Skyward Employee Access True Time Quick Entry Procedures
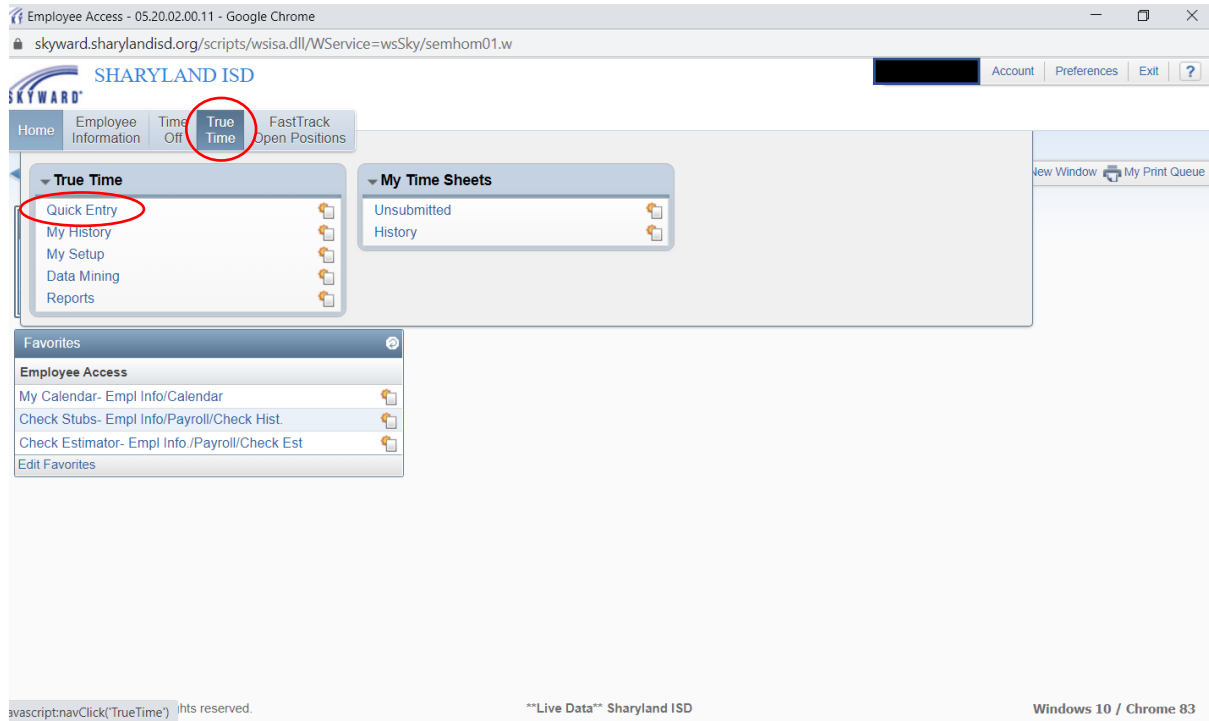
- Select True Time
- Select Quick Entry

- Select **In** Button to begin the work day

If the employee works **multiple jobs**, a browse of available jobs will display.
Select the appropriate job.

If the employee only works **one job**, this browse will **NOT** display and the employee will be logged into their **primary job**.

Select appropriate job

If the employee works **multiple jobs**, the **In** Button will change to a **Change Job** button. This will allow the employee to clock out of their first job and into their second job.

Secondary Job →

- Select **Lunch** button to clock out for lunch

- Select the **In** button to clock in from lunch

- Select the **Gone for the day** button to end the work day

- To **complete the work week (Friday)**, select **View/Submit Time Sheets**

Additionally, employees can click the **Clock icon** to access the **Quick Entry** screen.