

Time Keeping Instructions (True Time)

Clock In and Out, View/Submit Time

Step 1

Log in to Skyward's Employee Access – contact the Help Desk at (801) 567-8737 for login and password if needed

The first time you log in set up STEP 2:

- SELECT WIDGETS
- Check the box next to TRUE TIME CURRENT STATUS
- SAVE

The screenshot shows the 'Employee Access' page. A yellow box highlights the 'Jump to Other Dashboards' section with 'Select Widgets' highlighted. Another yellow box highlights the 'True Time Current Status' widget, which shows a status of 'Gone', a start time of 12:00 am, and a duration of 12h 38m. A red arrow points from the 'Select Widgets' button to the 'True Time Current Status' widget.

Step 2

The screenshot shows the 'True Time Quick Entry' page. A yellow box highlights the navigation buttons 'In' and 'Gone for the day'. Another yellow box highlights the 'View/Submit Time Sheets' button. A third yellow box highlights the 'Transactions for Wednesday 02/22/2012' table. A red arrow points from the 'View/Submit Time Sheets' button to the table.

Step 3: Can select PREV DAY or NEXT DAY to EDIT, ADD, or DELETE time

Step 4: VIEW/SUBMIT TIME SHEETS at the end of each work week

Status	Start Time	End Time	Duration	Note
IN	10:22 AM	10:28 AM	6m	
	10:28 AM	10:29 AM	1m	Add Record
IN	10:29 AM			