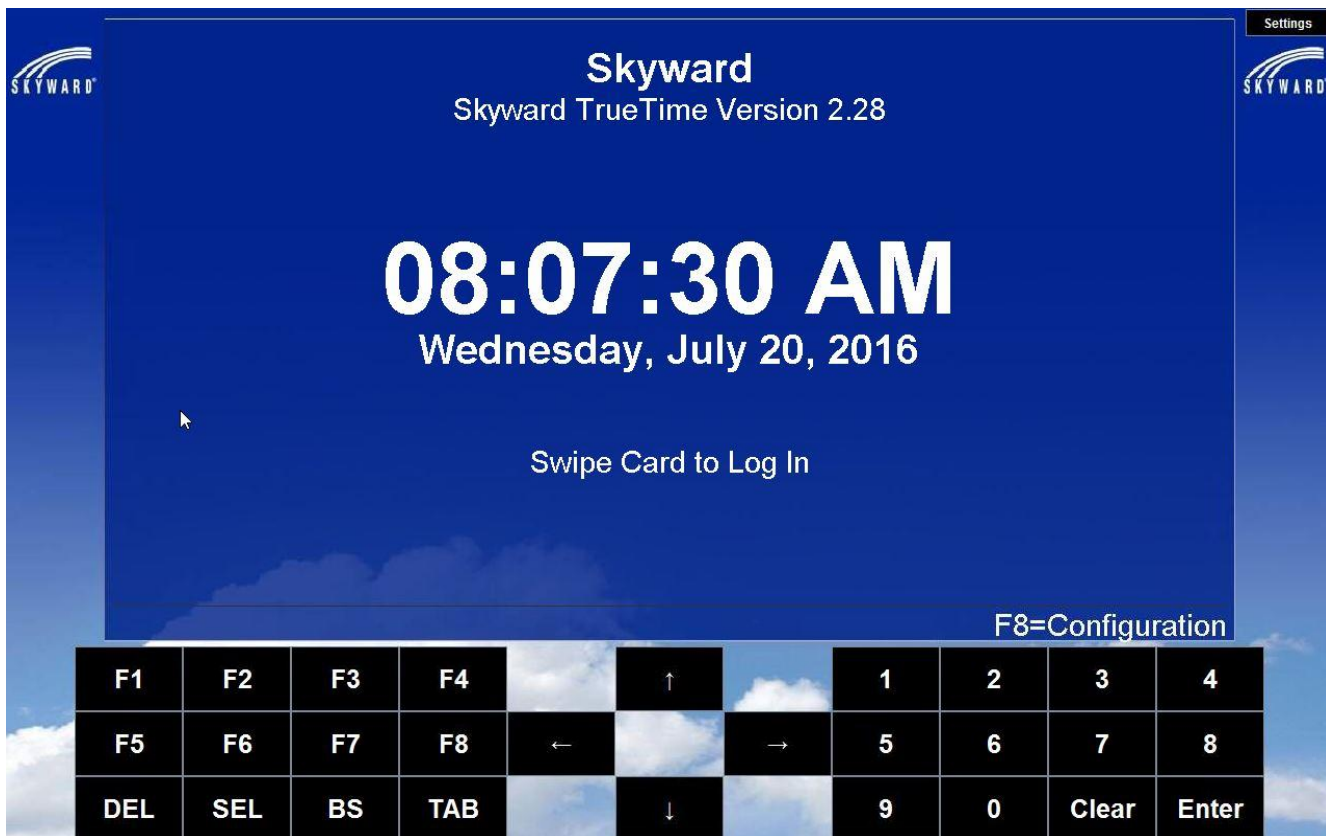


# True Time entry using Time Clock



## Using a Time Clock In/Out of True Time

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

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.

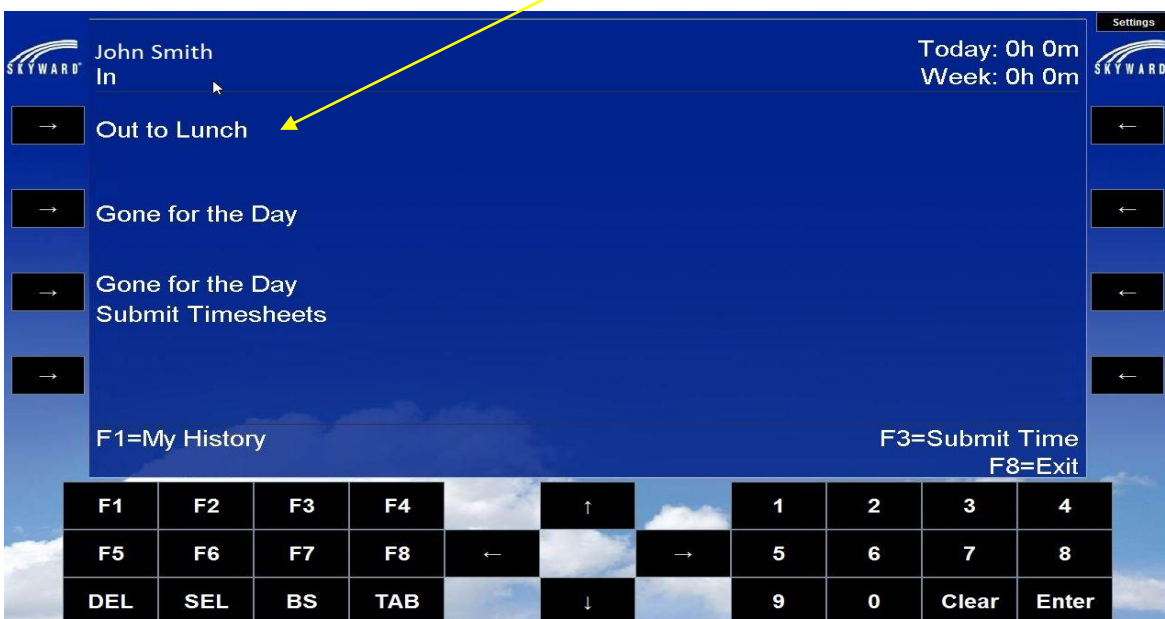


The Time Clock will display your name, along with your current status, and hours for the day/week.

To clock in, press the button next to “In”. If you only have one job, the system will clock you in automatically to that job. Your normal work day is labeled **Scheduled Pay**.

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 True Time Status, or change jobs.

You will also need to clock out for lunch each day. To clock out for lunch swipe your card and press the button next to “Out to Lunch”.



When you return from lunch swipe your card and press the button next to "In".  
Note that in the upper left of the time clock your current status is listed.

The screenshot shows the SKYWARD time clock interface. At the top left, the user's name 'John Smith' and current status 'Out to Lunch' are displayed. At the top right, the time is shown as 'Today: 0h 0m' and 'Week: 0h 0m'. Below the status bar, there are four buttons with right-pointing arrows. The first button is labeled 'In'. A yellow arrow points from the text above to this button. Below the buttons, there are function keys: 'F1=My History' and 'F3=Submit Time' / 'F8=Exit'. At the bottom is a numeric keypad with function keys (F1-F8), navigation arrows, and numbers 1-0, 'Clear', and 'Enter'.

At the end of your work day, swipe your card and 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.

The screenshot shows the SKYWARD time clock interface. At the top left, the user's name 'John Smith' and current status 'In' are displayed. At the top right, the time is shown as 'Today: 0h 0m' and 'Week: 0h 0m'. Below the status bar, there are four buttons with right-pointing arrows. The first button is labeled 'Out to Lunch'. The second button is labeled 'Gone for the Day'. The third button is labeled 'Gone for the Day' and 'Submit Timesheets'. A yellow arrow points from the text above to this button. Below the buttons, there are function keys: 'F1=My History' and 'F3=Submit Time' / 'F8=Exit'. At the bottom is a numeric keypad with function keys (F1-F8), navigation arrows, and numbers 1-0, 'Clear', and 'Enter'.

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.

Timesheets Awaiting Submission

Select a timesheet using the UP and DOWN arrows and press ENTER to view that timesheet.

Start Date	End Date	Total Time
8/8/2016	8/14/2016	26h 30m

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	

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, IL

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

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
<b>Wednesday 09/23/15</b>		
9:39 AM - 9:42 AM IN		0h 03m
09/23/15		Total Hours: 0h 03m
<b>Thursday 09/24/15</b>		
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