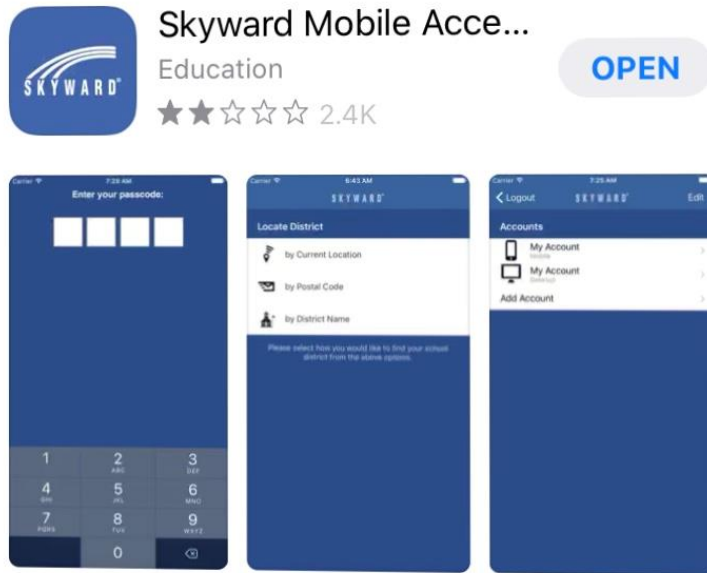


Skyward Mobile Access App Procedures

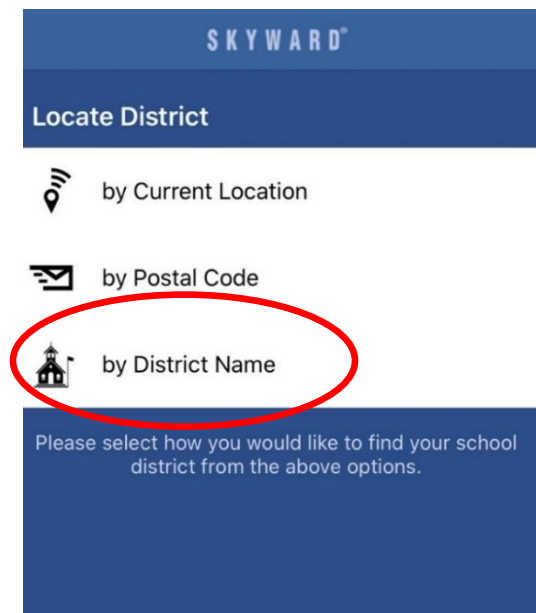
In order to clock in using a mobile device, you must first download the **Skyward Mobile Access App**. If you already have the app installed on your device, you may proceed to **page 4** for instructions on how to clock in, clock out, and submit your timesheets.

If you **do not** have the app installed on your device, the instructions on how to download the app are as follows:

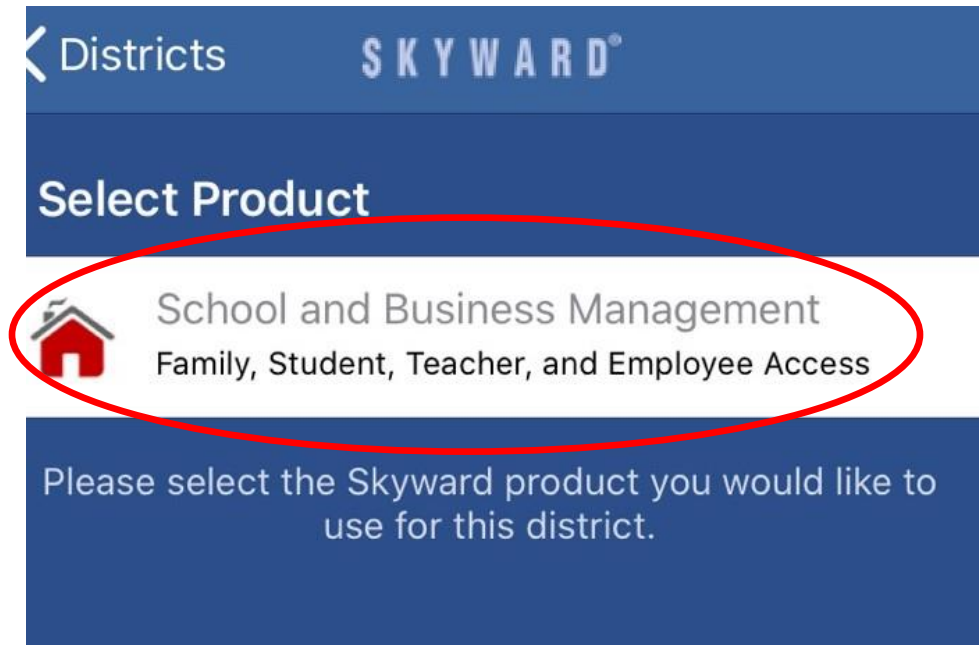
- Search for **Skyward Mobile Access App**



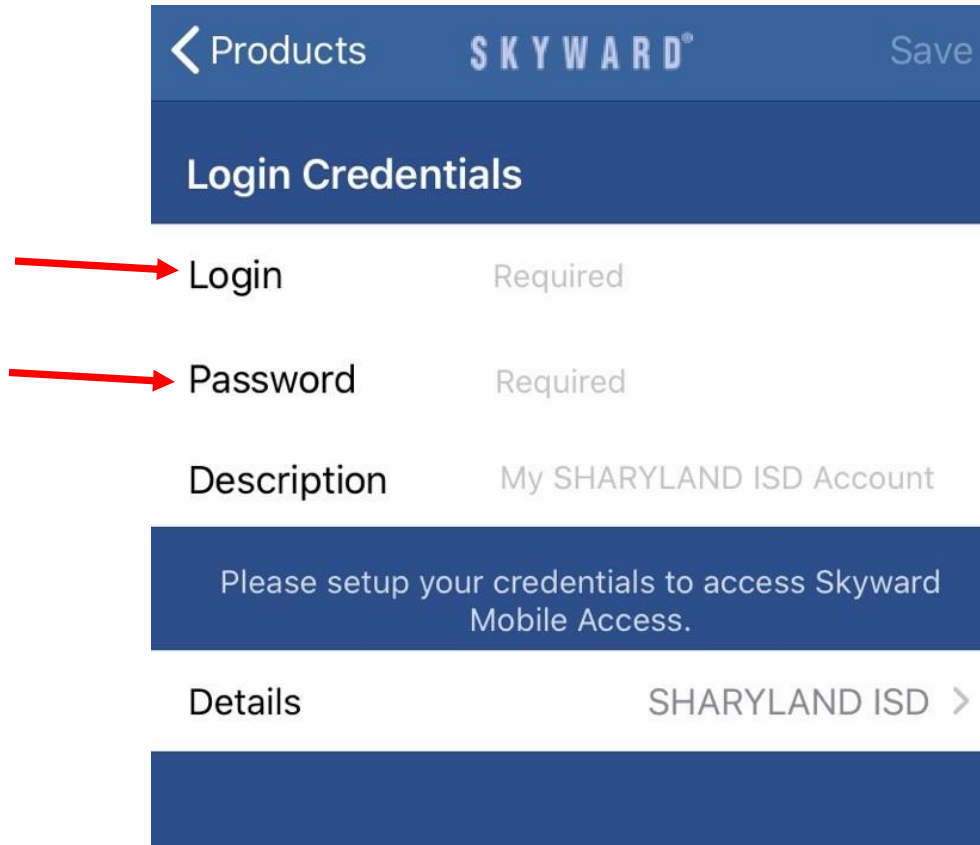
- Select by **District Name**



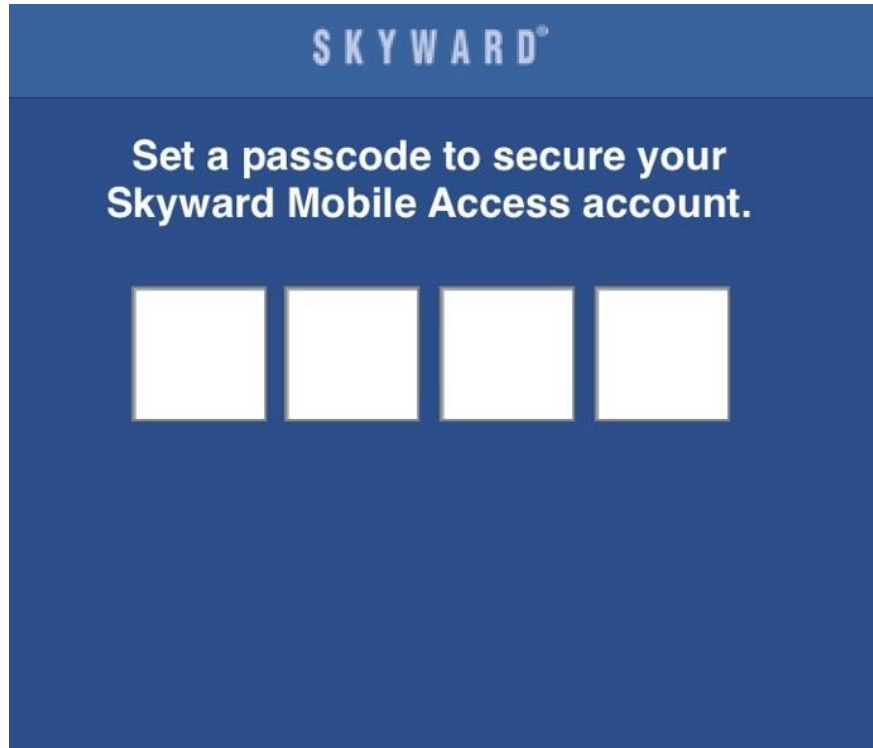
- Select Product



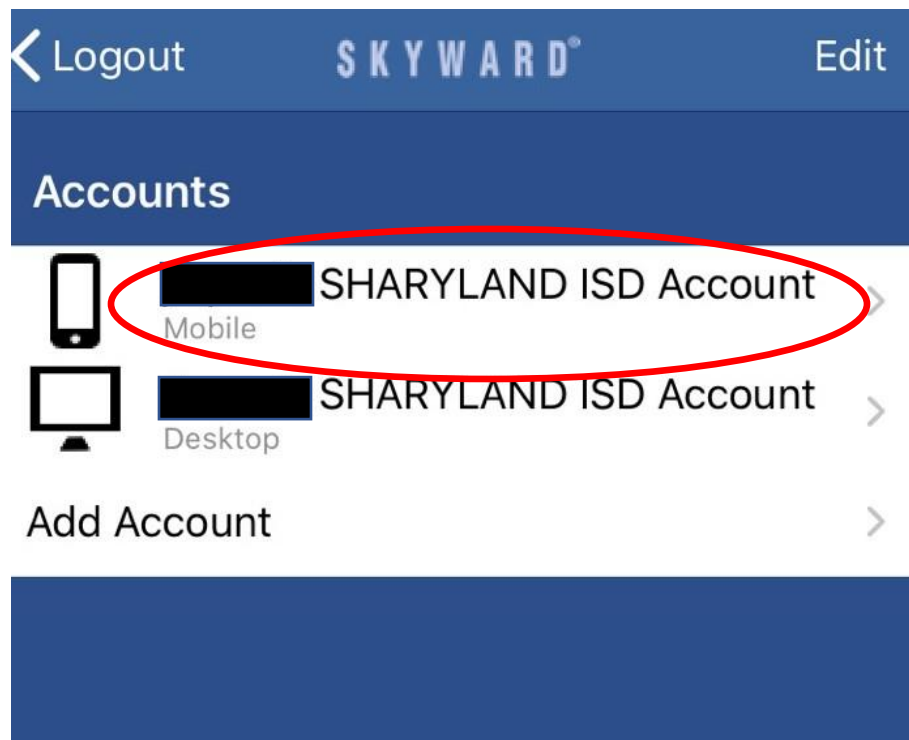
- Use your Skyward credentials to log in



- Choose a four digit passcode

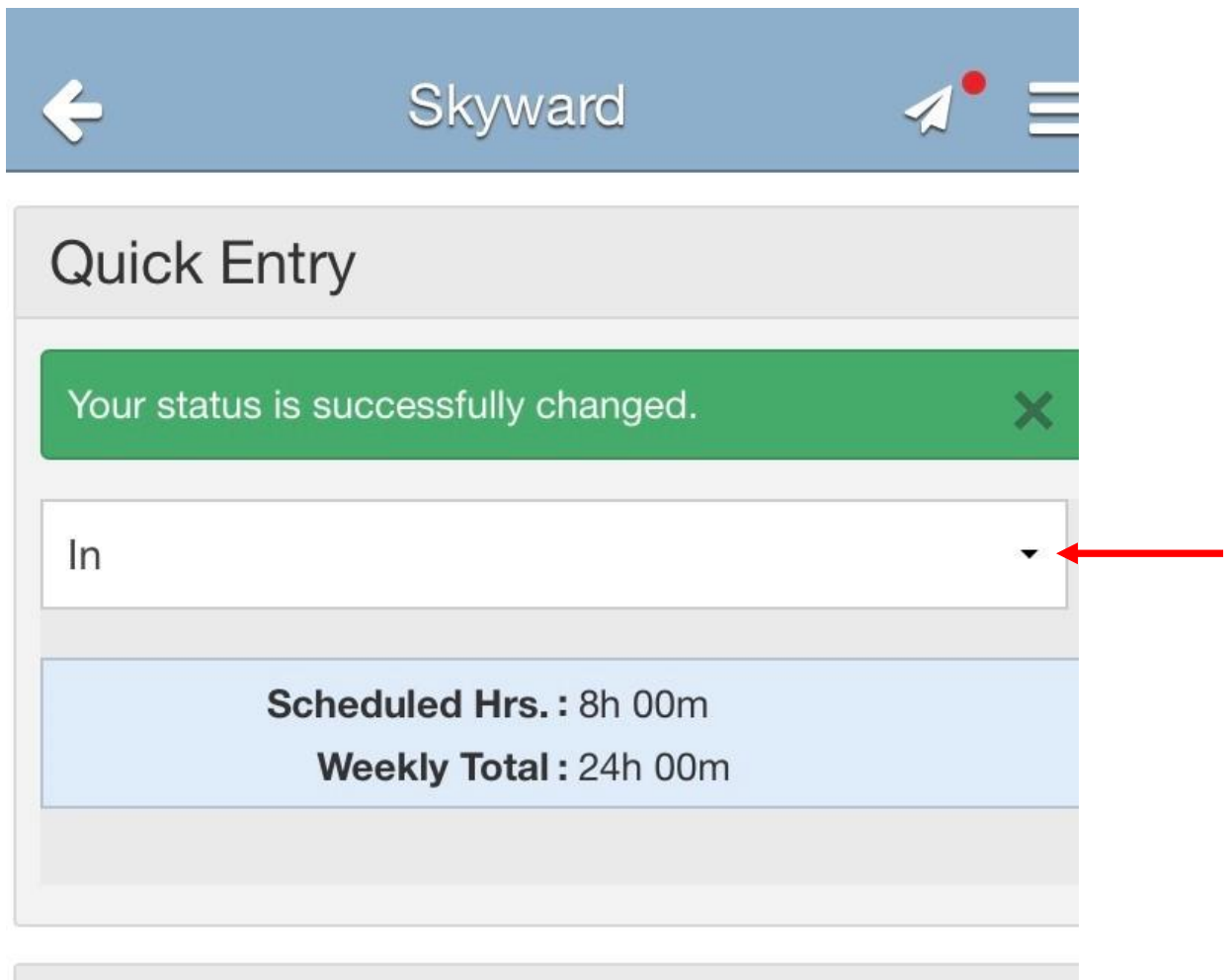


- Choose the **Mobile** account



EMPLOYEES WITH ONE JOB

- Select the Quick Entry drop-down menu and choose **In** to begin the workday



The screenshot shows the Skyward mobile application interface. At the top, there is a blue header with a back arrow on the left, the word "Skyward" in the center, and a paper plane icon with a red dot and a hamburger menu icon on the right. Below the header is a grey bar with the text "Quick Entry". Underneath is a green notification bar that says "Your status is successfully changed." with a close button (X) on the right. Below the notification is a white dropdown menu with "In" selected and a small downward arrow on the right. A red arrow points to this dropdown menu. Below the dropdown is a light blue box containing the text "Scheduled Hrs. : 8h 00m" and "Weekly Total : 24h 00m".

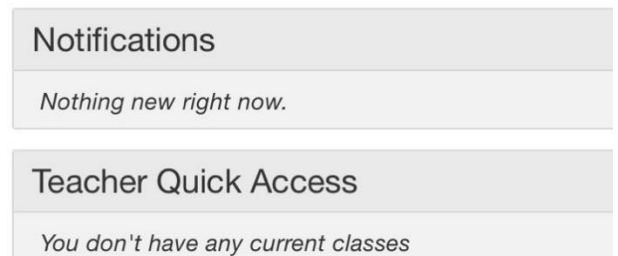
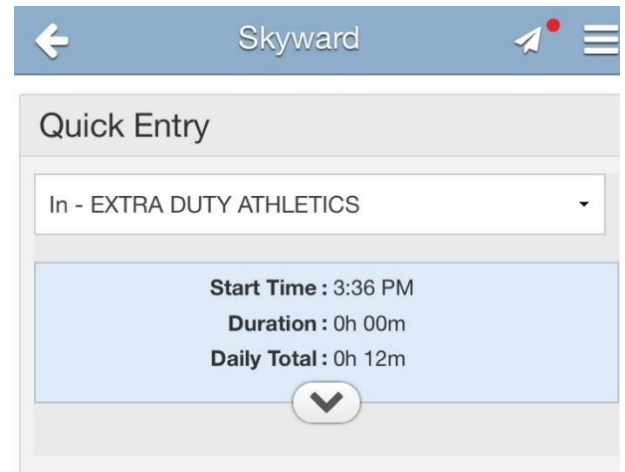
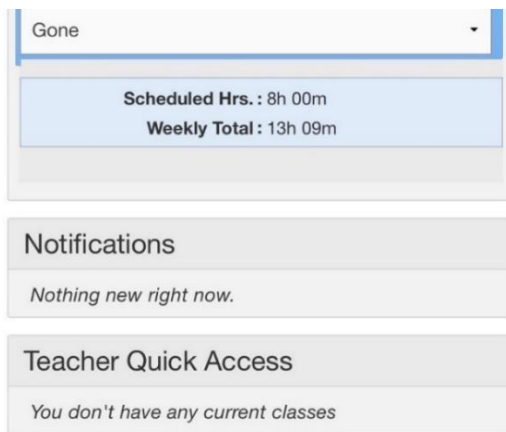
EMPLOYEES WITH MULTIPLE JOBS

If the employee works **multiple jobs**, the Quick Entry drop-down menu will display all assigned jobs.

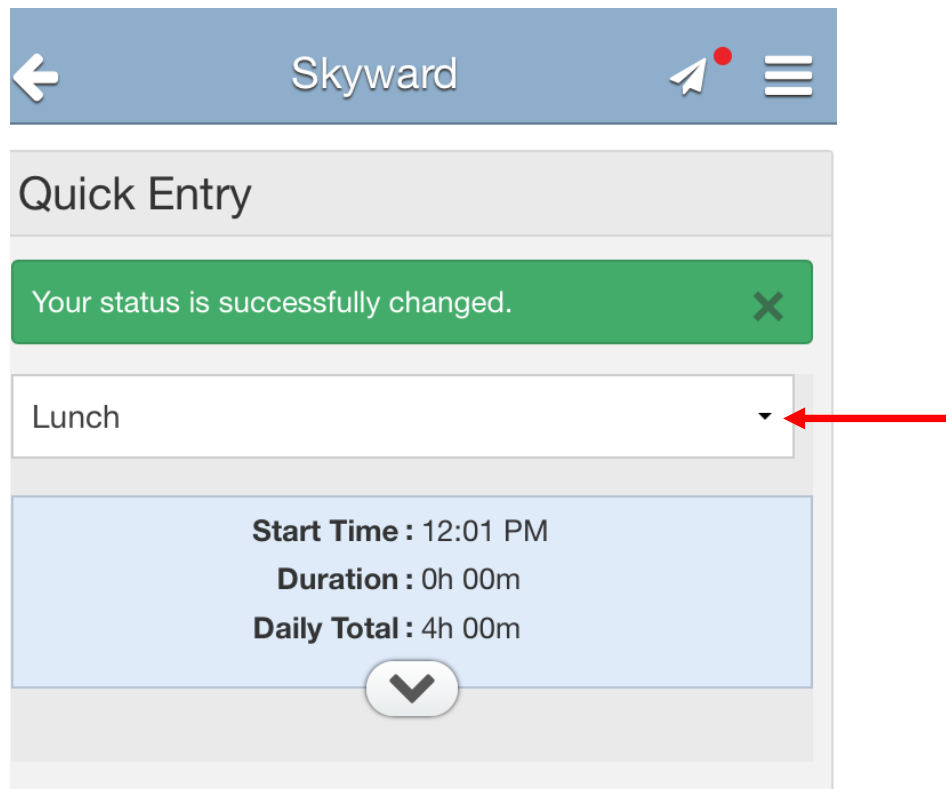
EXAMPLE



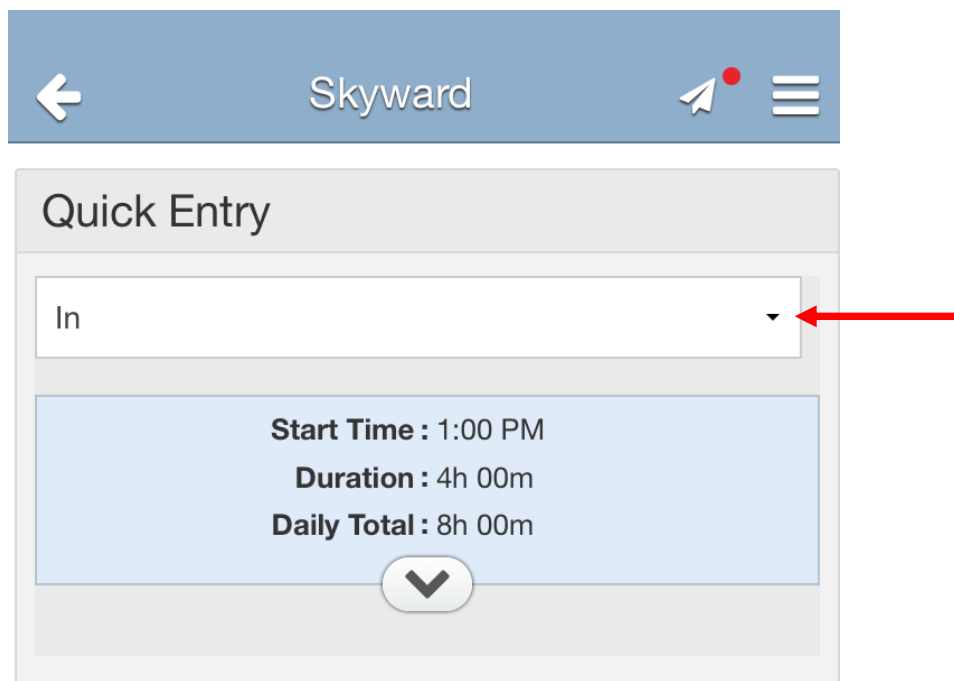
- Select the **appropriate job**. Once you select your job, your status will change to **In** to begin the workday.



- Select the Quick Entry drop-down menu and choose **Lunch** to clock out for lunch



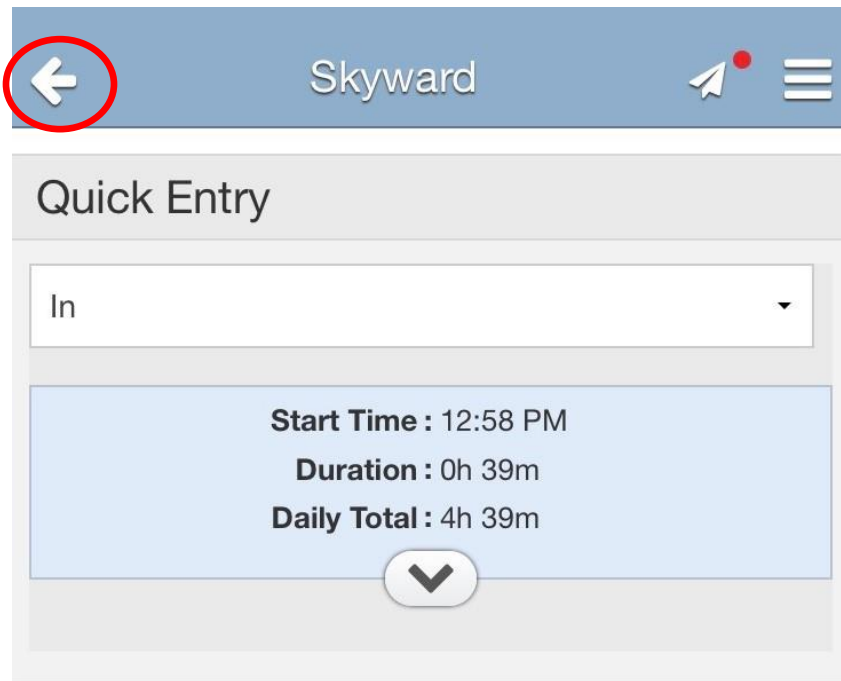
- Select the Quick Entry drop-down menu and choose **In** to clock in from lunch



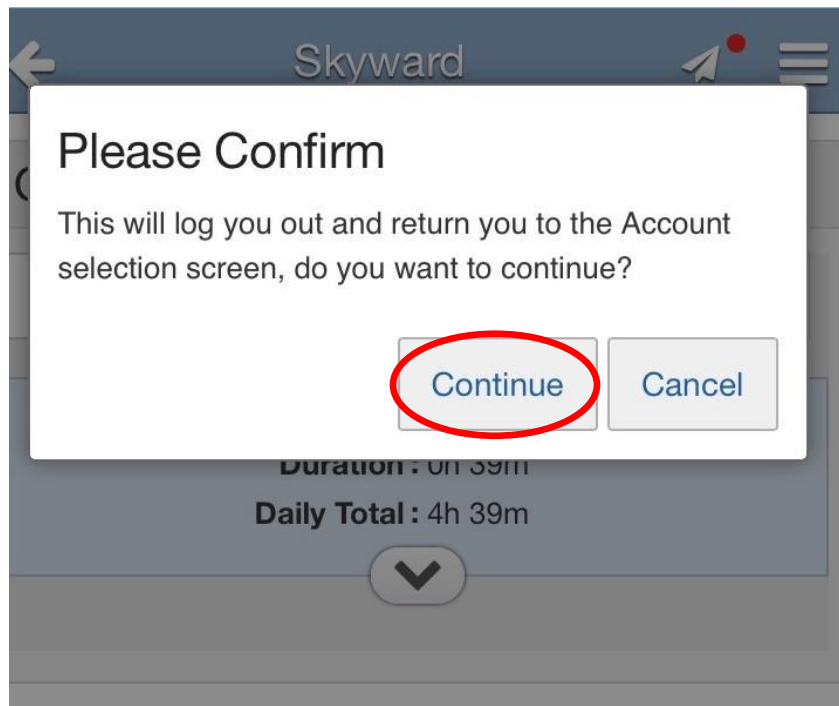
- Select the Quick Entry drop-down menu and choose **Gone** to end the work day.

The screenshot shows the Skyward mobile application interface. At the top is a blue header bar with a back arrow on the left, the text "Skyward" in the center, and a paper plane icon with a red dot and a hamburger menu icon on the right. Below the header is a grey bar with the text "Quick Entry". Underneath is a green notification box with the text "Your status is successfully changed." and a close button (X). Below the notification is a white drop-down menu with the text "Gone" and a downward arrow. A red arrow points to the downward arrow. At the bottom is a light blue box containing the following text: "Daily Total : 8h 00m", "Scheduled Hrs : 8h 00m", and "Weekly Total : 32h 00m".

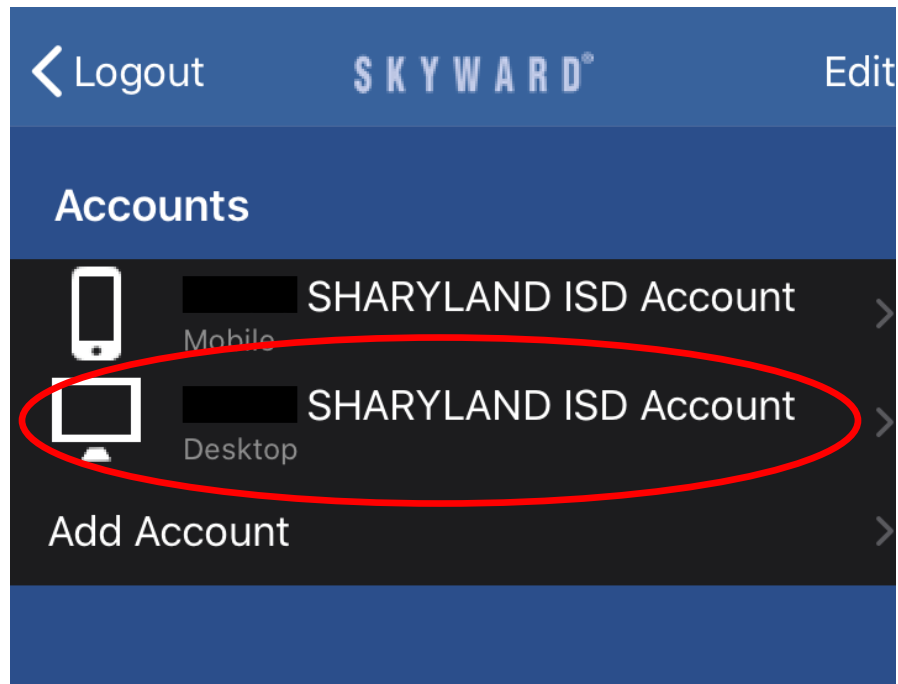
- To **complete the work week (Friday)**, select the **back arrow** on the upper left hand of the screen.



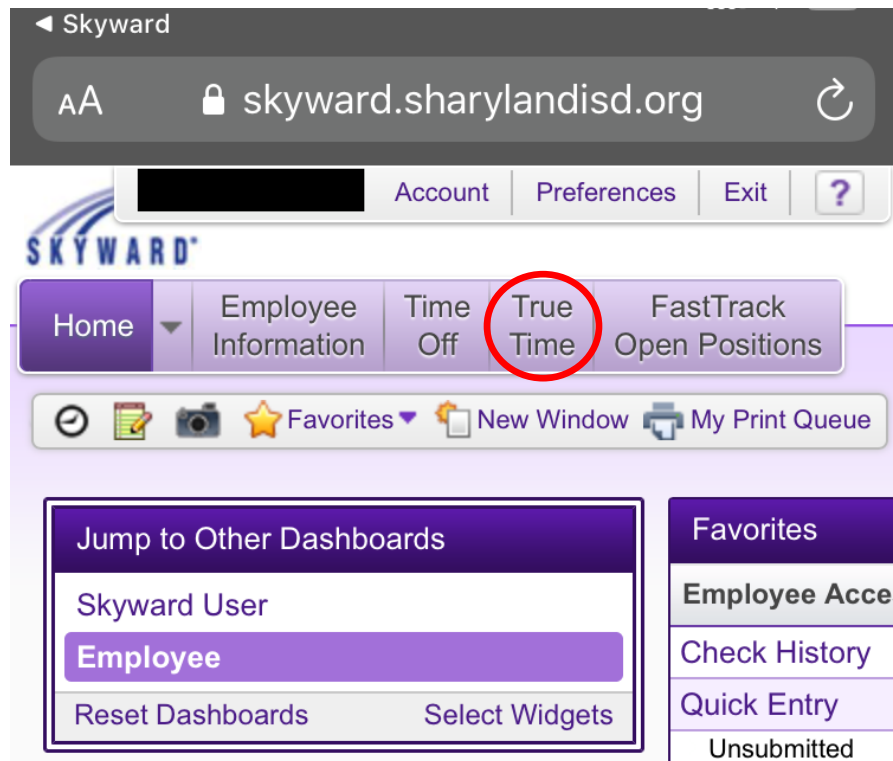
- Select **Continue**



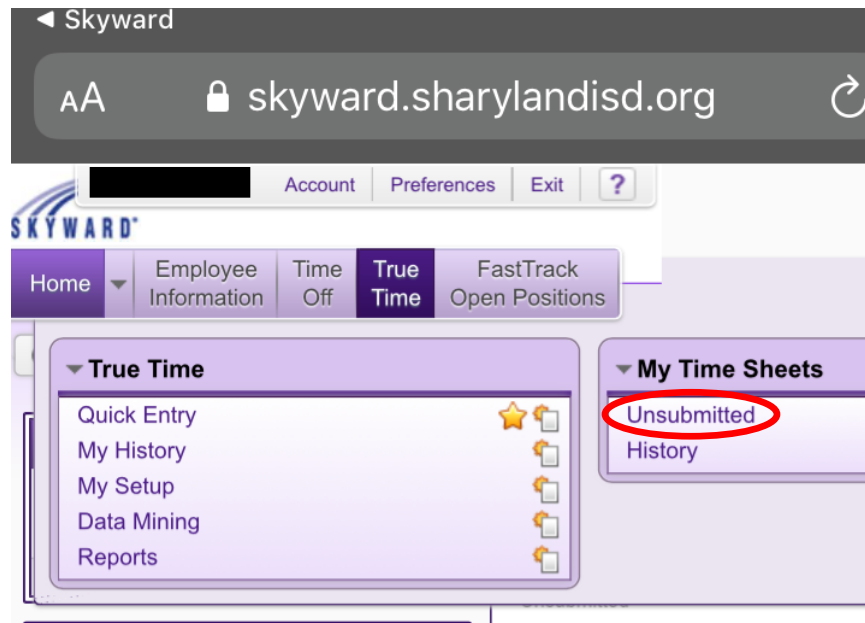
- Select the **Desktop** account



- Select **True Time**

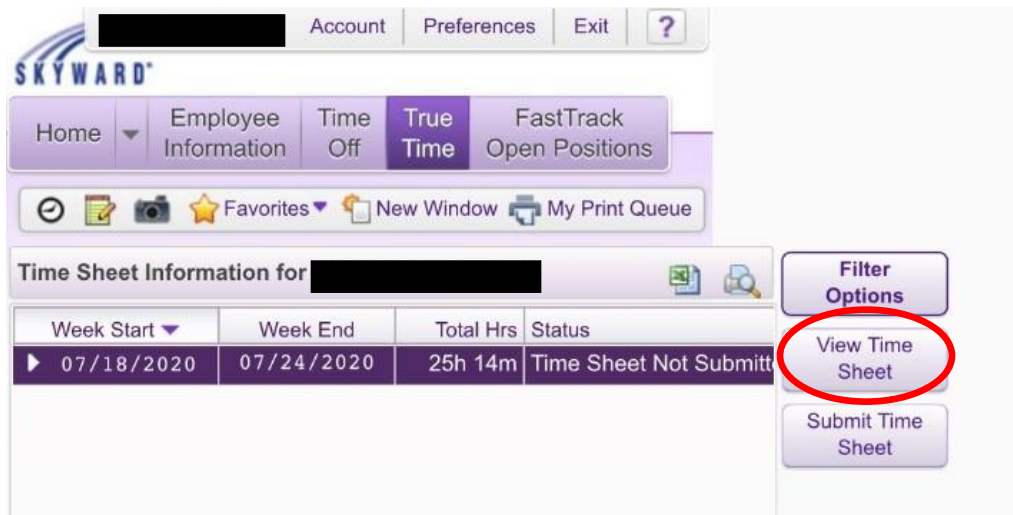


- Select **Unsubmitted**



Employees have the option to view their time sheet before submitting it.

- Select **View Time Sheet**



- Review time sheet
- Select **Submit Time Sheet** to submit for approval

◀ Skyward

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Time Sheet for [REDACTED] : 07/11/2020 - 07/17/2020

Period Summary

Type	Pay	Note	Hours
WORK	CLER (CLERICAL)		40h 54m
Total Hours:			40h 54m
Original Hours Paid:			41h 00m
Requested Comp Time Clock Hours:			1h 00m
Adjusted Hours Paid:			40h 00m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals

Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMP TIME	Hours	1h 00m * 1.5	=	1h 30m

Daily Totals

Status	Note	Hours
Sunday 07/12/20		
2:15 PM - 3:15 PM IN	[REDACTED]	1h 00m
07/12/20 Total Hours:		1h 00m
Monday 07/13/20		
7:57 AM - 12:00 PM IN		4h 03m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:57 PM IN		3h 57m
07/13/20 Total Hours:		8h 00m
Tuesday 07/14/20		
8:00 AM - 12:00 PM IN		4h 00m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 5:01 PM IN		4h 01m
07/14/20 Total Hours:		8h 01m
Wednesday 07/15/20		
7:58 AM - 11:58 AM IN		4h 00m
11:58 AM - 12:58 PM LNCH		1h 00m
12:58 PM - 4:58 PM IN		4h 00m
07/15/20 Total Hours:		8h 00m
Thursday 07/16/20		
7:58 AM - 11:58 AM IN		4h 00m
11:58 AM - 12:58 PM LNCH		1h 00m
12:58 PM - 4:58 PM IN		4h 00m
07/16/20 Total Hours:		8h 00m
Friday 07/17/20		
8:01 AM - 11:58 AM IN		3h 57m
11:58 AM - 12:54 PM LNCH		0h 56m
12:54 PM - 4:50 PM IN		3h 56m
07/17/20 Total Hours:		7h 53m

Adjustments

Workday	Type	Status	Adjusted			Original			Adjusted By	Note
			Start Time	End Time	Pay Code	Start Time	End Time	Pay Code		

Submit Time Sheet

Comp Time Information




Print

Back

- Select **Save**

Congratulations! Your time sheet for the week has been successfully submitted!

Time Sheet Submission Information



Time Sheet Submission Information

The Time Sheet for 07/11/20 - 07/17/20 has been successfully submitted by [REDACTED] on 07/17/2020 at 4:52 PM.

The Time Sheet is currently Waiting for the Approval of [REDACTED]

You can add any additional information about this time sheet in the Notes field below. These notes will be tied to the time sheet and be viewable by Payroll.

Notes:

Save