

Slide 1 - Slide 1

Employee Access - 05.12.10.00.04 - Mozilla Firefox
localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w

Print this tutorial

Alan Smithscr Account Preferences Exit ?

SKYWARD Skyward School District

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enrollment

True Time
Quick Entry
My History
Employee Locator
My Setup
Data Mining
Reports

My Time Sheets
Unsubmitted

Supervisor Access
My Employees True Time
My Employees Totals by Status

View Time Sheet
Click Employee Access, TrueTime, My Time Sheets, Unsubmitted.
Who, What, When, Why?
Unsubmitted Time sheets are time sheets that have not been submitted by the employee to their supervisor for approval.
This tutorial will show how to view time sheets in TrueTime.

Employee Profile
Financial Management
Vendor Profile
Approve Requisitions
Account Profile

District News
Lunch Menu
School Lunch Menu
Our district is committed to providing a well balanced meal to students and staff. Please click on the link above to see the monthly school menu.

Recent Programs
Employee Access Home
Unsubmitted
Reports
Data Mining
Data Mining
Personal Information
Data Mining
Data Mining
Human Resources Home
Configuration

Edit Favorites

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Slide 2 - Slide 2

My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htttsmain005.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

My Unsubmitted Time Sheets

A list of previously unsubmitted timesheets will display in the browse.

Time Sheet Information for ALAN SMITHSCR

	Week Start	Week End	Total Hrs	Status
1	10/21/2012	10/27/2012	1h 15m	Time Sheet Not Submitted
2	09/16/2012	09/22/2012		Time Sheet Not Submitted
3	08/19/2012	08/25/2012	8h 00m	Time Sheet Not Submitted
4	07/22/2012	07/28/2012		Time Sheet Not Submitted
5	06/17/2012	06/23/2012	42h 22m	Time Sheet Not Submitted
6	06/10/2012	06/16/2012		Time Sheet Not Submitted
7	06/03/2012	06/09/2012	24h 00m	Time Sheet Not Submitted
8	05/13/2012	05/19/2012	13h 45m	Time Sheet Not Submitted
9	05/06/2012	05/12/2012	16h 30m	Time Sheet Not Submitted
10	04/15/2012	04/21/2012	43h 11m	Time Sheet Not Submitted

Filter Options

View Time Sheet

Submit Time Sheet

Highlight a time sheet and click View Time Sheet.

20 10 records displayed Week Start:

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View Time Sheet
Time Sheet for ALAN SMITHSCR (XXXX-XX-7878): 06/17/2012 - 06/23/2012

Period Summary

Type	Pay	Note	Hours
TIMEOFF	PTI34 (CUSTODIAN - HOURLY)		
WORK	PTI34 (CUSTODIAN - HOURLY)		

Daily Totals

	Status	Note	Hours
Monday 06/18/12			
7:00 AM (7:00) -	3:27 PM (3:27) IN		8h 27m
		06/18/12	Total Hours: 8h 27m
Tuesday 06/19/12			
7:00 AM (7:00) -	3:28 PM (3:28) IN		8h 28m
		06/19/12	Total Hours: 8h 28m
Wednesday 06/20/12			
7:01 AM (7:01) -	4:00 PM (4:00) IN		8h 59m
		06/20/12	Total Hours: 8h 59m
Thursday 06/21/12			
7:00 AM (7:00) -	3:28 PM (3:28) IN		8h 28m
		06/21/12	Total Hours: 8h 28m
Friday 06/22/12			
N/A	TOF	VACATION	8h 00m
		06/22/12	Total Hours: 8h 00m

Adjustments

Adjusted	Original
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The time sheet will display.
Click the Print button to print a copy of the time sheet.
Note: Time sheets can be submitted electronically, therefore printing is optional.