

# **SKYWARD TRUE TIME**

Time And Attendance Module

**STAFF'S QUICK REFERENCE GUIDE  
TIMESHEET ENTRY AND SUBMISSION**



## QUICK REFERENCE GUIDE TRUE TIME – TIME SHEET 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.

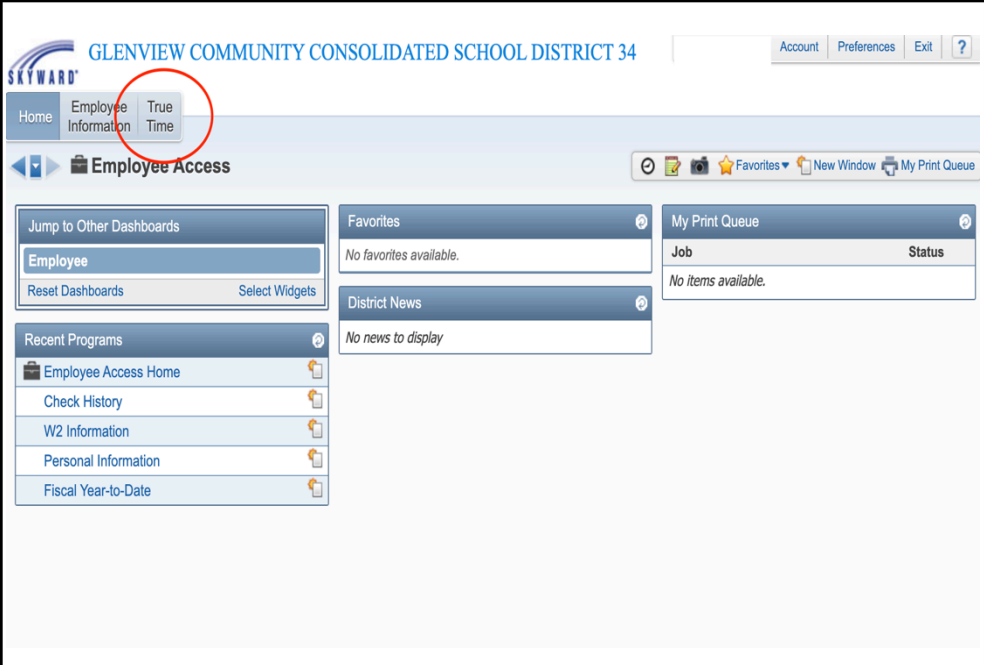
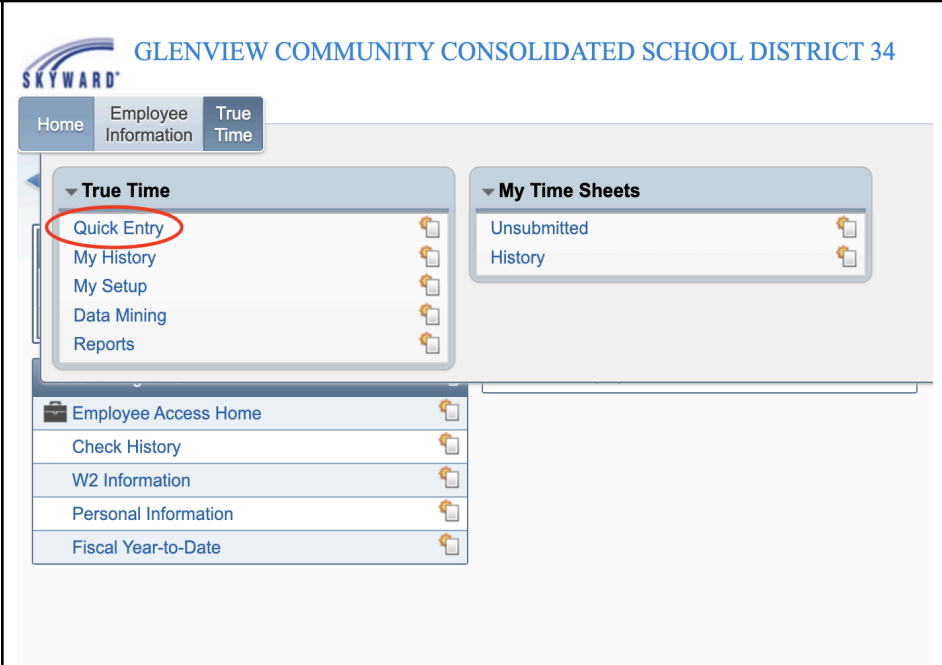


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## TRUE TIME – TIME SHEET ENTRY AND SUBMISSION

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

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

1. In Skyward click on the "True Time" tab at the top of the screen:	2. Click on "Quick Entry"
 <p>The screenshot shows the Skyward Employee Access dashboard for Glenview Community Consolidated School District 34. At the top, there are navigation tabs: Home, Employee Information, and True Time. The 'True Time' tab is circled in red. Below the navigation bar, there are several widgets: 'Jump to Other Dashboards' (with 'Employee' selected), 'Favorites' (no favorites available), 'My Print Queue' (no items available), and 'District News' (no news to display). A 'Recent Programs' list is visible on the left, including 'Employee Access Home', 'Check History', 'W2 Information', 'Personal Information', and 'Fiscal Year-to-Date'.</p>	 <p>The screenshot shows the Skyward Employee Access dashboard with the 'True Time' tab selected. A dropdown menu is open under 'True Time', and the 'Quick Entry' option is circled in red. Other options in the dropdown include 'My History', 'My Setup', 'Data Mining', and 'Reports'. To the right, there is a 'My Time Sheets' section with 'Unsubmitted' and 'History' options. The bottom of the dashboard shows the same 'Recent Programs' list as in the first screenshot.</p>

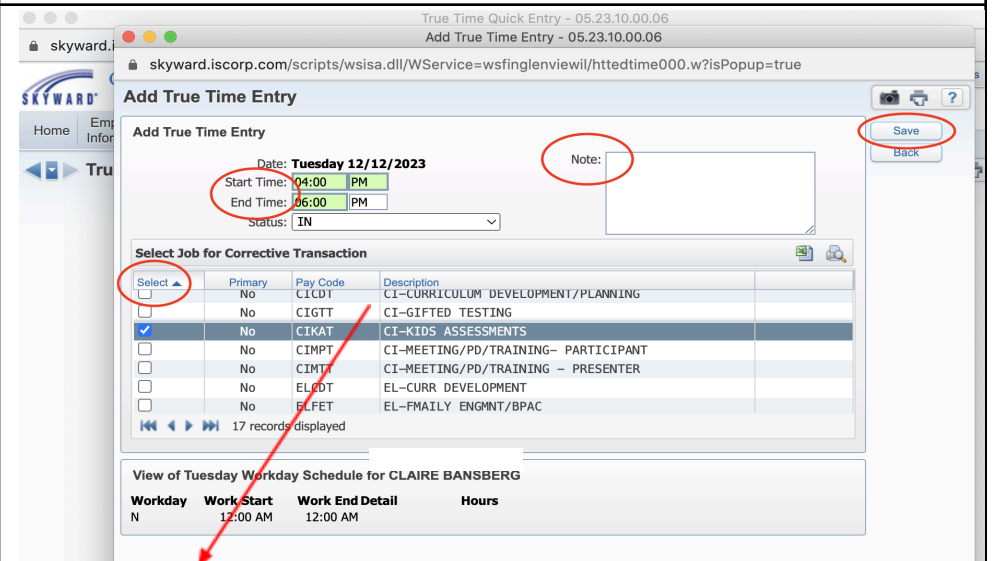
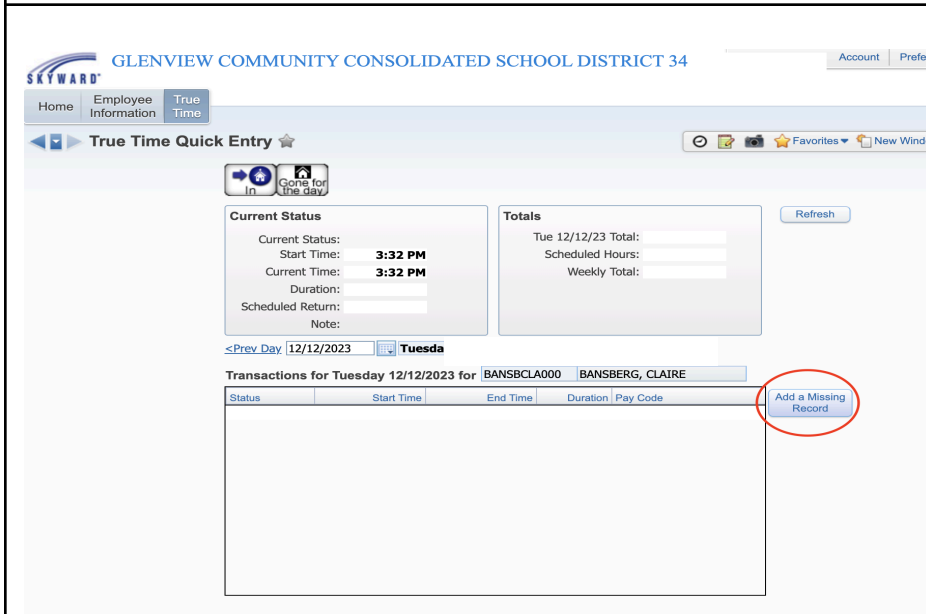


# QUICK REFERENCE GUIDE

## TRUE TIME – TIME SHEET ENTRY AND SUBMISSION

3. Click “Add a missing record” to start a record for the day:

4. Check the box next to the job you are submitting for. Enter the start and end times and any note for the approver. Click “save” to save the record:



**HELPFUL TIP:**

**The job descriptions are organized by department:**

**BD** – Building level work (e.g. lunch supervision) – Approver: Principal  
**CI** – Curriculum Instruction – Approver: Matthew Silverman  
**EL** – ELL & Bilingual – Approver: Raquel Kim  
**SS** – Student Services – Approver: Kristin Caceres/or an APSS



# QUICK REFERENCE GUIDE

## TRUE TIME – TIME SHEET ENTRY AND SUBMISSION

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.**

**Current Status**

Current Status:  
Start Time:  
Current Time:  
Duration:  
Scheduled Return:  
Note:

**Totals**

Fri 03/08/24 Total: **2h 00m**  
Scheduled Hours:  
Weekly Total: **2h 00m**

<Prev Day 03/08/2024 **Friday** Next Day> View/Submit Time Sheets

**Transactions for Friday 03/08/2024 for**

Status	Start Time	End Time	Duration	Pay Code
IN	7:09 AM	8:09 AM	1h 00m	CIGTT - CI-GIFTED TES
	8:09 AM	8:10 AM	1m	Add Record
IN	8:10 AM	9:10 AM	1h 00m	CI-MPT - CI-MEETING/PD

Please disregard the highlighted row in the center of the screen. This line appears when there is a gap in between duties, when adding multiple duties on the same day.

**Totals**

Tue 12/12/23 Total: **2h 00m**  
Scheduled Hours:  
Weekly Total: **3h 00m**

<Prev Day 12/12/2023 **Tuesday** Next Day> Current Day View/Submit Time Sheets

**Transactions for Tuesday 12/12/2023 for BANSBCLA000 BANSBERG, CLAIRE**

Status	Start Time	End Time	Duration	Pay Code
IN	4:00 PM	6:00 PM	2h 00m	CIKAT - CI-KIDS ASSE

Add a Missing Record



# QUICK REFERENCE GUIDE

## TRUE TIME – TIME SHEET ENTRY AND SUBMISSION

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

You can use the 'View/Submit Time Sheet' button in the Quick Entry screen as seen below:

OR

You may use the 'Unsubmitted' button from the Main Screen.

**Totals**  
Tue 12/12/23 Total: 2h 00m  
Scheduled Hours:  
Weekly Total: 3h 00m

<Prev Day 12/12/2023 Tuesday Next Day> Current Day View/Submit Time Sheets

Status	Start Time	End Time	Duration	Pay Code
IN	4:00 PM	6:00 PM	2h 00m	CIKAT - CI-KIDS ASSE

Click to make any changes to the time entered before submitting time sheet

**True Time**  
Quick Entry  
My History  
My Setup  
Data Mining  
Reports

**My Time Sheets**  
Unsubmitted  
History



# QUICK REFERENCE GUIDE

## TRUE TIME – TIME SHEET ENTRY AND SUBMISSION

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”

Time Sheet Information for: CLAIRE BANSBERG

Week Start	Week End	Total Hrs	Status
12/10/2023	12/16/2023	3h 00m	Time Sheet Not Submitted
12/03/2023	12/09/2023	3h 00m	Time Sheet Not Submitted

Buttons: Filter Options, View Time Sheet (circled in red), Submit Time Sheet

View Time Sheet for : 12/10/2023 - 12/16/2023

Buttons: Print, Back

Period Summary

Type	Pay	Note	Hours
WORK	CIGTT (CI-GIFTED TESTING)		1h 00m
WORK	CIKAT (CI-KIDS ASSESSMENTS)		2h 00m
Total Hours:			3h 00m
Hours Paid:			3h 00m

Daily Totals

Status	Pay/Note	Hours
<b>Tuesday 12/12/23</b>		
4:00 PM - 6:00 PM IN	CI-KIDS ASSESSMENTS	2h 00m
		12/12/23 Total Hours: 2h 00m
<b>Wednesday 12/13/23</b>		
8:00 AM - 9:00 AM IN	CI-GIFTED TESTING	1h 00m
		12/13/23 Total Hours: 1h 00m

Adjustments

Workday	Type	Status	Adjusted			Original			Adjusted By	Note
			Start Time	End Time	Pay Code	Start Time	End Time	Pay Code		
12/12/23	Del	IN	3:30 PM		CIGTT					
12/12/23	Add	IN	4:00 PM	6:00 PM	CIKAT					
12/13/23	Add	IN	8:00 AM	9:00 AM	CIGTT					

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

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

Then click “Back” and select the “Submit Time Sheet” button



## QUICK REFERENCE GUIDE TRUE TIME – TIME SHEET ENTRY AND SUBMISSION

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	Pay Code	Primary	Description
KRISTIN CACERES	SUPOT	No	Bd-supervision-other
KRISTIN CACERES	SUPLT	No	Bd-supervision-lunch/recess
KRISTIN CACERES	SSTRT	No	Ss-training
KRISTIN CACERES	SSRPT	No	Ss-eval/report Prek
KRISTIN CACERES	SSPCT	No	Ss-psych On Call
✓ KRISTIN CACERES	SSIPT	No	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	No	Ss-eval/report K-8
KRISTIN CACERES	SSEPT	No	Ss-eval Parent Meeting Prek
KRISTIN CACERES	SLLST	No	Lng Lab Sub
RAQUEL KIM	ELTST	No	El-testing/evaluation
RAQUEL KIM	ELTRT	No	El-interpreter
RAQUEL KIM	ELMTT	No	El-meeting/pd-participant
RAQUEL KIM	ELMPT	No	El-metting/pd-presenter
RAQUEL KIM	ELFET	No	El-fmaily Engmnt/bpac
RAQUEL KIM	ELCDT	No	El-curr Development
MATTHEW SILVERMAN	CIMTT	No	Ci-meeting/pd/training - Presenter
MATTHEW SILVERMAN	CIMPT	No	Ci-meeting/pd/training- Participant
MATTHEW SILVERMAN	CIKAT	No	Ci-kids Assessments
MATTHEW SILVERMAN	CIGTT	No	Ci-gifted Testing



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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.

The screenshot shows a web browser window with the title "Time Sheet Submission Information - 05.23.10.00.06". The address bar shows the URL "skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinglenviewil/httsalrt000.w?i...". The main content area is titled "Time Sheet Submission Information" and contains the following text:

**Time Sheet Submission Information**

The Time Sheet for 12/10/23 - 12/16/23 has been successfully submitted by [redacted] 12/13/2023 at 12:23 PM.

The Time Sheet is currently Waiting for the Approval of [redacted]

You can add any additional information about this time sheet in the Notes field below. These notes will be tied to the time sheet and be viewable by Payroll.

Notes: [text input field]

A "Save" button is located in the top right corner of the form, circled in red.



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### HAVE ANY QUESTIONS?

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

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