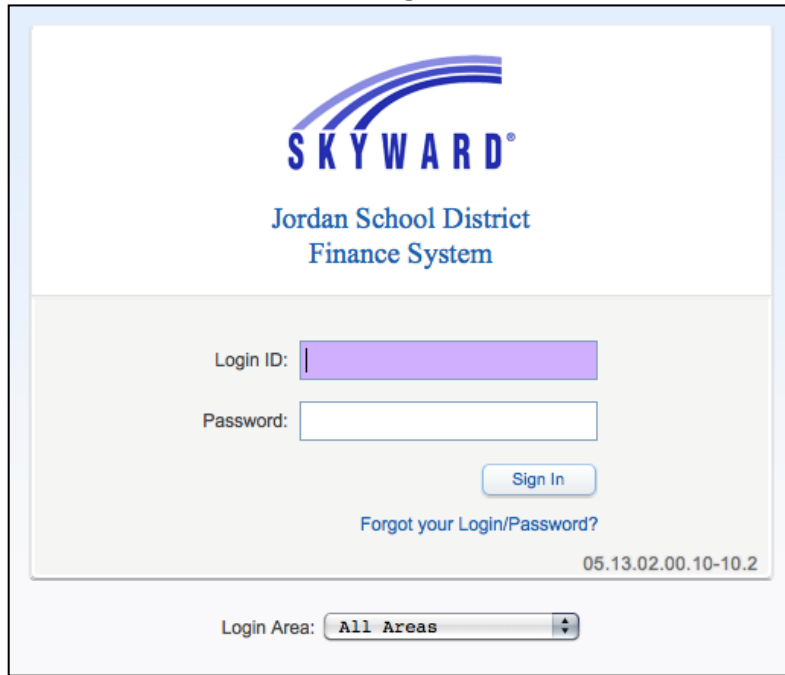


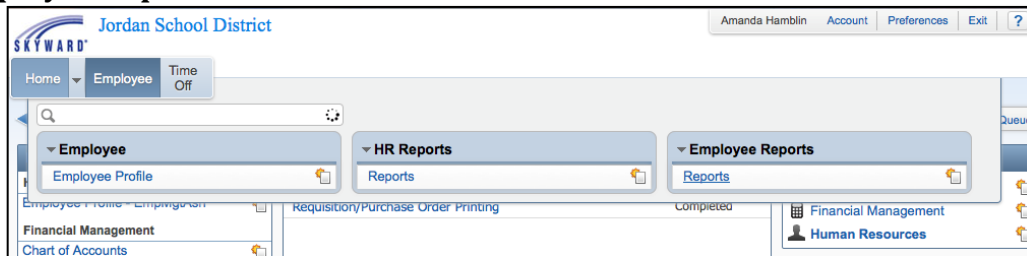
Monthly Hours Report for True Time Employees By Program Number

Go to **Skyward Human Resources** through the Finance tab on the web.

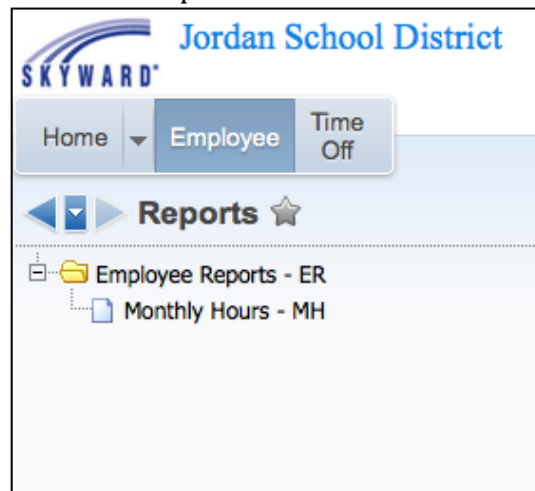


The screenshot shows the login interface for the Skyward Finance System. At the top, the Skyward logo is displayed above the text "Jordan School District Finance System". Below this, there are two input fields: "Login ID:" with a purple highlight and "Password:". A "Sign In" button is positioned to the right of the password field. Below the button is a link that says "Forgot your Login/Password?". In the bottom right corner, the version number "05.13.02.00.10-10.2" is visible. At the bottom center, there is a "Login Area:" label followed by a dropdown menu currently set to "All Areas".

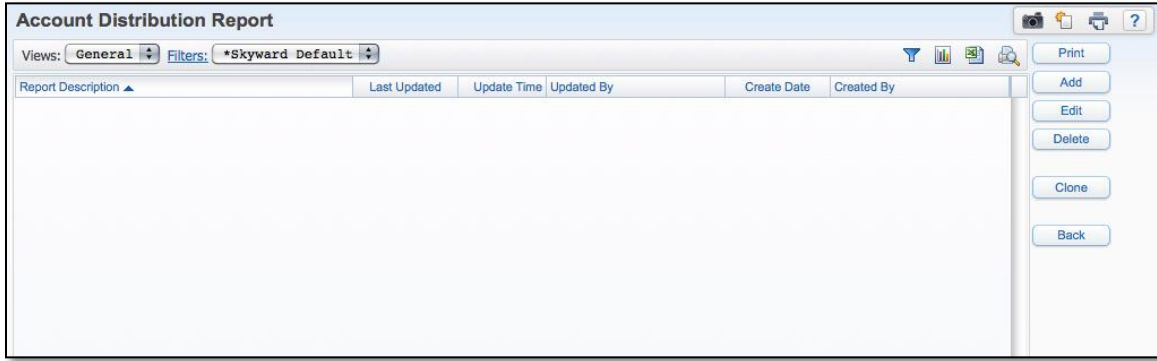
From **Employee** tab, click the blue underlined link **Reports** under the heading **Employee Reports**.



Choose the **Monthly Hours-MH** report.



The first time you run the report you will need to **Add** the parameters. Any additional time you run the report, you will be able to edit. Choose **Add**.



Name the report. Choose the **Payroll check date** to run the report on. Click the blue underlined link called **Selection Parameters**.

The first time you run the report you will need to **Add** parameters. Any additional time you may **Edit** any existing parameters. Choose **Add**. Name the parameter with the program number you plan to run the report on.

Description	Last Updated	Update Time	Create Date
Default Parameters			03/05/2013
Program 7700			03/05/2013
Program 9420			03/05/2013
Program 9470			03/05/2013

Click **Save** or **Save and Select**.

Employee Selection Parameters

* Description: 7760 Program

Employee Selection By: Employee Ranges
 Individual Employees

Employee Ranges

Low High
Alphakey Range: [] ZZZZZZZZZZ

Inactive Profiles should be: Included Excluded Processed Alone

Name Format: Last Name First First Name First

Codes: [Select Employee Check Location:](#)

Employee Check Location	*All Employee Check Locations
Employee Type	
Employee Building	

Additional Codes and Settings

Payroll Payables should be: Included Excluded Processed Alone

Accounting Adjustments should be: Included Excluded Processed Alone

Codes: [Select Account Ranges:](#)

Frequency	Account Types: Asset Liability Equity
Account Ranges	B\ S Low Range: 10 * 000 7760 0000 000
	B\ S High Range: 10 * 999 7760 9999 999
	Account Types: Expense Revenue
	O\ S Low Range: 10 * 000 7760 0000 000
	O\ S High Range: 10 * 999 7760 9999 999

Save
Save and Select
Back
Reset to Defaults

The program number now appears in the Selection Parameters field. Click **Save**.

Monthly Account Report Maintenance

Monthly Account Report Maintenance

* Report Name: Monthly True Time Report

* Heading: Monthly True Time Report

Check Date: 03/25/2013 through 03/25/2013

Print Format

Detail
 Summary

Sort Selection

Employee
 Location
 Program
 Employee Type

Display Repeating Fields

* Selection Parameters: 7760 Program

Save
Back

Asterisk (*) denotes a required field

Click **Print**.

Account Distribution Report

Views: **General** Filters: ***Skyward Default**

Report Description	Last Updated	Update Time	Updated By	Create Date	Created By
Monthly True Time Report	04/08/2013			04/08/2013	HAMBLIN, AMANDA R

Buttons: Print, Add, Edit, Delete, Clone, Back

The report will process in the print queue.

Processing Request

Processing Monthly Account Report.

4monthlyacct.p 05.13.02.00.04-10.2-010007
Creating Monthly Account Report.

Employee: ANDERSUE000

Run Time: 00:00:05

Buttons: My Print Queue, Back

My Print Queue

Print Queue for Amanda Hamblin

Date	Time	Report Description	Wait List #	Status	Time	Format	Current Key
04/08/2013 Mon	8:49 AM	Monthly Account Report		Running	00:00:18	PDF	Employee: B...
04/04/2013 Thu	9:25 AM	Requisition/Purchase Order Printing		Completed	00:00:04	PDF	

Buttons: View, Delete, Convert to Excel, View Status, Back

Once the report has finished processing, choose **Display Report**.

4monthlyacct.p 07-2
05.13.02.00.04-10.2

Jordan School District Finance
MONTHLY ACCOUNT REPORT - DETAIL HISTORY - DETAIL

04/08/13 Page:1
9:05 AM

Check Dates from 03/25/2013 through 03/25/2013

ACCOUNT NUMBER	NAME KEY	EMPLOYEE NAME	SOCIAL SECURITY #	CODE	DESCRIPTION	AMOUNT	HOURLY RATE	TRUE TIME HOURS PD
23 E 830 7760 3384 165	CATESCA8000	CATES, CASSIE NICOLE		HRLY	Hourly			0m
	FINNEKA0000	FINNEGAN, FARLA		HRLY	Hourly			5m
	GIACOA8000	GIACOVELLI, ASHLEE A		HRLY	Hourly			0m
	LOWE SUS000	LOWE, SUSAN		HRLY	Hourly			0m
	MAUGHNA000	MAUGHAN, NATALIE		MISC	Miscellaneous			
	MCREYKA000	MCREYNOLDS, KATHRYN INGRAM		HRLY	Hourly			0m
	ORTEGJEN000	ORTEGA, JENNIFER		MISC	Miscellaneous			
	PETERANN000	PETERSEN, ANN N		HRLY	Hourly			5m
	SORENDE000	SORENSEN, DEBBIE K		HRLY	Hourly			5m
					Account Total:	5,		

Grand Total: 5,228.04

***** End of report *****