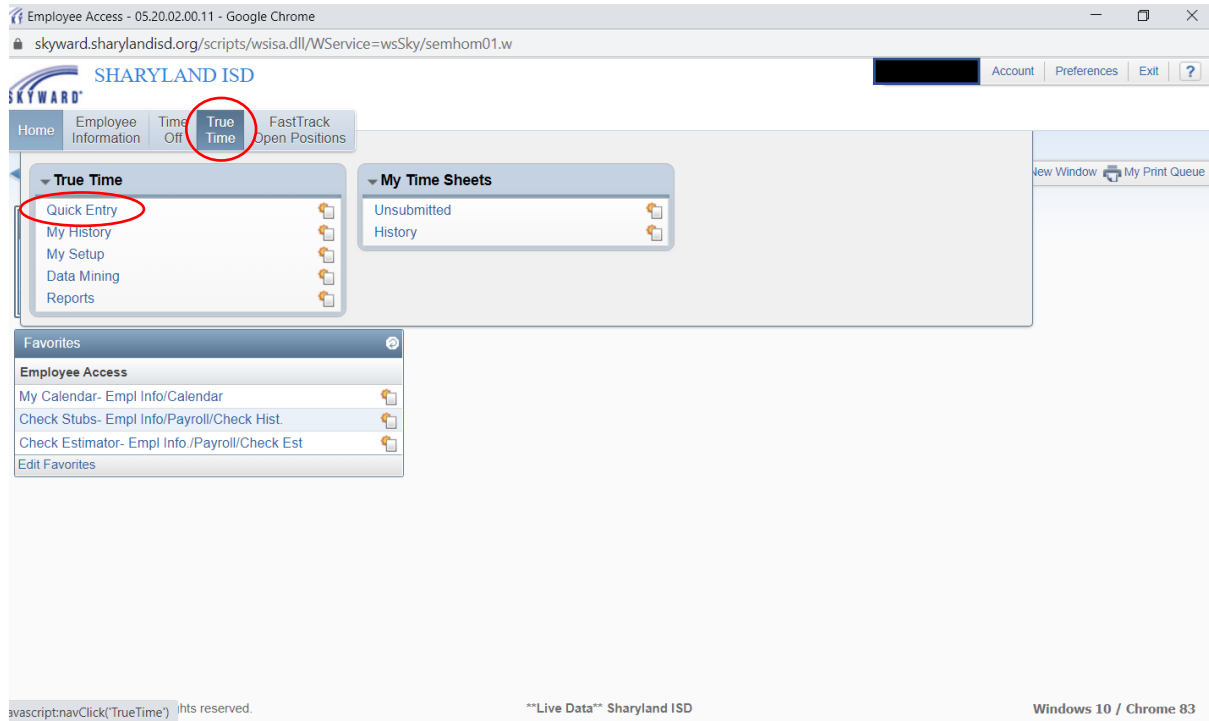


Skyward Employee Access True Time Quick Entry Procedures

- Select True Time
- Select Quick Entry



- Select In Button to begin the work day

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 |
|--------|------------|----------|----------|------|
|--------|------------|----------|----------|------|

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**.

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' tab is active. Below the navigation, there are several icons: 'In', 'Temp Out of Office', 'Lunch', and 'Gone for the day'. The 'In' icon is circled in red. To the right, there is a 'Refresh' button and a 'Enter Future Out of Office Records' button. The main content area is divided into 'Current Status' and 'Totals' sections. The 'Current Status' section has fields for 'Current Status:', 'Start Time:', 'Current Time:', 'Duration:', 'Scheduled Return:', and 'Note:'. The 'Totals' section has fields for 'Sat 07/11/20 Total:', 'Scheduled Hours:', 'Lunch Total:', and 'Weekly Total:'. A 'Job Selection' popup window is overlaid on the main page. The popup has a title 'Job Selection' and a subtitle 'Select Job for True Time Entry'. It 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 'Select' column header in the table.

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.

The screenshot shows the 'True Time Quick Entry' page for SHARYLAND ISD. The 'Current Status' section displays 'IN' with a start time of 10:50 AM. A red circle highlights the 'Change Job' button in the top navigation bar. Other buttons include 'Temp Out of Office', 'Lunch', and 'Gone for the day'. The 'Totals' section shows fields for 'Sat 07/11/20 Total', 'Scheduled Hours', 'Lunch Total', and 'Weekly Total'. Below this is a table for 'Transactions for Saturday 07/11/2020 for [redacted]' with columns for Status, Start Time, End Time, Duration, and Pay Code. The first row shows 'IN' at 10:50 AM with pay code 'AIDSE - SPECIAL ED.'.

This screenshot shows the same 'True Time Quick Entry' page, but with a 'Job Selection' popup window open. The popup is titled 'Job Selection' and contains a table for selecting a job for true time entry. A red arrow points from the text 'Secondary Job' to the 'EXTRA DUTY ATHLETICS' row, which is selected with a blue checkmark. The table has columns for 'Select', 'Primary', 'Pay Code', and 'Description'. The 'Secondary Job' text is located to the left of the popup window.

| 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 |

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

The screenshot shows the Skyward True Time Quick Entry interface. 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 heading is "True Time Quick Entry".

In the center, there is a row of buttons: "In", "Temp Out of Office", "Lunch", and "Gone for the day". The "Lunch" button, which features a green plate icon, is circled in red. To the right of these buttons is a button labeled "Enter Future Out of Office Records".

Below the buttons are two panels: "Current Status" and "Totals". The "Current Status" panel includes fields for Current Status, Start Time, Current Time, Duration, Scheduled Return, and Note. The "Totals" panel includes fields for Sat 07/11/20 Total, Scheduled Hours, Lunch Total, and Weekly Total. A "Refresh" button is located to the right of the Totals panel.

At the bottom, there is a date selector showing "Saturday" for "07/11/2020" and a "View/Submit Time Sheets" link. Below this is a table header for "Transactions for Saturday 07/11/2020 for [redacted]". The table has columns for Status, Start Time, End Time, Duration, and Note, but the body is empty.

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

This screenshot is identical to the one above, showing the Skyward True Time Quick Entry interface. The only difference is that the "In" button, which features a blue clock icon, is circled in red instead of the "Lunch" button.

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

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

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 |
|--------|------------|----------|----------|------|
|--------|------------|----------|----------|------|

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

