

Slide 1 - Slide 1

Employee Access - 05.12.10.00.04 - Mozilla Firefox
localhost/scripts/cgiip.exe/WService=wsFLORIDA/semhom01.w

Print this tutorial

Alan Smithscr Account Preferences Exit ?

Skyward Skyward School District

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 Enrollment

True Time
Quick Entry
My History
Employee Locator
My Setup
Data Mining
Reports

My Time Sheets
Unsubmitted

Supervisor Access
My Employees True Time

Re-Submit a Time Sheet
Click Employee Access, TrueTime, My Time Sheets, Unsubmitted.
Who, What, When, Why?
Time sheets that have been denied will need to be re-submitted for supervisor approval.

Employee Home

Financial Management
Vendor Profile
Approve Requisitions
Account Profile

District News Edit
Lunch Menu
School Lunch Menu
Our district is committed to providing a well balanced meal to students and staff. Please click on the link above to see the monthly school menu.

Recent Programs
Employee Access Home
Unsubmitted
Reports
Data Mining
Data Mining
Personal Information
Data Mining
WHITTD
Data Mining
WHITTD
Human Resources Home
WH
Configuration

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Slide 2 - Slide 2

My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/htttsmain005.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

My Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

	Week Start	Week End	Total Hrs	Status
1	10/21/2012	10/27/2012	1h 15m	Time Sheet Not Submitted
2	09/16/2012	09/22/2012		T
3	08/19/2012	08/25/2012	8h 00m	T
4	07/22/2012	07/28/2012		Time Sheet Not Submitted
5	06/17/2012	06/23/2012	42h 22m	Denied
6	05/14/2012	05/20/2012		Time Sheet Not Submitted
7				ted
8				ted
9	03/26/2012	04/01/2012	16h 30m	Time Sheet Not Submitted
10	04/15/2012	04/21/2012	43h 11m	Time Sheet Not Submitted

Filter Options

View Time Sheet

Submit Time Sheet

To see why the time sheet was denied or to modify the time sheet, highlight the time sheet and click the down arrow.

Time sheets that have been denied will display with a Denied status in the My Unsubmitted Time Sheets browse.

20 10 records displayed Week Start:

Slide 3 - Slide 3

My Unsubmitted Time Sheets - 05.12.10.00.04 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httmain005.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

My Unsubmitted Time Sheets

Time Sheet Information for ALAN SMITHSCR

Week Start Week End Total Hrs Status 22m 00m 22m

Time Sheet Detail

Day	Total Hours	254 Cust I	Hours Paid
06/18/2012 Mon	8h 27m	8h 27m	8h 27m
06/19/2012 Tue	8h 28m	8h 28m	8h 28m
06/20/2012 Wed	8h 59m	8h 59m	8h 59m
06/21/2012 Thu	8h 28m	8h 28m	8h 28m
06/22/2012 Fri	8h 00m		
Total			

* Total Time Off (0h 00m) (8h 00m).

Time Sheet History

Status	Name	Date	Time	Note
Denied	ILKKA, DAVE	10/24/2012	3:22 PM	Denied, punch out time on Thursday needs to be corrected.
Submitted	SMITHSCR, ALAN M	10/24/2012	2:20 PM	Approved by Supervisor

Adjustments

ID	Start Date	End Date	Total Hrs	Status
6	06/10/2012	06/16/2012		Time Sheet Not Submitted
7	06/03/2012	06/09/2012	24h 00m	Time Sheet Not Submitted
8	05/13/2012	05/19/2012	13h 45m	Time Sheet Not Submitted
9	05/06/2012	05/12/2012	16h 30m	Time Sheet Not Submitted
10	04/15/2012	04/21/2012	43h 11m	Time Sheet Not Submitted

10 records displayed Week Start:

Under the Time Sheet History tab, the system will display the Name, Date, Time, and Note as to why the time sheet was denied.