IN	8:00 AM (8:01)	4:00 PM (4:01)	8h 00m	

- Save your changes

True Time Quick Entry



Refresh

Totals

Tue 02/07/12 Total: **8h 00m**
Scheduled Hours: **8h 00m**
Weekly Total: **40h 00m**

Transactions for Tuesday 02/07/2012 - TERILYN FRITZ

Status	Start Time	End Time	Duration	Note
IN	08:00 AM	04:00 PM	8h 00m	

Save

Cancel