

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 05.12.10.00.04 - Mozilla Firefox" and the address bar shows "localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w". The page has a navigation menu with tabs for Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. The "True Time" tab is active. Below the navigation, there are three main sections: "True Time" (containing Quick Entry, My History, Employee Information, My Settings, Data, and Reports), "My Time Sheets" (containing Unsubmitted and History), and "Supervisor Access" (containing My Employees True Time, My Employees Totals by Status, Employees Weekly Averages, and Schedule Tracker). A yellow callout box is overlaid on the "Quick Entry" link, containing the following text:

Quick Entry - Current Status

Click **Employee Access, TrueTime, Quick Entry.**

Who, What, When, Why?
The Quick Entry screen allows employees with TrueTime access to clock in and out from the software.

Employees may have the ability to clock In/out from a TrueTime reader (optional).

The Quick Entry screen will also allow employees to see their Current Status and Totals.

Additionally, employees may be able to adjust their times (based on configuration settings) and submit their time sheets.

At the bottom of the page, there is a footer with "© 2012 Skyward, Inc. All rights reserved.", "FL Finance Data", and "Windows 7 / Firefox 16".

Slide 2 - Slide 2

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

True Time Quick Entry

In Unavailable Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Refresh

In this example, all TrueTime entry buttons have been activated. Buttons that display can be controlled based on the employee's Timekeeping Rules.

Current Status

Current Start

Current Duration

Scheduled Return: Note:

Weekly Total:

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Add a Missing Record

Status	Start Time	End Time	Duration	Pay Code
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Slide 3 - Slide 3

True Time Quick Entry - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httemmain000.w

Skyward School District

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Enrollment

True Time Quick Entry

In Un-available Temp Out of Office Break Lunch Meeting Work Out of Office Gone for the day Enter Future Out of Office Records

Click the In button.

Current

Start Time:

Current Time:

Duration:

Scheduled Return:

Note:

Totals

Tue 10/23/12 Total:

Scheduled Hours: **8h 00m**

Lunch Total:

Break Total:

Weekly Total:

Refresh

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Tuesday 10/23/2012 - ALAN M SMITHSCR

Status	Start Time	End Time	Duration	Pay Code
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Add a Missing Record