### **SKYWARD TRUE TIME**

Time And Attendance Module

STAFF'S QUICK REFERENCE GUIDE TIMESHEET ENTRY AND SUBMISSION



#### **OVERVIEW**

#### Quick as 1-2-3!

- 1. Login to your Skyward Employee Access
- 2. Enter your timesheets for the week
- 3. Submit to the correct supervisor **ONLY** at the end of each week



Approved timesheets will be sent to payroll for payment.



Denied timesheets will be sent back to the staff member for correction and re-submission. The staff member will be notified via email for any denied timesheets.

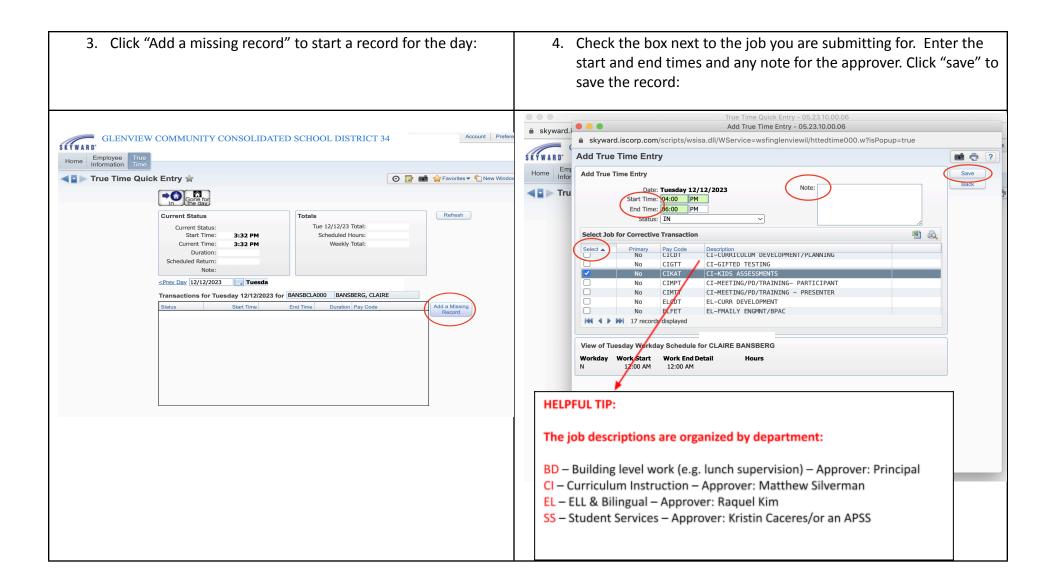


Skyward Employee Access link: <a href="https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinglenviewil/seplog01.w">https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinglenviewil/seplog01.w</a>

Once you've logged into Employee Access, follow these steps to submit your timesheet:



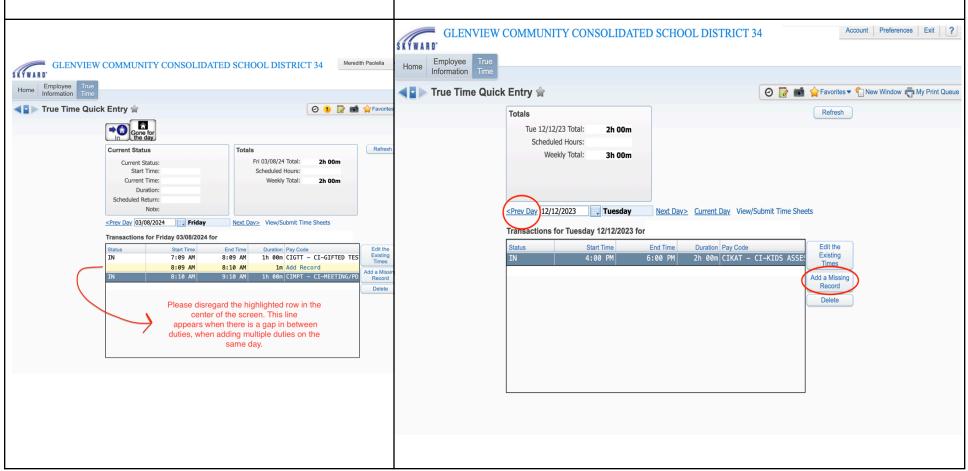






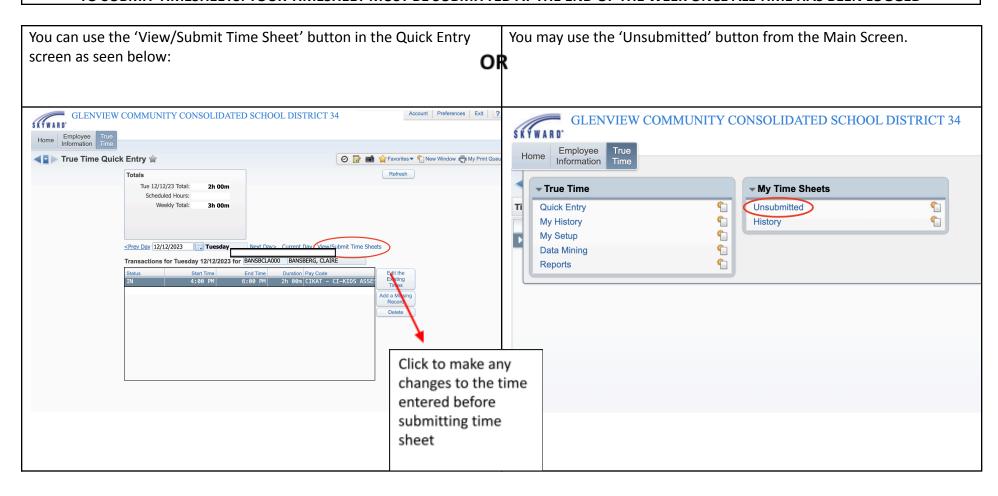
- 5. If entering multiple duties on the same day, you can disregard the center highlighted row. This will always appear if there is gap time in between duties.
- 6. Once saved the record will be displayed on the screen. To enter time worked for any previous day click on "Prev Day" and continue to follow steps above until all time has been logged.

Please note: Future jobs cannot be entered in advance.



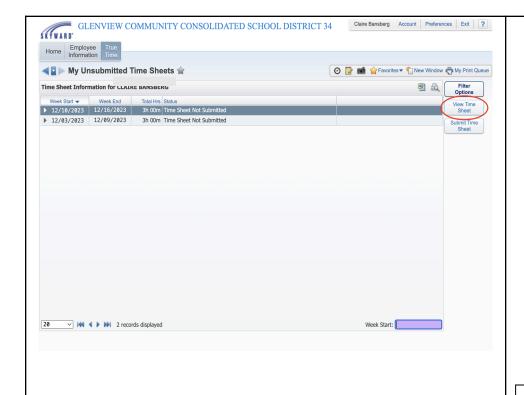


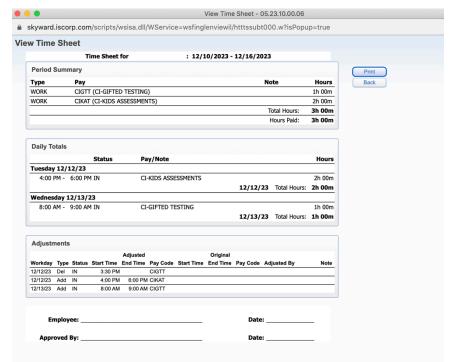
#### TO SUBMIT TIMESHEETS: YOUR TIMESHEET MUST BE SUBMITTED AT THE END OF THE WEEK ONCE ALL TIME HAS BEEN LOGGED





Highlight to select the week and click on "View Time Sheet" to review for accuracy. Your complete timesheet will display. Note: If any changes need to be made you must make them in the Quick Entry screen. Click on "Edit the existing times"





If you wish you can print the timesheet for your own records.

Then click "Back" and select the "Submit Time Sheet" button



Once you have ensured your time sheet is accurate and ready to be submitted click on the "Submit Time Sheet" button.

If you have more than one supervisor that you report to, then the next screen will open. The first time that you open this screen you need to set the supervisor per job description correctly. It is extremely important to choose the correct supervisor per job description since that is where your timesheet will be submitted to.

### The two first characters on each description indicate the department that it should be submitted to:

**BD** – Building – Supervisor: Your School Principal, or Admin Assistant (whichever name appears on your list)

**CI –** Curriculum & Instruction – Supervisor: Matthew Silverman

EL - EL & Bilingual - Supervisor: Raquel Kim

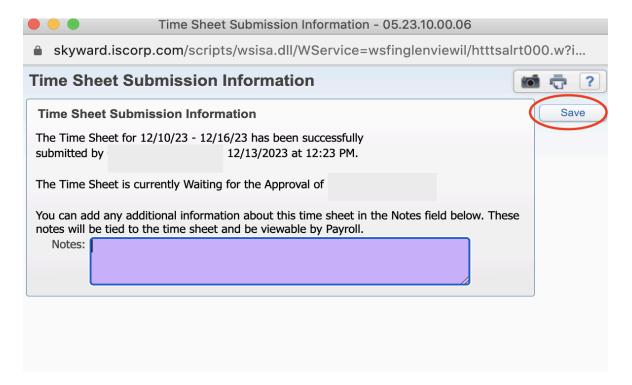
**SS** – Student Services – Supervisor: Kristin Caceres

Use the drop down arrow to set the correct supervisor for each job description and then click "Continue" Supervisor Selection - 05.24.06.00.06 25 skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinglenviewil/htttssel000.w?isPopup=true Supervisor Selection **⋒** • • ? Continue Supervisor Selection Please select a supervisor for each job: Supervisor Pay Code Primary Description KRISTIN CACERES SUPOT Bd-supervision-other KRISTIN CACERES SUPLT Bd-supervision-lunch/recess KRISTIN CACERES SSTRT Ss-training KRISTIN CACERES SSRPT Ss-eval/report Prek KRISTIN CACERES SSPCT Ss-psych On Call SSIPT ✓ KRISTIN CACERES Ss-meeting-team/iep-prek MATTHEW SILVERMAN SSIET No Ss-meeting-team/iep K-8 PATRICK HOEFT SSHBT No Ss-homebound Tutoring RAQUEL KIM SSEVT No Ss-eval Parent Meeting KRISTIN CACERES SSERT Ss-eval/report K-8 KRISTIN CACERES SSEPT Ss-eval Parent Meeting Prek KRISTIN CACERES SLLST No Ling Lab Sub RAQUEL KIM ELTST No El-testing/evaluation RAQUEL KIM ELTRT No El-interpreter RAQUEL KIM ELMTT No El-meeting/pd-participant RAOUEL KIM ELMPT No El-metting/pd-presenter RAQUEL KIM ELFET Nο El-fmaily Engmnt/bpac RAOUEL KIM ELCDT El-curr Development MATTHEW SILVERMAN CIMTT Ci-meeting/pd/training - Presenter MATTHEW SILVERMAN CIMPT No Geneeting/pd/training- Participant MATTHEW SILVERMAN CIKAT Ciskids Assessments MATTHEW SILVERMAN CIGTT Ci-gifted Testing



Your timesheet will open again. Click "Submit Time Sheet".

On the following screen you can add a message if you want for the supervisor, or leave it blank. Then click "Save". Your timesheet is now submitted for approval.





### **HAVE ANY QUESTIONS?**

We are happy to help! Please contact the Business Office staff:

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