

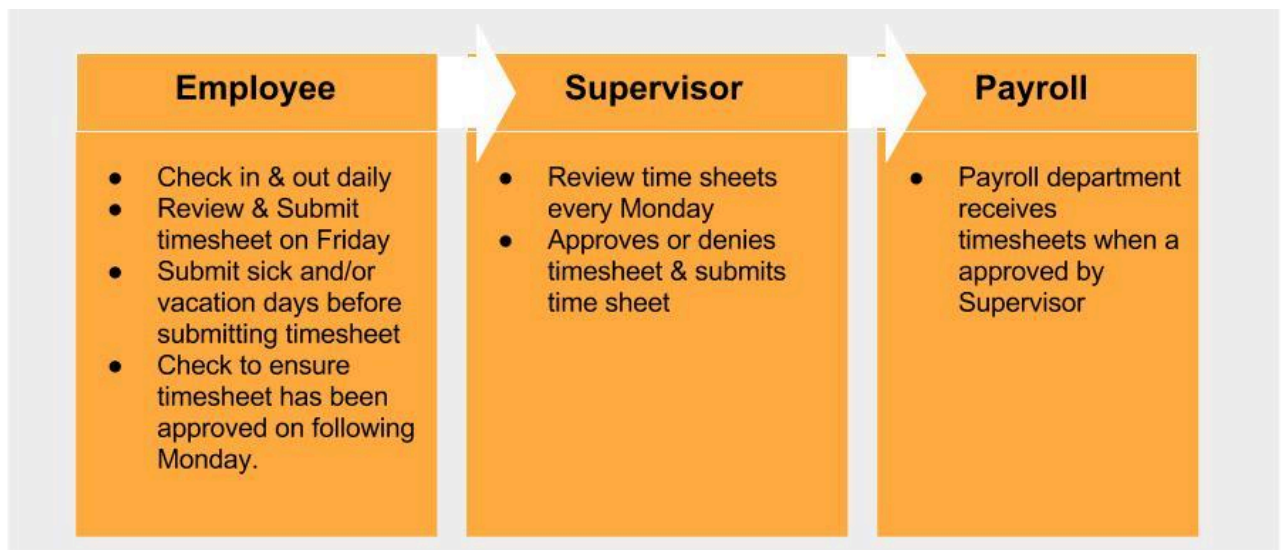
White Bear Lake Area School District True Time Training

Electronic time sheets in Skyward are used by the district to document work paid by the hour.

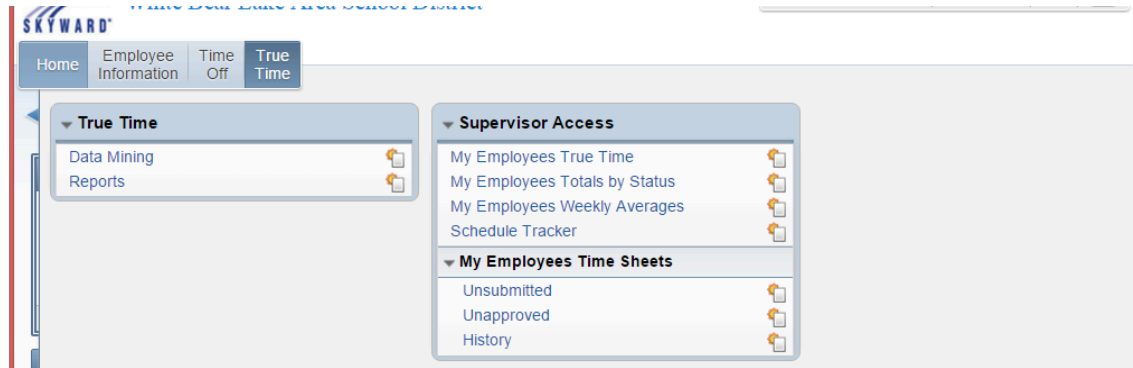
For employees using this method of time tracking, there are a variety of access points to enter time worked:

- **Skyward Employee Access** - entering your weekly work time using your computer through Employee Access. See directions below.
- **Time Clock** - Each building will have a time clock - employees will have the option to enter an access code that will be provided to you or your thumb to check in using time clocks. [This guide will give you more information on how to use the time clock.](#)
- Through Skyward login using the following url entering your access code and Skyward login information. <https://skyweb.isd624.org/scripts/wsisa.dll/WService=wsSky/rwetru09.w>
- **Skyward Mobile** - You can clock into Skyward using your smart phone as long as you are connected to our district wifi. You cannot submit using this point of access.

True Time Process



Reporting Time in True Time



My Employees True Time shows the supervisor how to access and review their employees' True Time data by status

Schedule Tracker enables the supervisor to see employees that are starting before or after their scheduled start and end times. This schedule is normally managed by HR.

Unsubmitted Timesheet allows the supervisor to review their employees' unsubmitted timesheets. You have the ability to submit for your employees. They should be submitting to you each week on the last day worked (normally Friday).

Unapproved timesheets have been submitted by the employee but have not been reviewed by the supervisor. You must clear your cache of time sheets at least once per week on Mondays before 10 am.

[Reviewing Unsubmitted Time Sheets](#) provides instructions on how to review unsubmitted time sheet information.

[Individually Approving Unapproved Time Sheets](#) is the process used by supervisors in approving or denying unapproved timesheets.

[Changing Employee True Time hours](#)

[Staff Schedule Maintenance](#)