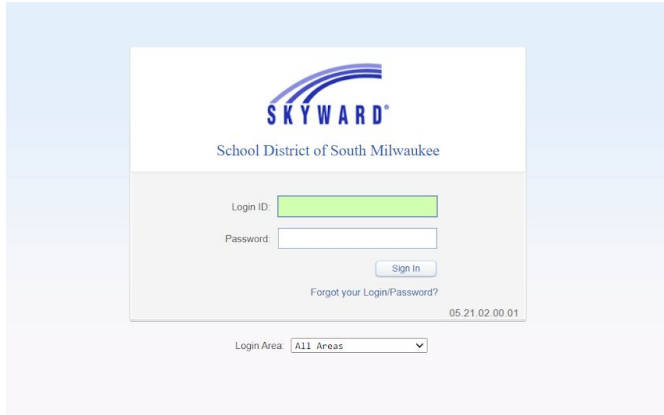


True Time Guide: Time keeping and requesting time off

Signing in / accessing True Time

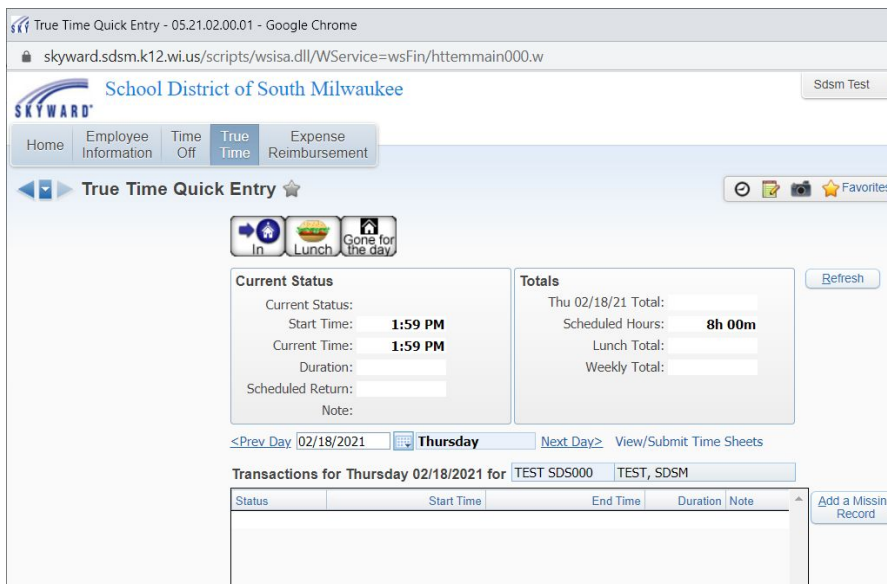
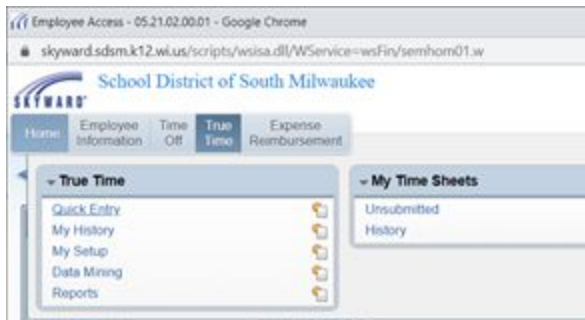
Sign into Skyward using your Login ID and Password



The image shows the Skyward login page for the School District of South Milwaukee. It features the Skyward logo at the top, followed by the text "School District of South Milwaukee". Below this, there are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. Underneath the button, there is a link that says "Forgot your Login/Password?". At the bottom of the page, there is a "Login Area:" dropdown menu currently set to "All Areas". The page also displays the date and time "05.21.02.00.01".

IN FOR DAY

STEP 1 Select True Time on Top Tab Menu and then click on Quick Entry



NOTE: Quick Entry should have no times displayed yet, as seen below

STEP 2 Select "IN"

The screenshot shows the 'True Time Quick Entry' interface for the School District of South Milwaukee. The 'True Time' tab is active, and the 'In' button is selected. The 'Current Status' section displays: Current Status: **IN**, Start Time: **2:00 PM**, Current Time: **2:02 PM**, Duration: **2m**, and Scheduled Return: (empty). The 'Totals' section shows: Thu 02/18/21 Total: **6h 02m**, Scheduled Hours: **8h 00m**, Lunch Total: (empty), and Weekly Total: **6h 02m**. Below, the 'Transactions for Thursday 02/18/2021 for TEST SOS000 TEST, SDSM' table shows a single entry: IN, 08:00 AM, 6h 02m.

Status	Start Time	End Time	Duration	Note
IN	08:00 AM		6h 02m	

You are now punched in for the day. You may leave this screen open for ease of access for additional punches throughout the day.

OUT / IN FOR LUNCH

STEP 1 Select "Lunch"

The screenshot shows the 'True Time Quick Entry' interface with the 'Lunch' button selected. The 'Current Status' section displays: Current Status: **LNCH**, Start Time: **12:00 PM**, Current Time: **2:05 PM**, Duration: **2h 05m**, and Scheduled Return: **12:00 PM**. The 'Totals' section shows: Thu 02/18/21 Total: **4h 00m**, Scheduled Hours: **8h 00m**, Lunch Total: **2h 05m**, and Weekly Total: **4h 00m**. Below, the 'Transactions for Thursday 02/18/2021 for TEST SOS000 TEST, SDSM' table shows two entries: IN (8:00 AM to 12:00 PM, 4h 00m) and LNCH (12:00 PM to 12:00 PM, 2h 05m).

Status	Start Time	End Time	Duration	Note
IN	8:00 AM (8:00)	12:00 PM (12:00)	4h 00m	
LNCH	12:00 PM (12:00)		2h 05m	

NOTE: After selecting "Lunch" you will see another timestamp appear

STEP 2 To punch in from lunch select "IN"

The screenshot shows the 'True Time Quick Entry' interface for a user named 'TEST, SDSM'. The 'Current Status' section indicates the user is 'IN' with a start time of 12:30 PM and a current time of 2:07 PM, resulting in a duration of 1h 37m. The 'Totals' section shows a total of 5h 30m for the day, 8h 00m of scheduled hours, and 30m of lunch. The transaction table below shows three entries: an 'IN' at 8:00 AM (4h 00m), a 'LUNCH' at 12:00 PM (30m), and an 'IN' at 12:30 PM (1h 37m).

Status	Start Time	End Time	Duration	Note
IN	8:00 AM (8:00)	12:00 PM (12:00)	4h 00m	
LUNCH	12:00 PM (12:00)	12:30 PM (12:30)	30m	
IN	12:30 PM (12:30)		1h 37m	

OUT FOR THE DAY

Select "Gone for the Day"

The screenshot shows the 'True Time Quick Entry' interface for a user named 'HAACK, KATRINA M'. The 'Current Status' section shows the user is 'Gone for the Day'. The 'Totals' section shows a total of 7h 30m for the day, 8h 00m of scheduled hours, and 15m of lunch. The transaction table below shows three entries: an 'IN' at 7:00 AM (5h 45m), a 'LUNCH' at 12:45 PM (15m), and an 'IN' at 1:00 PM (1h 45m).

Status	Start Time	End Time	Duration	Note
IN	7:00 AM (7:02)	12:45 PM (12:41)	5h 45m	
LUNCH	12:45 PM (12:43)	1:00 PM (1:01)	15m	
IN	1:00 PM (1:00)	2:45 PM (2:45)	1h 45m	

You should now have a start in time, lunch time, return from lunch and end of day time. Time entry for the day is complete.

NOTE: If you are not scheduled for a lunch period you may only have an "In" for the day and then a "Gone for the day". (Example below)

True Time Quick Entry - 05.21.02.00.01 - Google Chrome
skyward.sdsm.k12.wi.us/scripts/wsisa.dll/WService=wsFin/httpmain000.w

School District of South Milwaukee

Home Employee Information Time Off True Time Expense Reimbursement

True Time Quick Entry

In Lunch Gone for the day

Current Status
Current Status: **IN**
Start Time: **8:00 AM**
Current Time: **2:10 PM**
Duration: **6h 10m**
Scheduled Return:
Note:

Totals
Thu 02/18/21 Total: **6h 15m**
Scheduled Hours: **8h 00m**
Lunch Total:
Weekly Total: **6h 15m**

<Prev Day 02/18/2021 **Thursday** Next Day> View/Submit Time Sheets

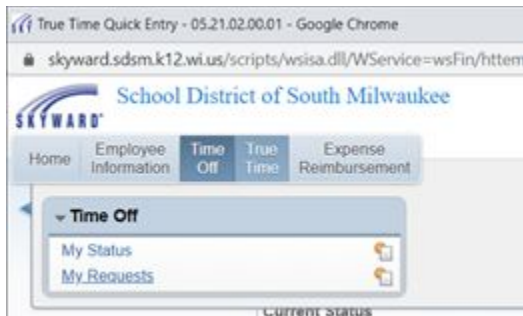
Transactions for Thursday 02/18/2021 for TEST SD5000 TEST, SDSM

Status	Start Time	End Time	Duration	Note
IN	8:00 AM (8:00)	2:15 PM (2:10)	6h 15m	

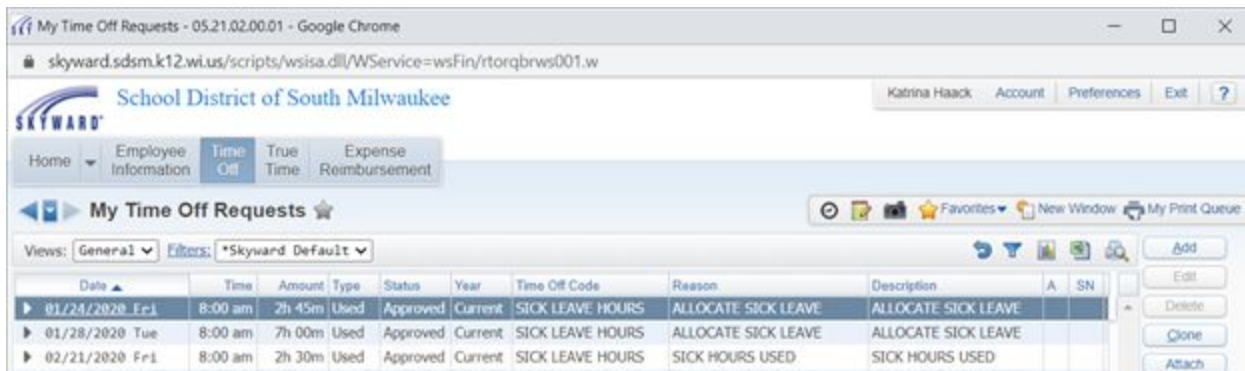
Edit the Existing Times
Add a Missing Record
Delete

SUBMITTING TIME OFF REQUESTS

STEP 1 Select "Time Off" on the Top Tab Menu, then click "My Requests"



STEP 2 Click on Add



STEP 3 To Complete the request, you will need the following:

- Time off type (Sick, Personal, Vacation, Comp, etc.)
- Reason (The reason will match the time off type)
- Select the Date
- Enter the time off (days or hours) for that date
- Save

The screenshot shows the 'Add' form for submitting a time off request. The form is titled 'Add' and contains a table of 'Remaining Time Off' and a 'Time Off Request' section.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting
COMP TIME ACCRUED	1h 53m			1h 53m		
FUNERAL	-32h 00m			-32h 00m		
JURY DUTY	-8h 00m			-8h 00m		
PERSONAL LEAVE HOURS	17h 00m			17h 00m		
SICK LEAVE HOURS	108h 15m	8h 00m		100h 15m		
VACATION PAY - HOURLY	56h 00m			56h 00m		

Time Off Request

* Time Off Code: SICK LEAVE HOURS - Hours Hours per Day: 8h 00m

* Reason: SICK HOURS USED Detail...

Description: SICK HOURS USED

Maximum characters: 200, Remaining characters: 200

* Start Date: 02/18/2021 Thursday

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

Sub Needed

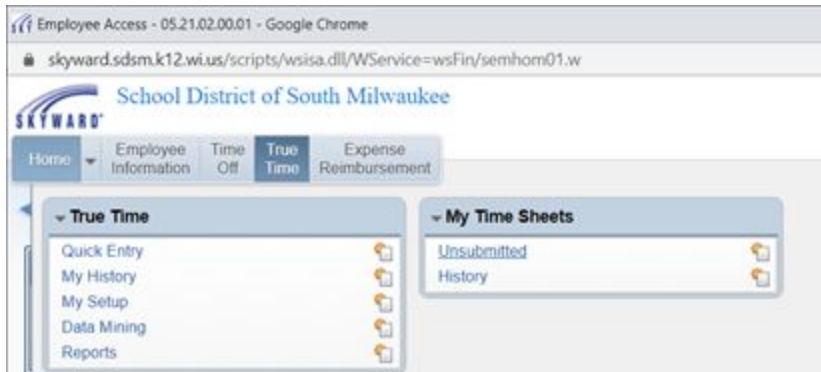
Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

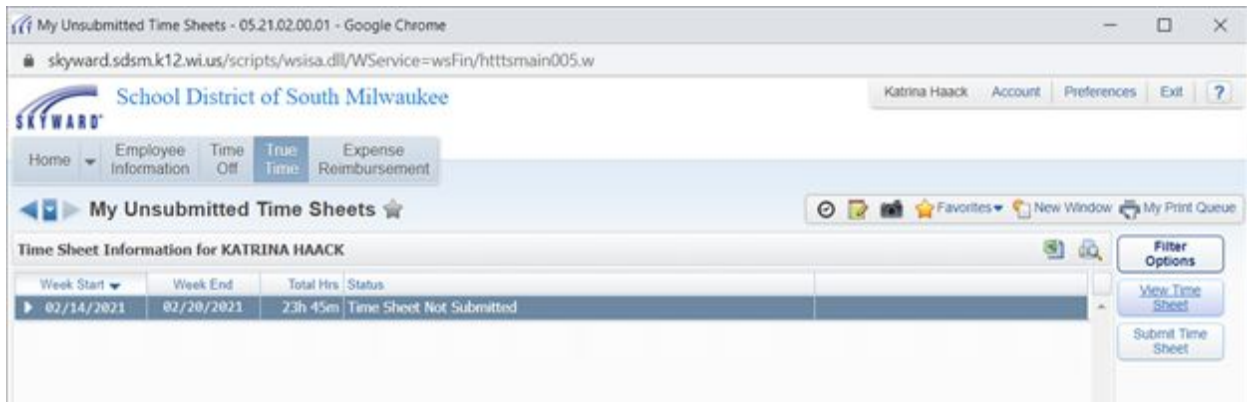
NOTE: Supervisor must approve the time off request before your timesheet can be submitted.

SUBMITTING TIMESHEET

STEP 1 Select True Time on Top Tab Menu and then click Unsubmitted (located under “My Time Sheets”)



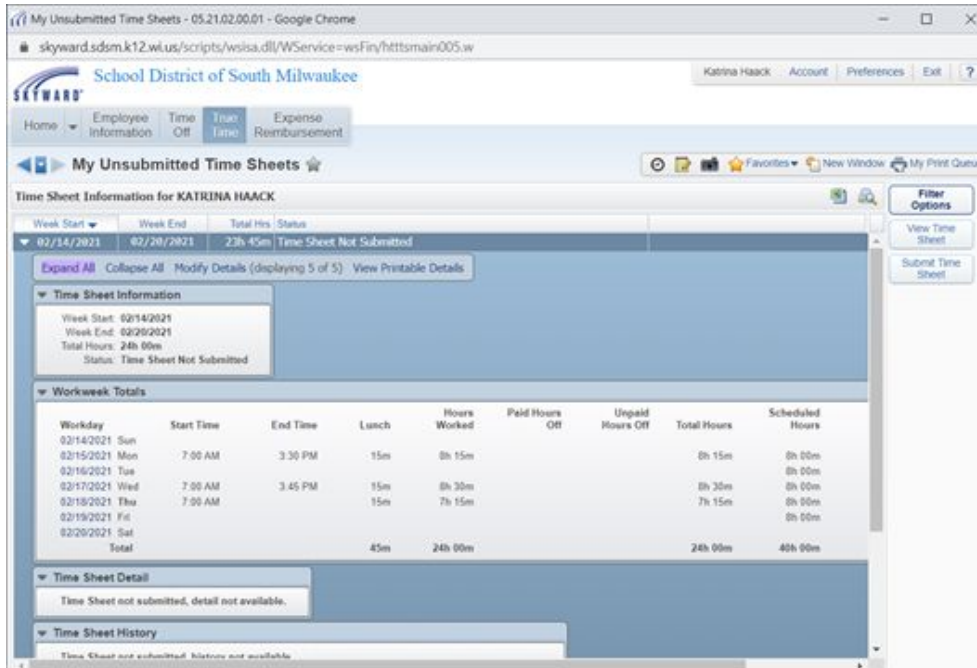
STEP 2 Highlight/Select the timesheet you want to submit



STEP 3 Click on View Timesheet to review what will be submitted

NOTE: If everything appears correct, then you can skip to STEP 9. If not go to STEP 4.

STEP 4 To make corrections click the drop down next to the week that needs a correction.



STEP 5 Under Workweek Totals you will select the day that needs to be adjusted.

STEP 6 Click Edit the Existing Times on the day you have been APPROVED to adjust.



STEP 7 Make the approved adjustment, add notes about WHY the adjustment was made.

The screenshot shows the 'True Time Quick Entry' web application. At the top, there is a 'Totals' box with the following information:

- Mon 02/15/21 Total: 8h 15m
- Scheduled Hours: 8h 00m
- Lunch Total: 15m
- Weekly Total: 24h 00m

Below the totals is a section for 'Transactions for Monday 02/15/2021 for HAACKKAT000 HAACK, KATRINA M'. It contains a table with the following data:

Status	Start Time	End Time	Duration	Note
IN	07:00 AM	12:30 PM	5h 30m	
LNCH	12:30 PM	12:45 PM	15m	
IN	12:45 PM	03:30 PM	2h 45m	

Buttons for 'Save' and 'Cancel' are visible to the right of the table. A 'Refresh' button is located at the top right of the application area.

STEP 8 Click Save, and close.

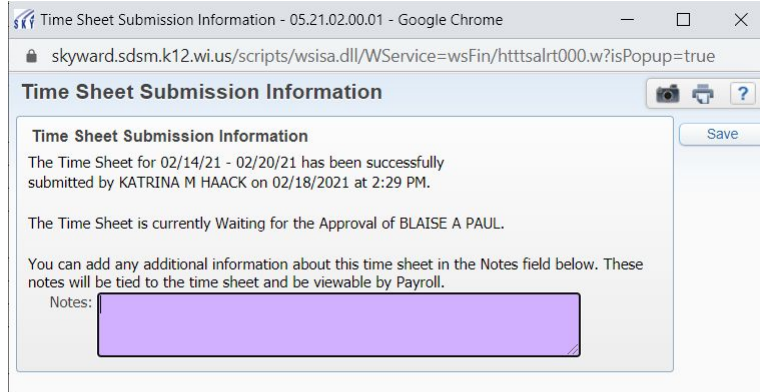
STEP 9 You will now be able to select the week you wish to submit and click Submit Time Sheet.

The screenshot shows the 'My Unsubmitted Time Sheets' web application. The page title is 'My Unsubmitted Time Sheets' and the user is identified as 'Katrina Haack'. The navigation menu includes 'Home', 'Employee Information', 'Time Off', 'True Time', and 'Expense Reimbursement'. The main content area is titled 'Time Sheet Information for KATRINA HAACK' and contains a table with the following data:

Week Start	Week End	Total Hrs	Status
02/14/2021	02/20/2021	24h 00m	Time Sheet Not Submitted

Buttons for 'Filter Options', 'View Time Sheet', and 'Submit Time Sheet' are visible on the right side of the table.

STEP 10 Once you have clicked on the Time Sheet you wish to submit, you will have an opportunity to enter notes to the person approving the timesheet. Enter notes if you feel they are necessary and click Save



The screenshot shows a web browser window with the title "Time Sheet Submission Information - 05.21.02.00.01 - Google Chrome". The address bar contains the URL "skyward.sdsm.k12.wi.us/scripts/wsisa.dll/WService=wsFin/httpsalrt000.w?isPopup=true". The main content area is titled "Time Sheet Submission Information" and contains the following text:

Time Sheet Submission Information

The Time Sheet for 02/14/21 - 02/20/21 has been successfully submitted by KATRINA M HAACK on 02/18/2021 at 2:29 PM.

The Time Sheet is currently Waiting for the Approval of BLAISE A PAUL.

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:

[A large, empty text input field is highlighted in purple.]

Save

Your timesheet has now been submitted to your supervisor for approval. Once approved the timesheet will be forwarded to Payroll for processing.

ALL TIMESHEET ENTRIES MUST BE MADE AND SUBMITTED ON A WEEKLY BASIS!

Please contact Gaye Tonar in Payroll and Benefits or Katrina Haack, Business Office Assistant if you have any questions or need help with any topics covered in this guide.

