

### **Skyward Time Entry Notice**

- All hourly staff are expected to record their hours worked on a daily basis. All hours worked must be accurately reported; timesheets must reflect actual hours worked for the day/week.
- All timesheets are expected to be submitted at the end of the week for approval.
- Overtime must be pre approved by your supervisor.
- Any issues with Skyward should be reported immediately.
- [Memo to staff](#) from HR
- FCC [memo to staff](#)