Employee Access
True Time Refresher
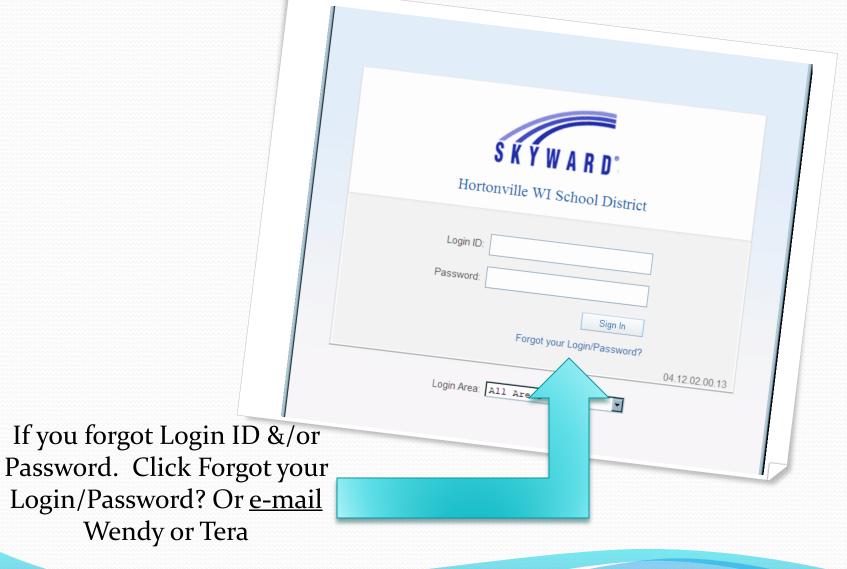
Fall 2012
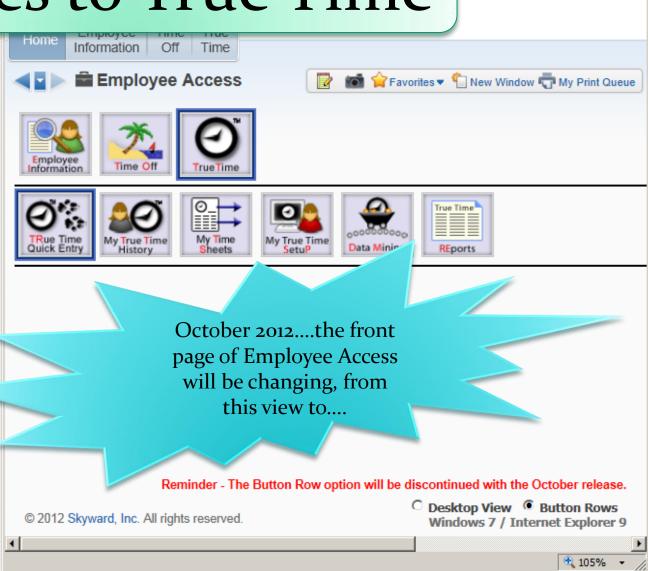
Link to Employee Access can be found out website:
http://www.hasd.org/businessservices/employeeaccess.cfm

SKYWARD®

Hortonville WI School District

Login ID:

Password:

Sign In

Forgot your Login/Password?

04.12.02.00.13

Login Area: All Are

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

Changes to True Time

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

What is True Time?
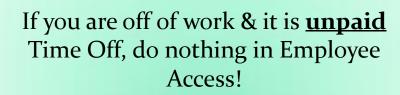
True Time

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

(see tutorial on Time Off for paid time off)

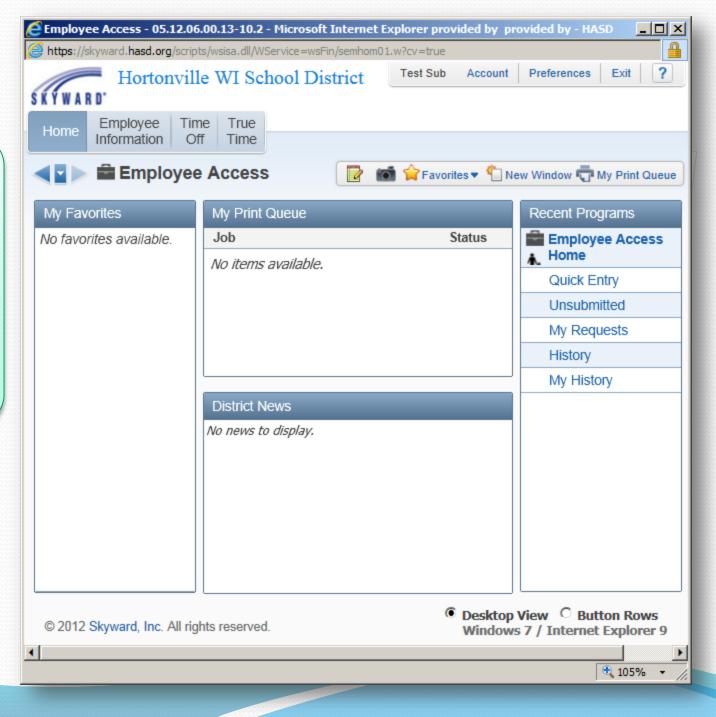If you are off of work & it is **<u>unpaid</u>** Time Off, do nothing in Employee Access!
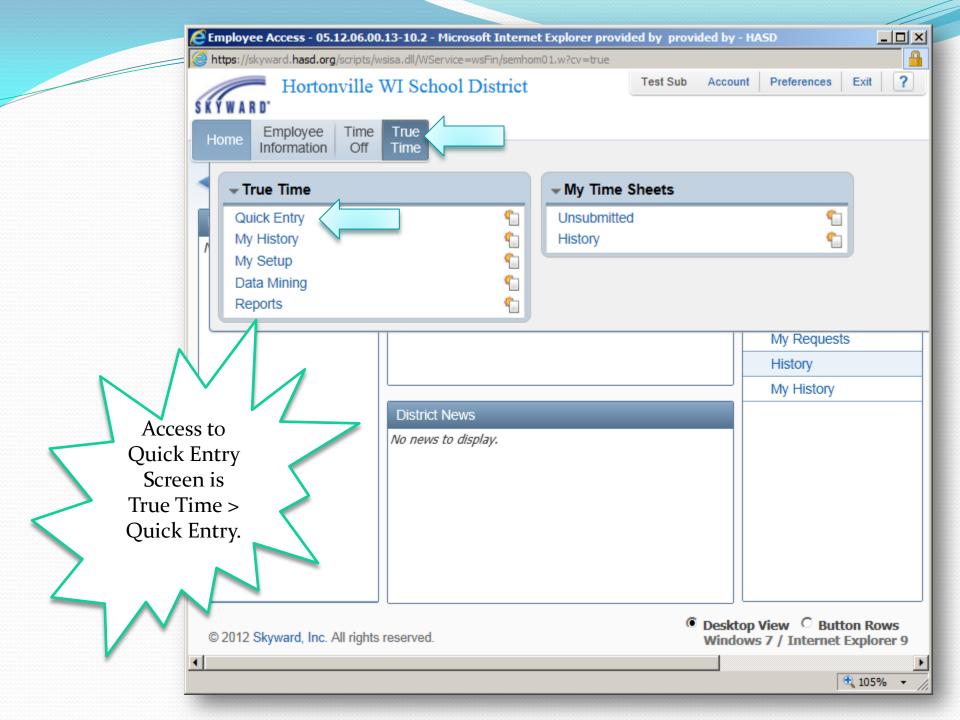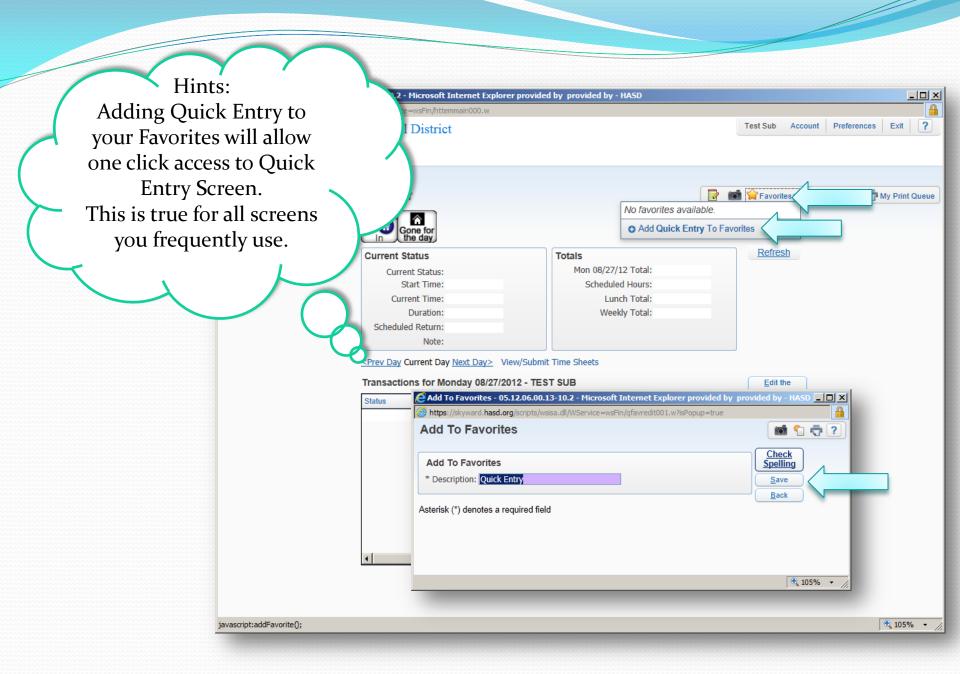
The Button Rows, will be going away. They will be replaced with a Desktop View.

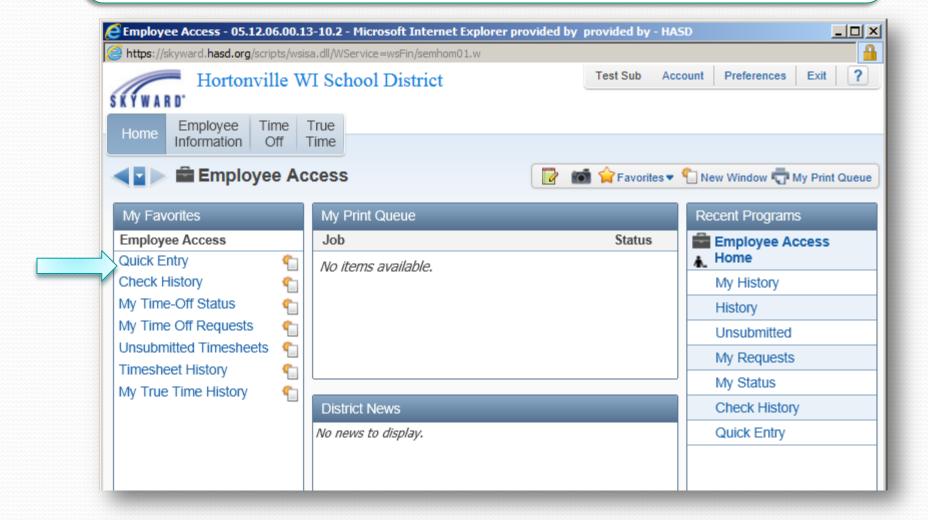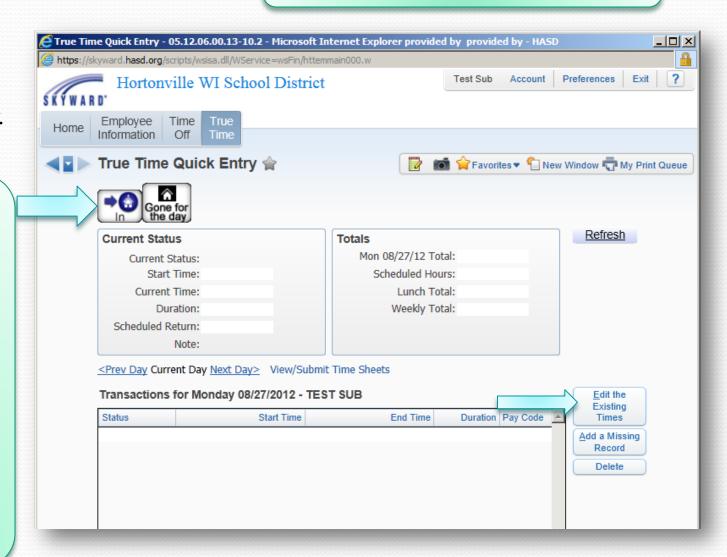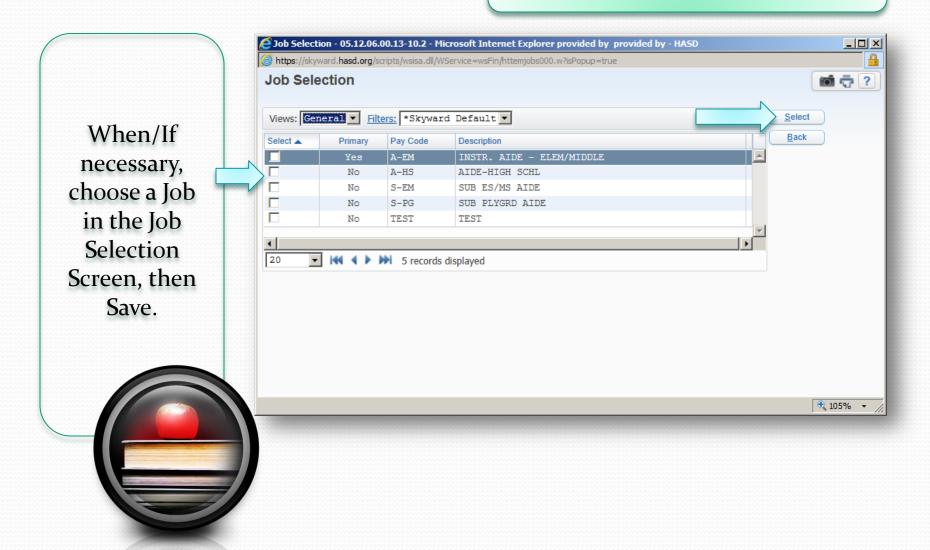After adding Quick Entry to Favorites, it's one click to the screen:

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

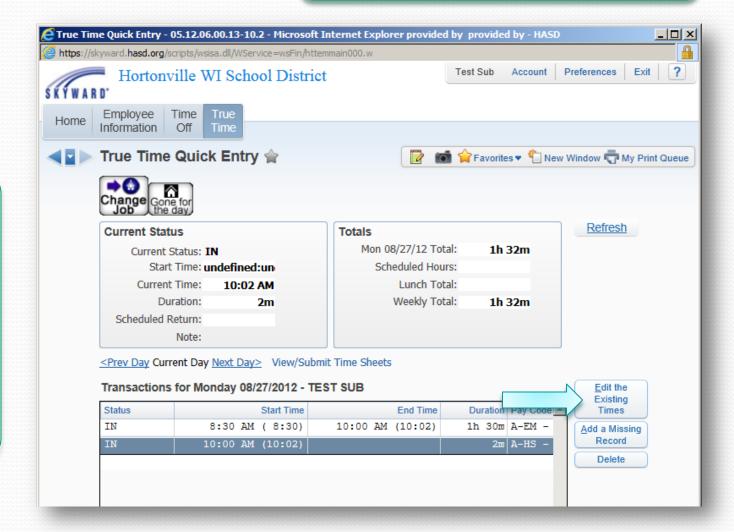If you are punching in late because you were interrupted, or otherwise detained, still click IN button, then edit start time.

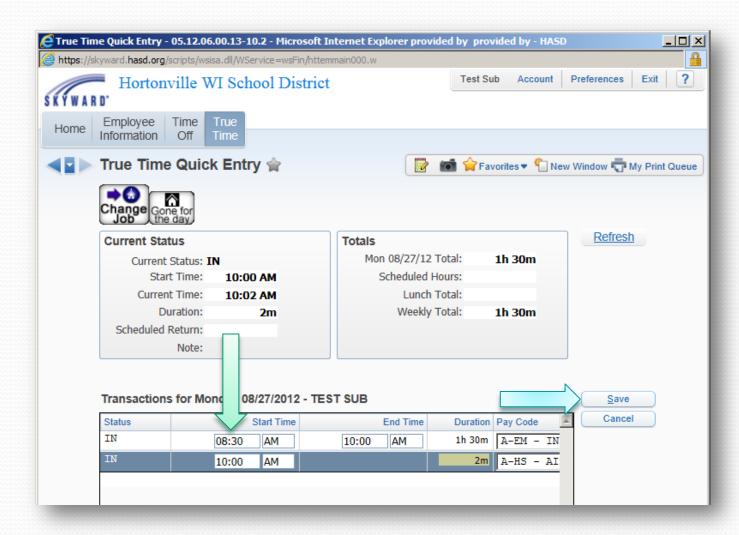True Time Quick Entry - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

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

Hortonville WI School District

SKYWARD

Test Sub   Account   Preferences   Exit   ?

Home | Employee Information | Time Off | True Time

True Time Quick Entry ☆   Favorites ▾   New Window   My Print Queue

→ In   Gone for the day

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

Totals   Refresh
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 the Existing Times

Add a Missing Record

Delete

When/If necessary, choose a Job in the Job Selection Screen, then Save.
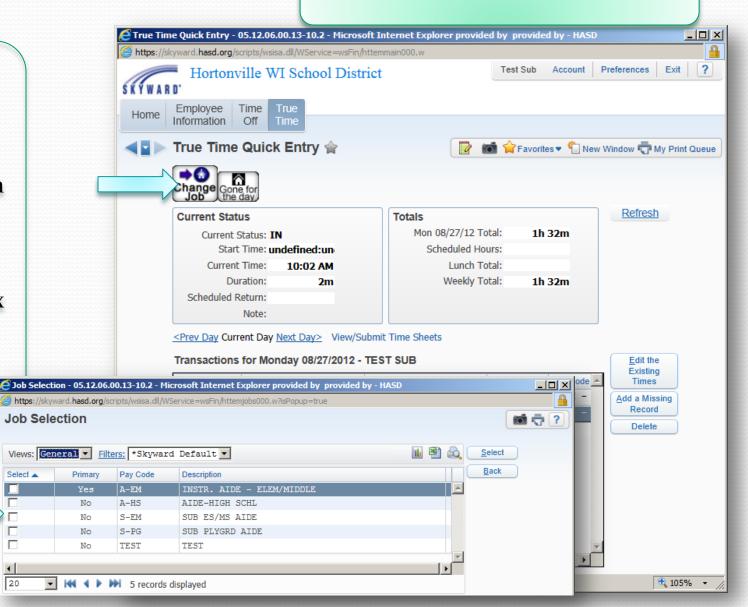
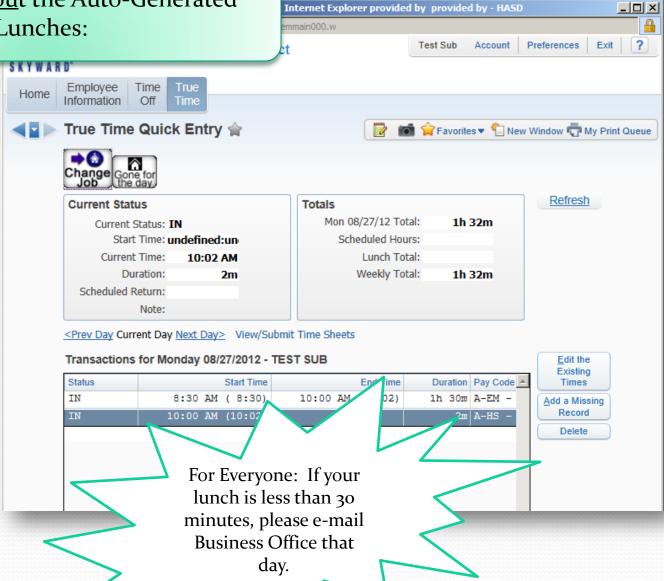Highlight the hour(s) to change. Make your correction, then click SAVE to save the entry.

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.
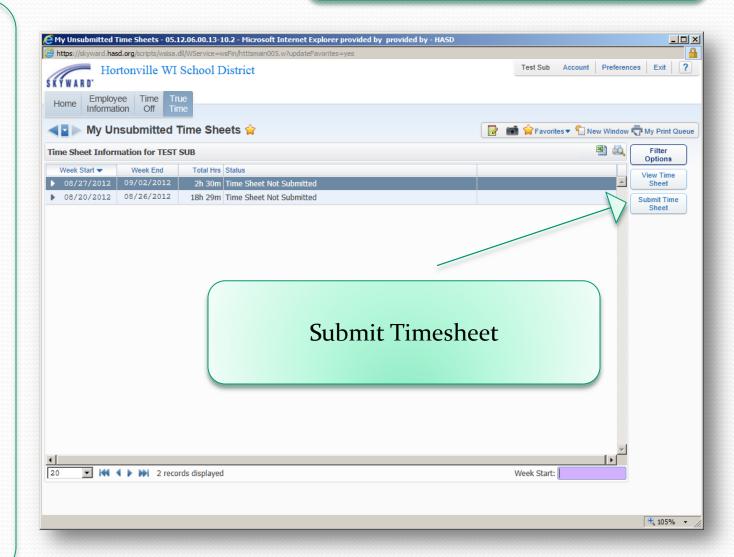
For those without the Auto-Generated Lunches:

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.

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

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.

Submit Timesheet

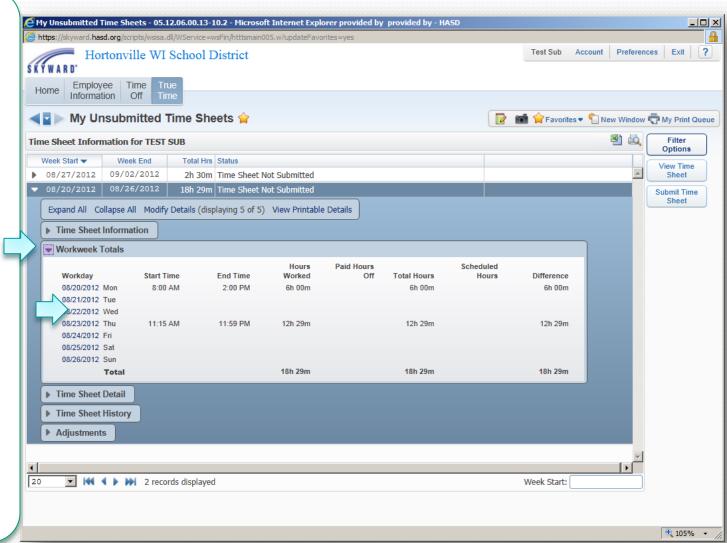If you receive an error message like this, you need to Edit the Day In Question. This is an error that occurs if you forgot to punch out upon leaving for the day.

To Correct, click Back Button.

sheet - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

.hasd.org/scripts/wsisa.dll/WService=wsFin/htttssubt000.w?isPopup=true

me Sheet

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

Submit Time Sheet

Print

Back

ummary

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

tals

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

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

ents

Workday	Type	Status	Adjusted Start Time	Adjusted End Time	Pay Code	Original Start Time	Original End Time	Pay Code	Adjusted By	Note
08/20/12	Add	IN	8:00 AM	2:00 PM	A-EM				TEST SUB	

Employee: _____   Date: _____

Approved By: _____   Date: _____

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.

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

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.

Denied Timesheets

Deny Notes