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The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 05.12.10.00.04 - Mozilla Firefox" and the URL is "localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w". The user is identified as "Alan Smithscr". The navigation menu includes: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enroll.

Three main sections are visible:

- True Time:** Quick Entry, My History, Employee Profile, My Schedule, Data Reports.
- My Time Sheets:** Unsubmitted, History.
- Supervisor Access:** My Employees True Time, My Employees Totals by Status, My Employees Weekly Averages, Schedule Tracker, My Employees Time Sheets (Unsubmitted, Unapproved, History).

A yellow callout box is overlaid on the "Quick Entry" link, containing the following text:

Quick Entry - Add a Missing Record
Click Employee Access, TrueTime, Quick Entry.
Who, What, When, Why?
The Add Missing Record button allows employees to add a transaction in TrueTime that currently did not exist.
An example would be an employee that forgot to clock out for lunch.

Other interface elements include "Financial Management" (Vendor Profile, Approve Requisitions, Account Profile), "Lunch Menu" (School Lunch Menu), and "Recent Programs" (Employee Access Home, Configuration, Human Resources Home, Quick Entry, Organizational Charts, Financial Management Home, Imports).

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True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.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

True Time Quick Entry

In Unavailable Temp Out of Office Break Lunch Meeting Work 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

Tue 10/23/12 Total: **15m**
Scheduled Hours: **8h 00m**
Lunch Total:
Break Total:
Weekly Total: **15m**

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

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
IN	9:15 AM (9:15)	9:30 AM (9:30)	15m	PTI34 -
	9:30 AM	10:00 AM	30m	Add Rec
IN	10:00 AM (10:00)	10:00		

Edit the Existing Times
Add a Missing Record
Delete

Click Add a Missing Record to create a record that is missing.

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If the employee works multiple jobs, this browse will display.
Enter the **Start and End Times**, select the **Status**, and select the **appropriate job**.
Notes can also be added to the transaction.
Click **Save** when finished.

Add True Time Entry

Date: **Tuesday 10/23/2012** Note:

Start Time: **10:00** AM

End Time: **10:30** AM

Status: **IN**

Views: General Filters: *Skyward Default

Select	Primary	Pay Code	Description
<input checked="" type="checkbox"/>	Yes	PTI34	Custodian - Hourly
<input type="checkbox"/>	No	PT408	Bus Driver - Hourly

20 2 records displayed

Save Back