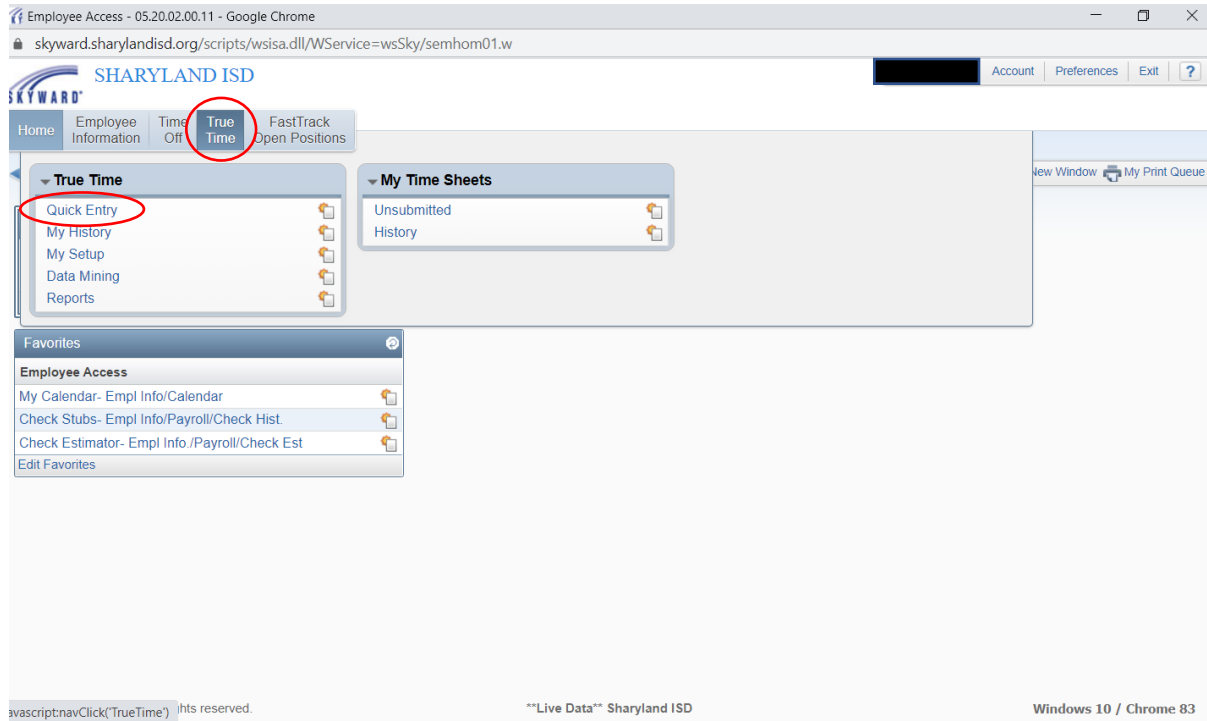


Procedimiento para Acceso de Empleados a Skyward para Comenzar la Jornada Laboral

- Seleccionar True Time
- Seleccionar Quick Entry



- Seleccione el botón "In" para comenzar la jornada laboral

skyward.sharylandisd.org/scripts/wsisa.dll/WService=wsSky/httemmain000.w

SKYWARD SHARYLAND ISD Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions

True Time Quick Entry

In Temp Out of Office Lunch Gone for the day Enter Future Out of Office Records Refresh

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

Totals
Sat 07/11/20 Total:
Scheduled Hours:
Lunch Total:
Weekly Total:

<Prev Day 07/11/2020 Saturday Next Day> View/Submit Time Sheets

Transactions for Saturday 07/11/2020 for

Status	Start Time	End Time	Duration	Note
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Si el empleado tiene varios trabajos, se mostrará una búsqueda de los trabajos disponibles.
Seleccione el trabajo apropiado.

Si el empleado solo trabaja en un trabajo, esta búsqueda NO se mostrará y el empleado iniciará sesión en su trabajo principal.

The screenshot shows the True Time Quick Entry web application interface. The main page has a navigation menu with 'Home', 'Employee Information', 'Time Off', 'True Time', and 'FastTrack Open Positions'. The 'True Time' menu item is selected. Below the navigation, there are several icons: 'In' (circled in red), 'Temp Out of Office', 'Lunch', and 'Gone for the day'. To the right, there is a 'Refresh' button and an 'Enter Future Out of Office Records' button. The 'Current Status' section contains fields for 'Current Status:', 'Start Time:', 'Current Time:', 'Duration:', 'Scheduled Return:', and 'Note:'. The 'Totals' section shows 'Sat 07/11/20 Total:' with fields for 'Scheduled Hours:', 'Lunch Total:', and 'Weekly Total:'. A 'Job Selection' popup window is overlaid on the main page. It has a title 'Job Selection' and a subtitle 'Select Job for True Time Entry'. The popup contains a table with the following data:

Select	Primary	Pay Code	Description
<input checked="" type="checkbox"/>	Yes	AIDSE	SPECIAL ED. AIDE
<input type="checkbox"/>	No	XATHL	EXTRA DUTY ATHLETICS
<input type="checkbox"/>	No	XCAMS	Summer Camps Support

Below the table, it says '3 records displayed'. There are 'Select' and 'Back' buttons on the right side of the popup. A red arrow points to the first row of the table, and the text 'Seleccione el trabajo apropiado.' is written to the left of the arrow.

Si el empleado tiene varios trabajos, el botón de entrada cambiará a un botón de cambio de trabajo “Change Job”. Esto permitirá que el empleado salga de su primer trabajo y acceda a su segundo trabajo.

True Time Quick Entry - 05.20.02.00.11 - Google Chrome
skyward.sharylandisd.org/scripts/wsisa.dll/WService=wsSky/httemmain000.w

SHARYLAND ISD

Home Employee Information Time Off True Time FastTrack Open Positions

True Time Quick Entry

Change Job Temp Out of Office Lunch Gone for the day Enter Future Out of Office Records

Current Status
Current Status: **IN**
Start Time: **10:50 AM**
Current Time: **10:50 AM**
Duration:
Scheduled Return:
Note:

Totals
Sat 07/11/20 Total:
Scheduled Hours:
Lunch Total:
Weekly Total:

<Prev Day 07/11/2020 Saturday Next Day> View/Submit Time Sheets

Transactions for Saturday 07/11/2020 for [Redacted]

Status	Start Time	End Time	Duration	Pay Code
IN	10:50 AM			AIDSE - SPECIAL ED.

skyward.sharylandisd.org/scripts/wsisa.dll/WService=wsSky/httemmain000.w

SHARYLAND ISD

Home Employee Information Time Off True Time FastTrack Open Positions

True Time Quick Entry

Change Job Temp Out of Office Lunch Gone for the day Enter Future Out of Office Records

Current Status
Current Status: **IN**
Start Time: **10:50 AM**
Current Time: **10:50 AM**
Duration:
Scheduled Return:
Note:

Totals
Sat 07/11/20 Total:
Scheduled Hours:
Lunch Total:
Weekly Total:

<Prev Day 07/11/2020 Saturday Next Day> View/Submit Time Sheets

Transactions for Saturday 07/11/2020 for [Redacted]

Status	Start Time	End Time	Duration	Pay Code
IN	10:50 AM			AIDSE - SPECIAL ED.

Job Selection

Select Job for True Time Entry

Select	Primary	Pay Code	Description
<input type="checkbox"/>	Yes	AIDSE	SPECIAL ED. AIDE
<input checked="" type="checkbox"/>	No	XATHL	EXTRA DUTY ATHLETICS
<input type="checkbox"/>	No	XCAMS	Summer Camps Support

3 records displayed

Segundo trabajo

- Seleccione el botón "Lunch" para marcar la salida para el almuerzo

skyward.sharylandisd.org/scripts/wsisa.dll/WService=wsSky/hntemmain000.w

SHARYLAND ISD

Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions

True Time Quick Entry

In Temp. Out of Office Lunch Gone for the day Enter Future Out of Office Records

Current Status

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

Totals

Sat 07/11/20 Total: _____
 Scheduled Hours: _____
 Lunch Total: _____
 Weekly Total: _____

Refresh

<Prev Day 07/11/2020 Saturday Next Day> View/Submit Time Sheets

Transactions for Saturday 07/11/2020 for _____

Status	Start Time	End Time	Duration	Note

- Seleccione el botón "In" para marcar el regreso del almuerzo

skyward.sharylandisd.org/scripts/wsisa.dll/WService=wsSky/hntemmain000.w

SHARYLAND ISD

Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions

True Time Quick Entry

In Temp. Out of Office Lunch Gone for the day Enter Future Out of Office Records

Current Status

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

Totals

Sat 07/11/20 Total: _____
 Scheduled Hours: _____
 Lunch Total: _____
 Weekly Total: _____

Refresh

<Prev Day 07/11/2020 Saturday Next Day> View/Submit Time Sheets

Transactions for Saturday 07/11/2020 for _____

Status	Start Time	End Time	Duration	Note

- Seleccione el boton "**Gone for the day**" para finalizar la jornada laboral

The screenshot shows the Skyward True Time Quick Entry web application. At the top, the URL is `skyward.sharylandisd.org/scripts/wsisa.dll/WService=wsSky/httemmain000.w`. The page header includes the Skyward logo and "SHARYLAND ISD" with links for "Account", "Preferences", and "Exit". A navigation menu contains "Home", "Employee Information", "Time Off", "True Time", and "FastTrack Open Positions". The main content area is titled "True Time Quick Entry" and features a toolbar with icons for "In", "Temp. Out of Office", "Lunch", and "Gone for the day" (circled in red). A "Refresh" button is also present. Below the toolbar, there are two summary boxes: "Current Status" with fields for "Current Status:", "Start Time:", "Current Time:", "Duration:", "Scheduled Return:", and "Note:"; and "Totals" with fields for "Sat 07/11/20 Total:", "Scheduled Hours:", "Lunch Total:", and "Weekly Total:". A date selector shows "Saturday 07/11/2020" with "Prev Day" and "Next Day" links. Below this is a table titled "Transactions for Saturday 07/11/2020 for [redacted]". The table has columns for "Status", "Start Time", "End Time", "Duration", and "Note", but it is currently empty.

- Para completar la semana laboral (viernes), seleccione **View/Submit Time Sheets**

The screenshot shows the Skyward True Time Quick Entry web application. At the top, the browser address bar displays the URL: skyward.sharylandisd.org/scripts/wsisa.dll/WService=wsSky/httemmain000.w. The page header includes the Skyward logo and the text "SHARYLAND ISD". A navigation menu contains links for Home, Employee Information, Time Off, True Time, and FastTrack Open Positions. A secondary menu includes Account, Preferences, and Exit. The main content area is titled "True Time Quick Entry" and features several interactive elements: a "Current Status" section with input fields for Start Time, Current Time, Duration, and Scheduled Return; a "Totals" section with input fields for Sat 07/11/20 Total, Scheduled Hours, Lunch Total, and Weekly Total; and a "Refresh" button. Below these sections, there are navigation links: "< Prev Day 07/11/2020", "Saturday", and "Next Day > View/Submit Time Sheets". The "View/Submit Time Sheets" link is circled in red. At the bottom, a table titled "Transactions for Saturday 07/11/2020 for" is visible, with columns for Status, Start Time, End Time, Duration, and Note. The table is currently empty.

Además, los empleados pueden hacer clic en el icono Reloj para acceder a la pantalla de Entrada rápida.

