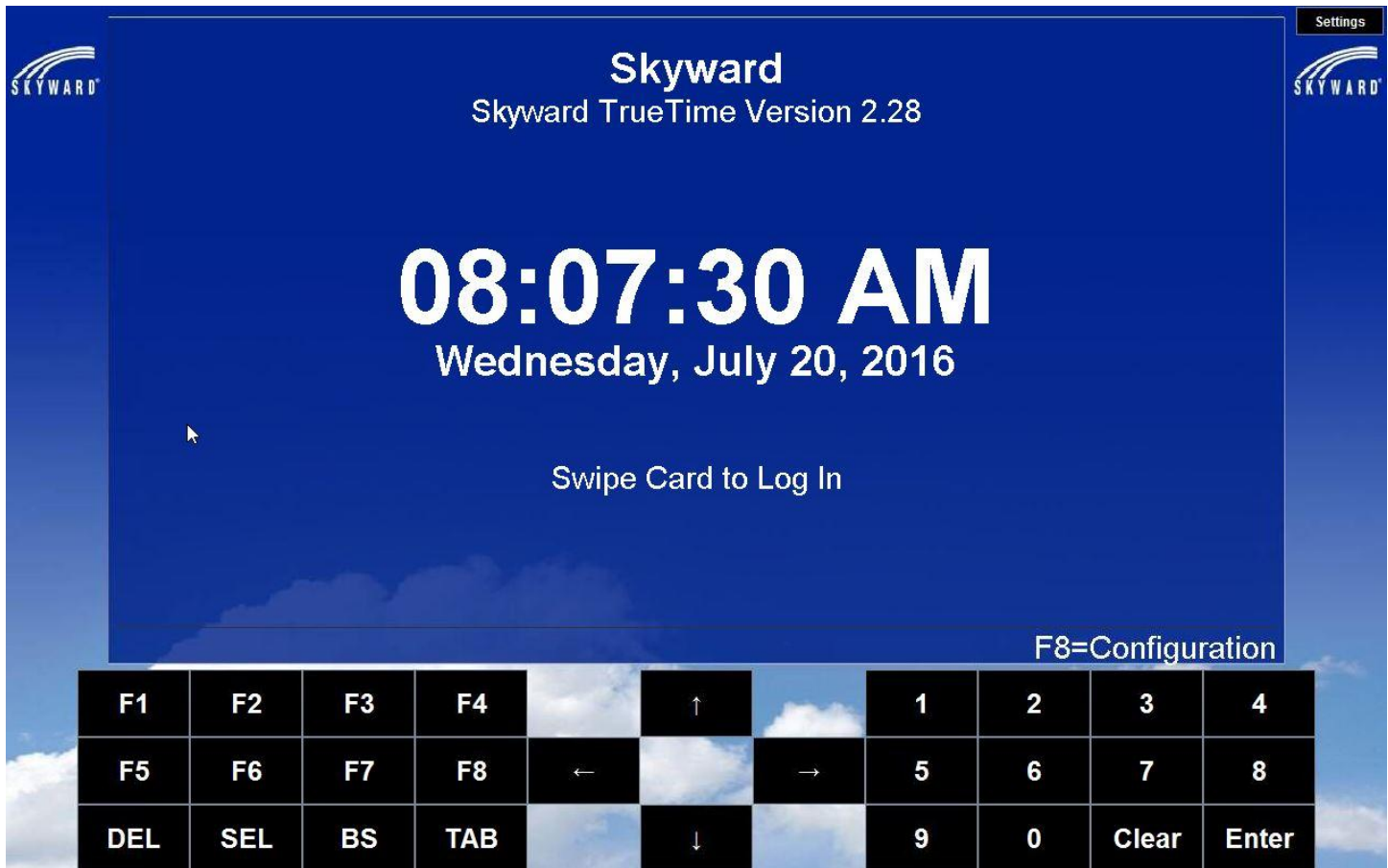


Transportation True Time entry using Time Clock



The screenshot shows the Skyward TrueTime interface. At the top, it displays "Skyward Skyward TrueTime Version 2.28". The main display shows the time "08:07:30 AM" and the date "Wednesday, July 20, 2016". Below the time, it says "Swipe Card to Log In". In the bottom right corner of the main display area, it says "F8=Configuration". Below the main display is a keypad with the following layout:

F1	F2	F3	F4	↑	1	2	3	4	
F5	F6	F7	F8	←	→	5	6	7	8
DEL	SEL	BS	TAB	↓	9	0	Clear	Enter	

Using a Time Clock In/Out of True Time

A Time Clock can be used to clock in/out of TrueTime.

It can also be used to submit the time sheets to your supervisor for approval.

When would I use a Time Clock to clock in/out?

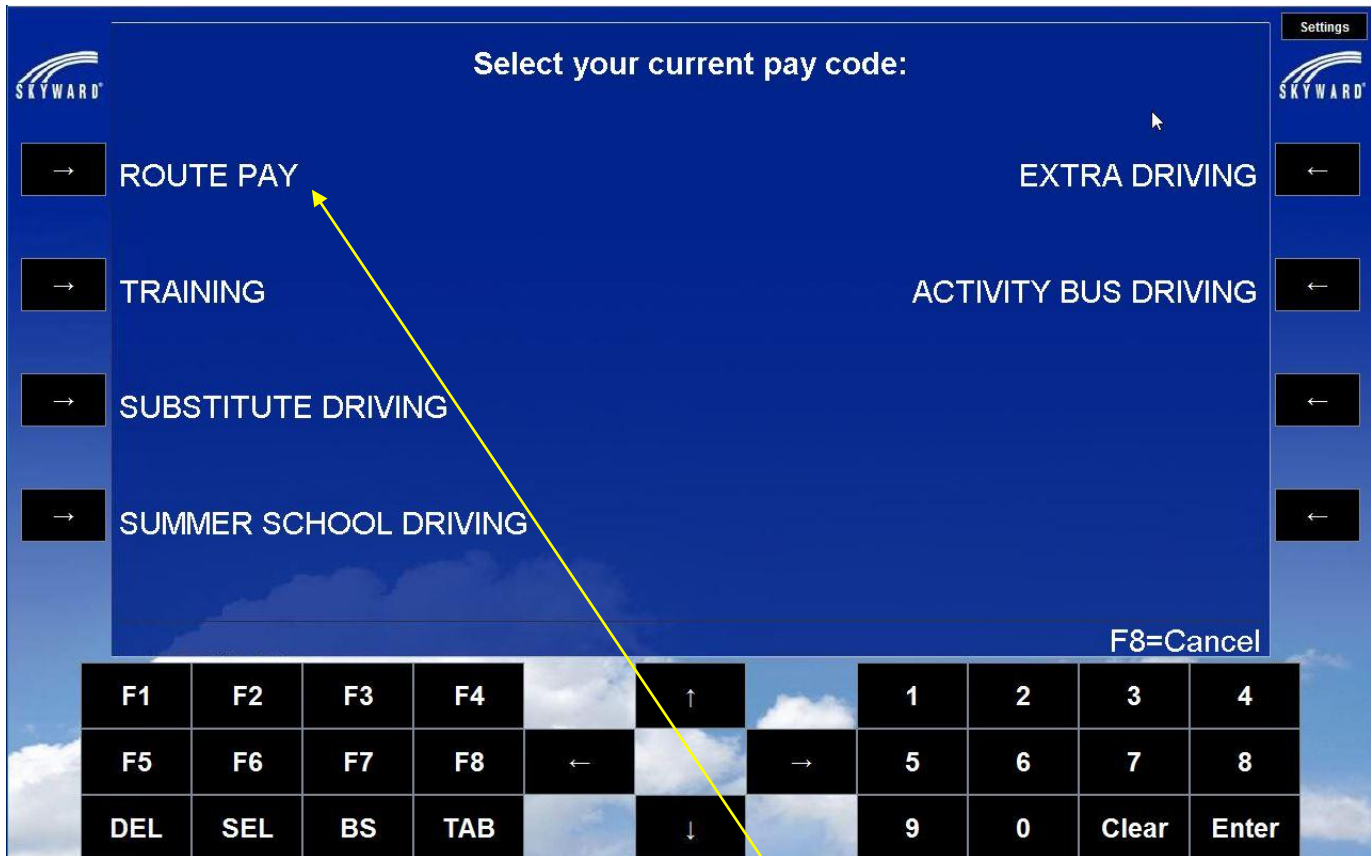
A Time Clock would be used for employees to clock in/out for work as well as out/in for lunch. You may also clock out of one "job" type and in to another "job" type.

Employees of D301 can clock in using your

Proximity Card

This tutorial will demonstrate the proximity card clock in/out method.

To clock in/out using the proximity card, swipe your card on the swipe area of the Time Clock.



The Time Clock will display your name, along with your current status, and hours for the day/week.

If you have multiple jobs, choose the job you are working by pressing the button next to the job. Note: you will need to log into the Time Clock each time you want to change your TrueTime Status, or change jobs. Your normal route is "Route Pay".

The clock will indicate what job type you are logged in and to what pay code. When you are done with your route, press the button next to "Gone for the Day". This will log you out of your morning or afternoon route. You will also be able to press F2 to change jobs.

Settings

Today: 0h 2m
Week: 0h 2m

In (ROUTE PAY)

Gone for the Day

Gone for the Day
Submit Timesheets

F1=My History F2=Change Job F3=Submit Time
F8=Exit

F1	F2	F3	F4	↑	1	2	3	4
F5	F6	F7	F8	←	5	6	7	8
DEL	SEL	BS	TAB	↓	9	0	Clear	Enter

Then you will have the option to log into another route by pressing one of the other pay codes.

Settings

Select your current pay code:

ROUTE PAY

EXTRA DRIVING

TRAINING

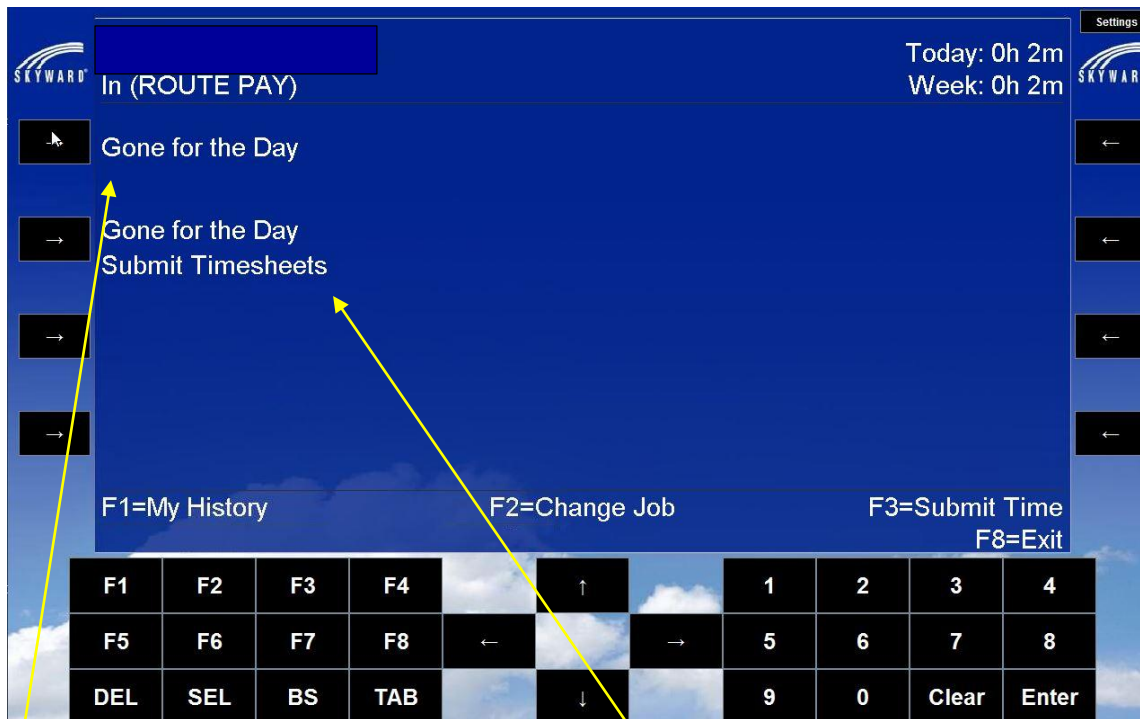
ACTIVITY BUS DRIVING

SUBSTITUTE DRIVING

SUMMER SCHOOL DRIVING

F8=Cancel

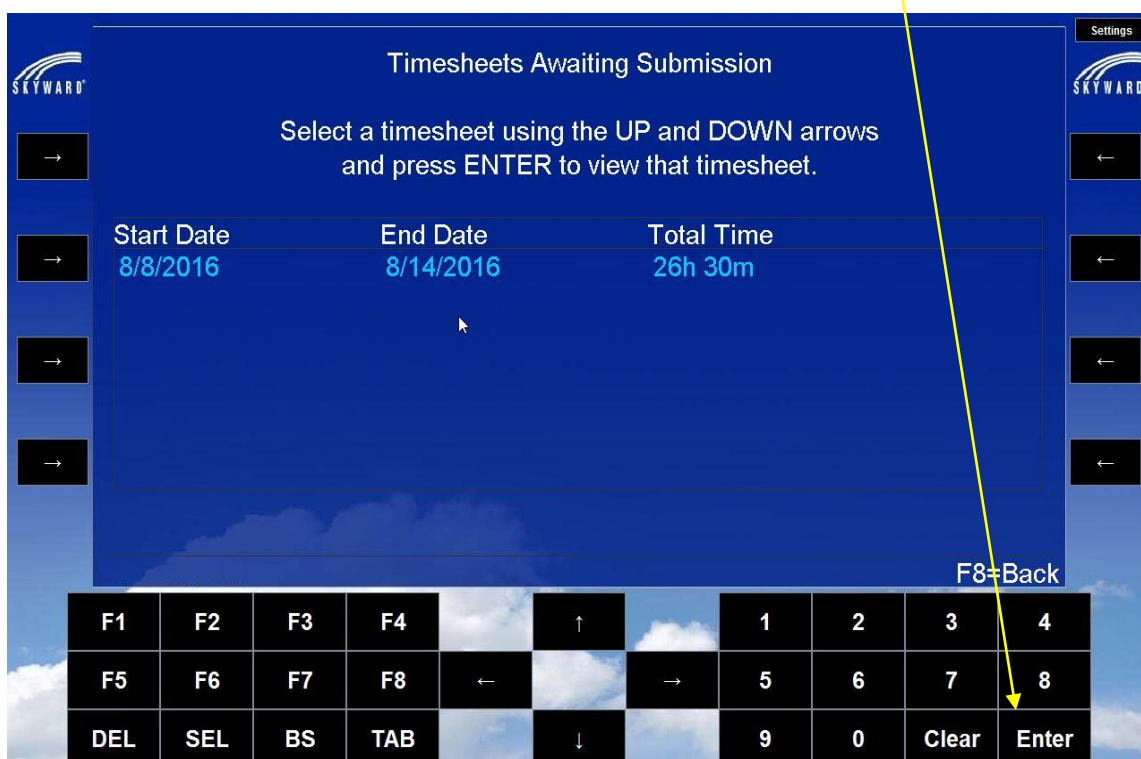
F1	F2	F3	F4	↑	1	2	3	4
F5	F6	F7	F8	←	5	6	7	8
DEL	SEL	BS	TAB	↓	9	0	Clear	Enter



At the end of your work day, click on the button next to “Gone for the Day”.

You may also clock out for the day and submit your timesheets at the end of the week by pressing the button next to “Gone for the Day, Submit Timesheets” or F3.

When you select “Gone for the Day Submit Timesheets”, you will see a list of timesheets awaiting submission. Press enter to view your timesheet for the week.



The time clock will display total hours worked and total scheduled hours. If you agree with your total hours listed, press F1. Your timesheet is then submitted to your supervisor for approval.

Timesheet Submission

Week of: 08/08/2016 - 08/14/2016

Hours Worked: 26h 30m

Paid Hours Off:

Timesheet Total: 26h 30m

Scheduled Hours: 30h 00m

F1=Submit Timesheet F2=View Details F8=Back

F1	F2	F3	F4	↑	1	2	3	4
F5	F6	F7	F8	←	5	6	7	8
DEL	SEL	BS	TAB	↓	9	0	Clear	Enter

You can also submit timesheets when logged on to Skyward. Click on True Time and Unsubmitted under My Time Sheets.

Central Cmty USD 301 II

Account Preferences Exit ?

Home Employee Information Time Off **True Time** Expense Reimbursement

True Time

- Quick Entry
- My History
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted
- History

Employee Access Home

- Quick Entry
- My Requests
- My Status
- Check History
- Unsubmitted
- W2 Information
- Check Estimator
- Time Off Limited Access
- WHYTOILA
- Human Resources Home
- WH

My Time Queue

Job	Status
No items available.	

You will see your timesheet for each week and the status. Click on "Submit Time Sheet" to review.

My Unsubmitted Time Sheets

Time Sheet Information for

Week Start	Week End	Total Hrs	Status
09/21/2015	09/27/2015	41m	Time Sheet Not Submitted
09/14/2015	09/20/2015	7h 51m	Time Sheet Not Submitted

Filter Options
View Time Sheet
Submit Time Sheet
Close

Once you review your timesheet for the week, click on "Submit Time Sheet" to submit to your supervisor for approval.

View/Submit This Weeks Time Sheet

Time Sheet for: 09/21/2015 - 09/27/2015

Period Summary

Type	Pay	Note	Hours
WORK		CONT (SCHOOL LEVEL ADM ASST)	0h 47m
Total Hours:			0h 47m
Hours Paid:			0h 45m

Daily Totals

Status	Note	Hours
Wednesday 09/23/15		
9:39 AM - 9:42 AM IN		0h 03m
		09/23/15 Total Hours: 0h 03m
Thursday 09/24/15		
9:57 AM - IN		0h 44m
		09/24/15 Total Hours: 0h 44m Hours Paid: 0h 45m

Adjustments
No Adjustments For This Timesheet.

Employee: _____ Date: _____
Approved By: _____ Date: _____

Submit Time Sheet
Print
Back