

IMPORTANT: Supervisors are responsible for submitting all of their employee's time sheets to payroll on a weekly basis (by Noon on Monday following the week of the time sheet).

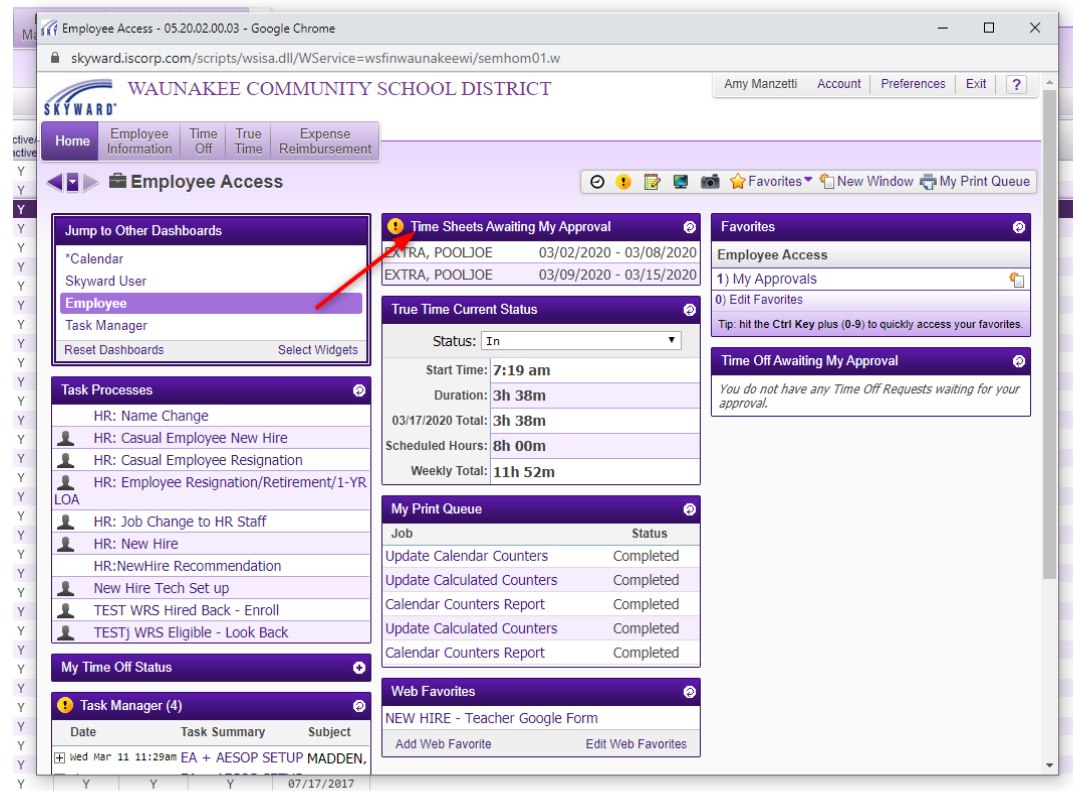
It is the supervisors responsibility to ensure an employee's time sheet is accurate and correct prior to approving it. Supervisors can deny an employee's time sheet in order for them to correct it.

APPROVING/DENYING TIME SHEETS

Go to Skyward > Employee Access

Click on [Time Sheets Awaiting My Approval](#)

ICT



The screenshot shows the Skyward Employee Access dashboard. The 'Time Sheets Awaiting My Approval' section is highlighted with a red arrow. The dashboard includes various widgets such as 'Jump to Other Dashboards', 'Task Processes', 'My Time Off Status', 'Task Manager (4)', 'True Time Current Status', 'My Print Queue', and 'Web Favorites'.

True Time Current Status

Status:	In
Start Time:	7:19 am
Duration:	3h 38m
03/17/2020 Total:	3h 38m
Scheduled Hours:	8h 00m
Weekly Total:	11h 52m

My Print Queue

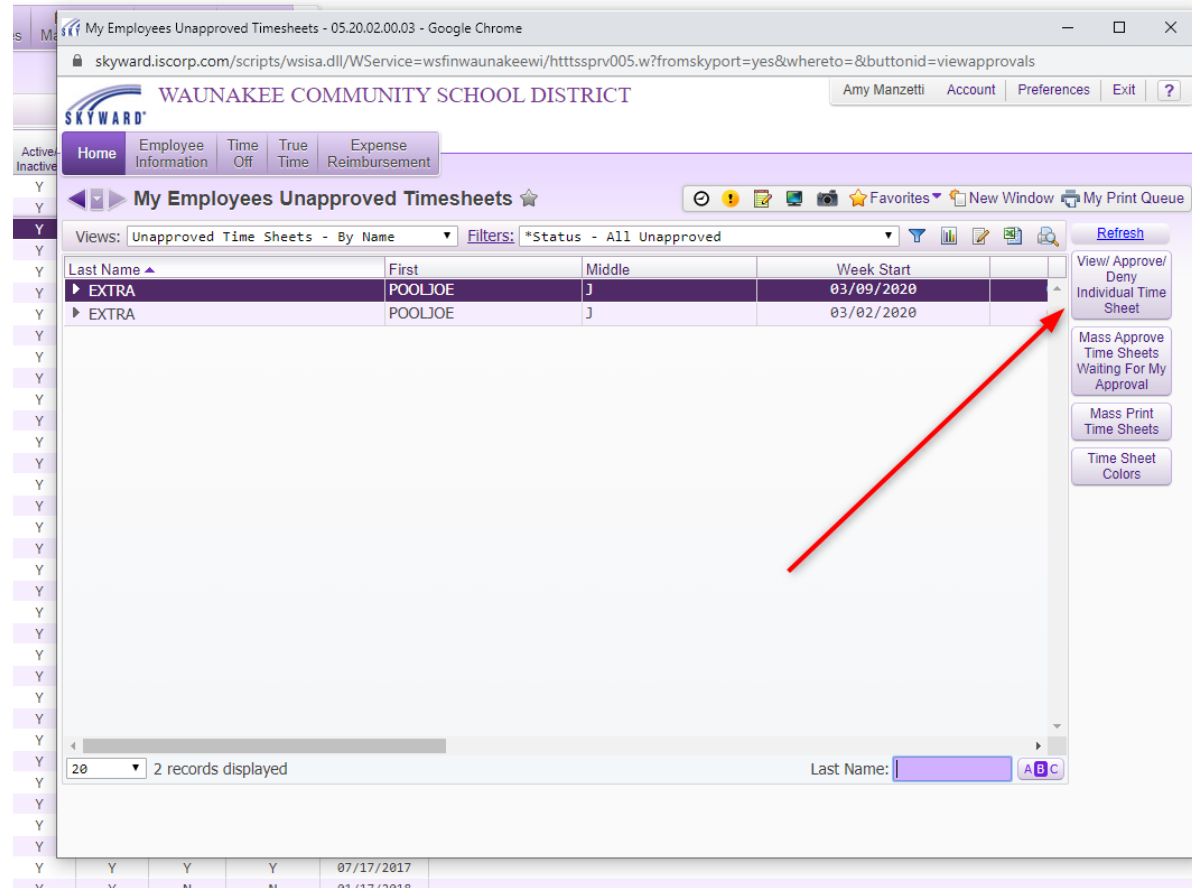
Job	Status
Update Calendar Counters	Completed
Update Calculated Counters	Completed
Calendar Counters Report	Completed
Update Calculated Counters	Completed
Calendar Counters Report	Completed

Web Favorites

NEW HIRE - Teacher Google Form
Add Web Favorite
Edit Web Favorites

Highlight a time sheet and click the **View/Approve/Deny Individual Time Sheet** button.

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The screenshot displays the Skyward web application interface for 'My Employees Unapproved Timesheets'. The browser address bar shows the URL: skyward.iscorp.com/scripts/wsisd.dll/WSservice=wsfinwaunakeewi/httpsprv005.w?fromskyport=yes&whereeto=&buttonid=viewapprovals. The user is logged in as Amy Manzetti.

The main content area shows a table of unapproved timesheets. The table has columns for Last Name, First, Middle, and Week Start. Two records are displayed:

Last Name	First	Middle	Week Start
EXTRA	POOLJOE	J	03/09/2020
EXTRA	POOLJOE	J	03/02/2020

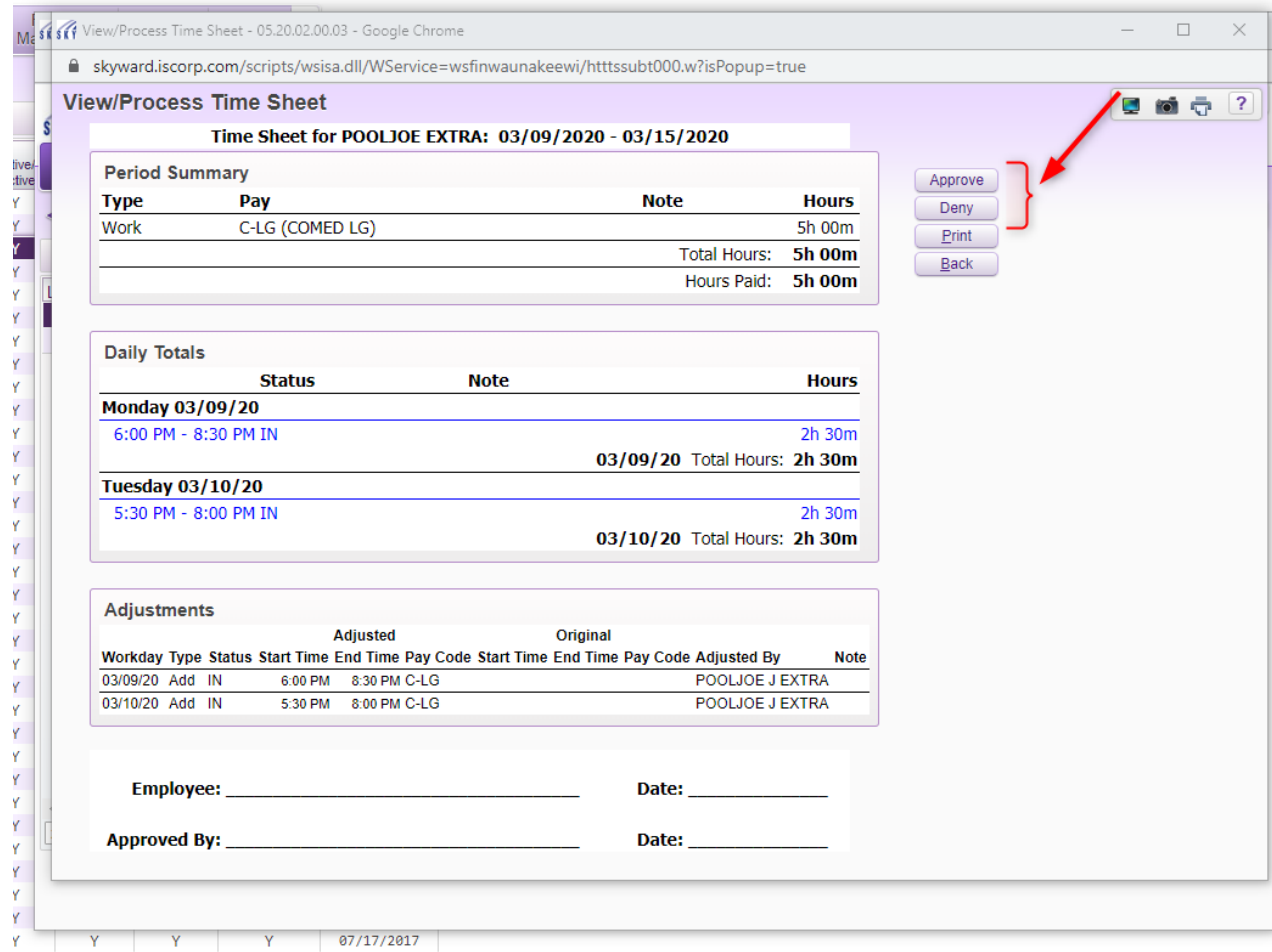
A red arrow points to the 'View/Approve/Deny Individual Time Sheet' button in the right-hand menu. Other buttons in the menu include 'Mass Approve Time Sheets Waiting For My Approval', 'Mass Print Time Sheets', and 'Time Sheet Colors'.

The bottom of the screen shows a pagination bar with '20' selected, '2 records displayed', and a 'Last Name' search field.

Review the time sheet and click on either [Approve](#) or [Deny](#)

Approving a time sheet automatically submits it to Payroll

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View/Process Time Sheet - 05.20.02.00.03 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinwaunakeewi/httssubt000.w?isPopup=true

View/Process Time Sheet

Time Sheet for POOLJOE EXTRA: 03/09/2020 - 03/15/2020

Period Summary			
Type	Pay	Note	Hours
Work	C-LG (COMED LG)		5h 00m
Total Hours:			5h 00m
Hours Paid:			5h 00m

Daily Totals			
Status	Note	Hours	
Monday 03/09/20			
6:00 PM - 8:30 PM IN		2h 30m	
		03/09/20	Total Hours: 2h 30m
Tuesday 03/10/20			
5:30 PM - 8:00 PM IN		2h 30m	
		03/10/20	Total Hours: 2h 30m

Adjustments									
		Adjusted			Original				
Workday	Type	Status	Start Time	End Time	Pay Code	Start Time	End Time	Pay Code	Adjusted By
03/09/20	Add	IN	6:00 PM	8:30 PM	C-LG				POOLJOE J EXTRA
03/10/20	Add	IN	5:30 PM	8:00 PM	C-LG				POOLJOE J EXTRA

Employee: _____ **Date:** _____

Approved By: _____ **Date:** _____

Buttons: Approve, Deny, Print, Back

If denying a time sheet:

Write a note explaining why you are denying the time sheet and when the correction is due by (what does the employee need to fix).

Click the [Save](#) button

An email will automatically be sent to the employee instructing them to correct and resubmit their time sheet to their supervisor.

Once the employee has made corrections to a denied time sheet and the employee has re-submitted that time sheet, it will come back to the supervisor to review and approve.

View/Process Time Sheet

Deny Time Sheet

Period Summary

Type	Pay Code	Summary	Hours
Work	C-LG		5h 00m
Total Hours:			5h 00m
Hours Paid:			5h 00m

Approve/Deny Time Sheet

Approval Options: ☐ Approve ☒ Deny

* Approval/Denial Notes: wrong pay code. please correct.

Asterisk (*) denotes a required field

Employee: _____ Date: _____

Approved By: _____ Date: _____