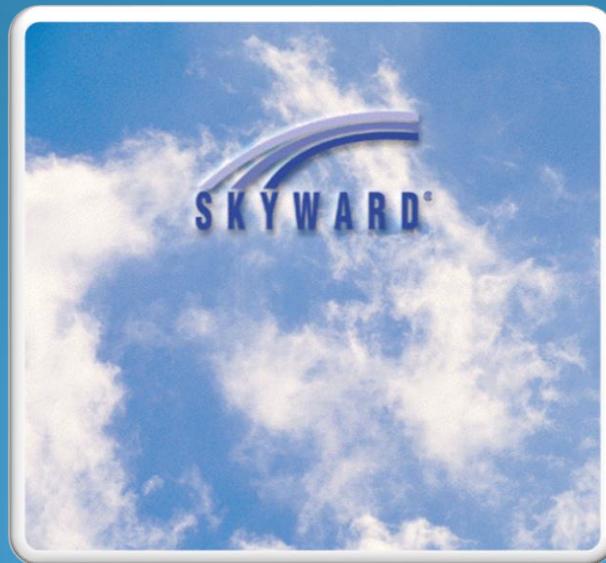


# Employee Access True Time Refresher

Fall 2012



Link to Employee Access can be found out website:

<http://www.hasd.org/businessservices/employeeaccess.cfm>



If you forgot Login ID &/or  
Password. Click Forgot your  
Login/Password? Or e-mail  
Wendy or Tera

# Changes to True Time

The screenshot shows the 'Employee Access' web application interface. At the top, there are navigation tabs for 'Home', 'Employee Information', 'Time Off', and 'True Time'. Below the tabs is a header area with 'Employee Access' and utility icons for Favorites, New Window, and My Print Queue. The main content area features two rows of buttons. The first row contains 'Employee Information', 'Time Off', and 'True Time'. The second row contains 'TRue Time Quick Entry', 'My True Time History', 'My Time Sheets', 'My True Time Setup', 'Data Mining', and 'True Time Reports'. A large blue starburst graphic is overlaid on the interface, containing text about an upcoming change in October 2012. At the bottom, there is a footer with copyright information and a note about the discontinuation of the Button Rows view.

October 2012....the front page of Employee Access will be changing, from this view to....

Reminder - The Button Row option will be discontinued with the October release.

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Desktop View  Button Rows  
Windows 7 / Internet Explorer 9

105%

# What is True Time?

## True Time

is only for time worked.  
If you are not here for  
any reason, do nothing in  
True Time. Do NOT  
manually enter paid time  
off in True Time.

(see tutorial on Time Off  
for paid time off)



If you are off of work & it is unpaid  
Time Off, do nothing in Employee  
Access!

The Button Rows, will be going away. They will be replaced with a Desktop View.

The screenshot shows a web browser window displaying the Hortonville WI School District Employee Access portal. The browser title is "Employee Access - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD". The URL is "https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/semhom01.w?cv=true". The page header includes the "SKYWARD" logo and "Hortonville WI School District". Navigation links include "Home", "Employee Information", "Time Off", and "True Time". A secondary navigation bar contains "Test Sub", "Account", "Preferences", and "Exit". The main content area is titled "Employee Access" and features three columns: "My Favorites" (empty), "My Print Queue" (empty), and "Recent Programs" (listing "Employee Access Home", "Quick Entry", "Unsubmitted", "My Requests", "History", and "My History"). A "District News" section is also present and empty. At the bottom, there is a copyright notice "© 2012 Skyward, Inc. All rights reserved." and a toggle for "Desktop View" (selected) and "Button Rows". The browser status bar shows "Windows 7 / Internet Explorer 9" and a zoom level of "105%".



Employee Access - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD  
https://skyward.hasd.org/scripts/wvisa.dll/WService=wsFin/semhom01.w?cv=true

**Hortonville WI School District**

Test Sub Account Preferences Exit ?

Home Employee Information Time Off **True Time**

**True Time**  
Quick Entry  
My History  
My Setup  
Data Mining  
Reports

**My Time Sheets**  
Unsubmitted  
History

My Requests  
History  
My History

District News  
*No news to display.*

© 2012 Skyward, Inc. All rights reserved. Desktop View Button Rows Windows 7 / Internet Explorer 9 105%



Access to Quick Entry Screen is True Time > Quick Entry.

## Hints:

Adding Quick Entry to your Favorites will allow one click access to Quick Entry Screen.

This is true for all screens you frequently use.

The screenshot shows a web browser window displaying a web application. The browser title is "2 - Microsoft Internet Explorer provided by provided by - HASD". The address bar shows "https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/qfavredit001.w?isPopup=true". The main content area includes a "District" header, a "Test Sub Account Preferences Exit ?" menu, and a "Favorites" section with "No favorites available." and a link "Add Quick Entry To Favorites". Below this are "Current Status" and "Totals" sections. A "Transactions for Monday 08/27/2012 - TEST SUB" table is visible. A "Add To Favorites" popup window is open, showing a form with "Add To Favorites" and "Description: Quick Entry". The popup has buttons for "Check Spelling", "Save", and "Back". A "Refresh" button is also visible in the main application. Red arrows point to the "Add Quick Entry To Favorites" link, the "Add To Favorites" popup, and the "Save" button in the popup.

javascript:addFavorite();

After adding Quick Entry to Favorites, it's one click to the screen:

Employee Access - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/semhom01.w

SKYWARD Hortonville WI School District

Home Employee Information Time Off True Time

Test Sub Account Preferences Exit ?

Employee Access

My Favorites

- Employee Access
- Quick Entry
- Check History
- My Time-Off Status
- My Time Off Requests
- Unsubmitted Timesheets
- Timesheet History
- My True Time History

My Print Queue

Job	Status
No items available.	

District News

No news to display.

Recent Programs

- Employee Access Home
- My History
- History
- Unsubmitted
- My Requests
- My Status
- Check History
- Quick Entry



# Punching In

To begin your record for the CURRENT day. Click IN.

If you are punching in late because you were interrupted, or otherwise detained, still click IN button, then edit start time.

True Time Quick Entry - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

https://skyward.hasd.org/scripts/wsisd.dll/WService=wsFin/httemmain000.w

Hortonville WI School District

Test Sub Account Preferences Exit ?

Home Employee Information Time Off True Time

True Time Quick Entry ☆

In Gone for the day

Refresh

**Current Status**

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

**Totals**

Mon 08/27/12 Total:   
Scheduled Hours:   
Lunch Total:   
Weekly Total:

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Monday 08/27/2012 - TEST SUB

Status	Start Time	End Time	Duration	Pay Code

Edit Existing Times  
Add a Missing Record  
Delete

# Job Selection

When/If necessary, choose a Job in the Job Selection Screen, then Save.

Select	Primary	Pay Code	Description
<input checked="" type="checkbox"/>	Yes	A-EM	INSTR. AIDE - ELEM/MIDDLE
<input type="checkbox"/>	No	A-HS	AIDE-HIGH SCHL
<input type="checkbox"/>	No	S-EM	SUB ES/MS AIDE
<input type="checkbox"/>	No	S-PG	SUB PLYGRD AIDE
<input type="checkbox"/>	No	TEST	TEST



# Edit Times

To edit  
start  
time,  
Click  
Edit the  
Existing  
Times.

True Time Quick Entry - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD  
https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/httemmain000.w

Hortonville WI School District

Test Sub Account Preferences Exit ?

Home Employee Information Time Off True Time

True Time Quick Entry ☆

Change Job Gone for the day

**Current Status**  
Current Status: **IN**  
Start Time: **undefined:un**  
Current Time: **10:02 AM**  
Duration: **2m**  
Scheduled Return:   
Note:

**Totals**  
Mon 08/27/12 Total: **1h 32m**  
Scheduled Hours:   
Lunch Total:   
Weekly Total: **1h 32m**

Refresh

<Prev Day Current Day Next Day> View/Submit Time Sheets

**Transactions for Monday 08/27/2012 - TEST SUB**

Status	Start Time	End Time	Duration	Pay Code
IN	8:30 AM ( 8:30)	10:00 AM (10:02)	1h 30m	A-EM -
IN	10:00 AM (10:02)		2m	A-HS -

Edit the Existing Times  
Add a Missing Record  
Delete

# Editing Times

Highlight the hour(s) to change. Make your correction, then click **SAVE** to save the entry.

True Time Quick Entry - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/httemmain000.w

Hortonville WI School District

SKYWARD

Home Employee Information Time Off True Time

True Time Quick Entry

Change Job Gone for the day

Current Status

Current Status: **IN**

Start Time: **10:00 AM**

Current Time: **10:02 AM**

Duration: **2m**

Scheduled Return:

Note:

Totals

Mon 08/27/12 Total: **1h 30m**

Scheduled Hours:

Lunch Total:

Weekly Total: **1h 30m**

Refresh

Transactions for Monday 08/27/2012 - TEST SUB

Status	Start Time	End Time	Duration	Pay Code
IN	08:30 AM	10:00 AM	1h 30m	A-EM - IN
IN	10:00 AM		2m	A-HS - AI

Save Cancel

# Job Change

To change jobs, click **CHANGE JOBS**, then choose which job to do. A new screen will appear, select the box of the job, then click **SELECT**.

True Time Quick Entry - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD  
https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/httemmain000.w

Hortonville WI School District  
SKYWARD

Home Employee Information Time Off True Time

True Time Quick Entry

Change Job

Gone for the day

Refresh

Current Status

Current Status: **IN**  
Start Time: **undefined:un**  
Current Time: **10:02 AM**  
Duration: **2m**  
Scheduled Return: [empty]  
Note: [empty]

Totals

Mon 08/27/12 Total: **1h 32m**  
Scheduled Hours: [empty]  
Lunch Total: [empty]  
Weekly Total: **1h 32m**

<Prev Day Current Day Next Day> View/Submit Time Sheets

Transactions for Monday 08/27/2012 - TEST SUB

Job Selection - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD  
https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/httemjobs000.w?isPopup=true

Job Selection

Views: General Filters: \*Skyward Default

Select	Primary	Pay Code	Description
<input checked="" type="checkbox"/>	Yes	A-EM	INSTR. AIDE -- ELEM/MIDDLE
<input type="checkbox"/>	No	A-HS	AIDE-HIGH SCHL
<input type="checkbox"/>	No	S-EM	SUB ES/MS AIDE
<input type="checkbox"/>	No	S-PG	SUB PLYGRD AIDE
<input type="checkbox"/>	No	TEST	TEST

Select Back

20 5 records displayed

Edit the Existing Times  
Add a Missing Record  
Delete

105%

## For those without the Auto-Generated Lunches:

If you are going on a break or lunch for **more** than 30 minutes, you can choose **GONE** for the DAY or LUNCH, if you have the option. Remember to login again upon returning.

The screenshot shows the SKYWARD True Time Quick Entry web application. The browser title is "Internet Explorer provided by provided by - HASD". The page has a navigation menu with "Home", "Employee Information", "Time Off", and "True Time". The "True Time" tab is selected. The main content area is titled "True Time Quick Entry" and includes a "Refresh" button. There are two main sections: "Current Status" and "Totals".

**Current Status**

- Current Status: **IN**
- Start Time: **undefined:un**
- Current Time: **10:02 AM**
- Duration: **2m**
- Scheduled Return:
- Note:

**Totals**

- Mon 08/27/12 Total: **1h 32m**
- Scheduled Hours:
- Lunch Total:
- Weekly Total: **1h 32m**

Navigation links: <Prev Day Current Day Next Day> View/Submit Time Sheets

**Transactions for Monday 08/27/2012 - TEST SUB**

Status	Start Time	End Time	Duration	Pay Code
IN	8:30 AM ( 8:30)	10:00 AM (10:02)	1h 30m	A-EM -
IN	10:00 AM (10:02)		2m	A-HS -

Buttons on the right: Edit the Existing Times, Add a Missing Record, Delete.

For Everyone: If your lunch is less than 30 minutes, please e-mail Business Office that day.

# Submitting Timesheets

There are two ways to access Un-submitted Timesheets: True Time Button > My Timesheets > Un-submitted or if you've created a Favorite link, it will be listed there.

The screenshot shows the Skyward web application interface for Hortonville WI School District. The user is logged in as 'TEST SUB'. The main heading is 'My Unsubmitted Time Sheets'. Below this is a table titled 'Time Sheet Information for TEST SUB' with the following data:

Week Start	Week End	Total Hrs	Status
08/27/2012	09/02/2012	2h 30m	Time Sheet Not Submitted
08/20/2012	08/26/2012	18h 29m	Time Sheet Not Submitted

On the right side of the table, there are buttons for 'Filter Options', 'View Time Sheet', and 'Submit Time Sheet'. A green callout box with the text 'Submit Timesheet' has an arrow pointing to the 'Submit Time Sheet' button. The bottom of the page shows a pagination bar with '2 records displayed' and a 'Week Start' field.

# Submitting Timesheets - ERRORS

If you receive an error message like this, you need to Edit the Day In Question. This is an error that occurs if you forgot to punch out upon leaving for the day.

Time Sheet for TEST SUB: 08/20/2012 - 08/26/2012

Pay	Note	Hours
A-EM (INSTR. AIDE - ELEM/MIDDLE)		9h 15m
A-HS (AIDE-HIGH SCHL)		9h 14m
Total Hours:		18h 29m
Hours Paid:		18h 30m

Transactions

Status	Pay/Note	Hours
08/20/12		
8:00 AM ( 8:00) -	2:00 PM ( 2:00) IN	
08/23/12		
11:15 AM (11:16) -	2:30 PM ( 2:33) IN	
2:45 PM ( 2:41) -	11:59 PM (12:00) IN	

Skyward

This time sheet contains at least one 11:59 pm clock out record. The 11:59 pm record is usually created by the system when an employee fails to clock out at the end of their shift. Please review the transactions and confirm they are correct.

OK

Submit Time Sheet  
Print  
Back

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

To Correct, click Back Button.



# Submitting Timesheets – Correct Error

Expand Timesheet in question. Expand Workweek Totals. Select Day in question, Quick Entry Screen will pop-up. Edit Existing times as indicated on previous slide.

My Unsubmitted Time Sheets - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD  
https://skyward.hasd.org/scripts/wsaia.dll/WSservice=wsFin/httpsmain005.w?updateFavorites=yes

Hortonville WI School District

Home Employee Information Time Off True Time

My Unsubmitted Time Sheets

Time Sheet Information for TEST SUB

Week Start	Week End	Total Hrs	Status
08/27/2012	09/02/2012	2h 30m	Time Sheet Not Submitted
08/20/2012	08/26/2012	18h 29m	Time Sheet Not Submitted

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Time Sheet Information

Workweek Totals

Workday	Start Time	End Time	Hours Worked	Paid Hours Off	Total Hours	Scheduled Hours	Difference
08/20/2012 Mon	8:00 AM	2:00 PM	6h 00m		6h 00m		6h 00m
08/21/2012 Tue							
08/22/2012 Wed							
08/23/2012 Thu	11:15 AM	11:59 PM	12h 29m		12h 29m		12h 29m
08/24/2012 Fri							
08/25/2012 Sat							
08/26/2012 Sun							
<b>Total</b>			18h 29m		18h 29m		18h 29m

Time Sheet Detail  
Time Sheet History  
Adjustments

20 2 records displayed Week Start:

105%

# Submitting Timesheets

If no Errors,  
or have  
corrected  
existing  
errors,  
Submit,  
preview  
screen will  
pop-up,  
Submit, then  
Save.

Submitted Time Sheets - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

ward.hasd.org/scripts/wsisa.dll/WService=wsFin/httpsmain005.w?updateFavorites=yes

Hortonville WI School District

Test Sub Account Preferences Exit ?

Employee Time True  
Information Off Time

My Unsubmitted Time Sheets ☆

Information for TEST SUB

Week End	Total Hrs	Status
09/02/2012	2h 30m	Time Sheet Not Submitted
08/26/2012	18h 29m	Time Sheet Not Submitted

All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Sheet Information

Week Totals

Workday	Start Time	End Time	Hours Worked	Paid Hours Off	Total Hours	Scheduled Hours	Difference
09/20/2012 Mon	8:00 AM	2:00 PM	6h 00m		6h 00m		6h 00m
09/21/2012 Tue							
09/22/2012 Wed							
09/23/2012 Thu	11:15 AM	11:59 PM	12h 29m		12h 29m		12h 29m
09/24/2012 Fri							
09/25/2012 Sat							
08/26/2012 Sun							
<b>Total</b>			18h 29m		18h 29m		18h 29m

Time Sheet Detail  
Time Sheet History  
Adjustments

20 2 records displayed Week Start: [ ]

105%

# Denied Timesheets

Often times it is necessary for us to edit timesheets that have been submitted or approved by your supervisor. To do this we may have to deny a timesheet. You will receive an email saying it was denied, you do not need to call, If you see on the screen to the right, My Un-submitted, under Timesheet History...the Notes often tell what happened.

My Unsubmitted Time Sheets - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/httpsmain005.w?updateFavorites=yes

Hortonville WI School District

Test Sub Account Preferences Exit ?

Home Employee Information Time Off True Time

My Unsubmitted Time Sheets ☆

Time Sheet Information for TEST SUB

Week Start	Week End	Total Hrs	Status
08/27/2012	09/02/2012	3h 30m	Time Sheet Not Submitted
08/13/2012	08/19/2012	5h 30m	Denied

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Time Sheet Information

Workweek Totals

Time Sheet Detail

Time Sheet History

Status	Name	Date	Time	Note
Denied	MYTTON, TERA LEIGH	08/27/2012	11:53 AM	Payroll Editing, no need to correct
Resubmitted	SUB, TEST	08/23/2012	11:20 AM	
Denied	MYTTON, TERA LEIGH	08/23/2012	11:19 AM	Funeral hours not included
Submitted	SUB, TEST	08/23/2012	11:16 AM	

Adjustments

Filter Options

View Time Sheet

Submit Time Sheet

Deny Notes