

## Hours Worked in True Time Report

Log in to your Skyward Employee Access

01/26/21 Tue 7:49 AM

01/27/21 Wed 8:14 AM

01/28/21 Thu 8:33 AM

01/29/21 Fri 8:30 AM

01/19/21 Tue 9:22 AM

01/20/21 Wed 7:19 AM

01/21/21 Thu 7:50 AM 01/22/21 Fri 8:53 AM

01/11/21 Mon 9:31 AM

01/12/21 Tue 9:11 AM

01/18/21 - 01/24/21

01/11/21 - 01/17/21

1:52 PM

2:00 PM

2:03 PM

3:09 PM

25h 09m

1:35 PM

2:48 PM

3:14 PM

2:56 PM

23h 35m

2:43 PM

2:51 PM

6h 03m

5h 46m

5h 30m

6h 39m

4h 13m

7h 29m

7h 24m

6h 03m

5h 12m

5h 40m

HRLY

-The first time you will need to ADD and setup the report

-Afterwards, select EDIT and enter the dates needed

	Supervisor Access My Employees True Time My Employees Totals by S My Employees Weekly Av	i 2 2 00, art Level Super tatus 0 PAGE ← Prages i6 JOLU
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Totals by Status Report Maintenance - 05.2	1.06.00.03 - Google Chrome	– 🗆 X
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Totals by Status Report Mair	ntenance	
	iteriarioe	
Template Settings		Save
* Template Description: 089	Total Hours Report	Save and Print
	hare with other users in the district	Back
• 6	Lines Per Inch 08 Lines Per Inch	
Totals by Status Report Maintena	ance	
* Employees:	Use Selection Parameters 🗸	
* Employee Selection Parameter Set:	Default Parameters	
* Status Type:		
* Starting Workweek:	06/28/2021	
Day Of Week:	Entire Week	
buy of week.	Page Break By Employee	
	Supervisor Totals	
	Show Individual Transactions	
Pay Codes	Selected: 1	
Asterisk (*) denotes a required field		
-Checking "Supervisor Total	s" will provide a summary of ho	urs worked
-Checking "Show Individual	Transactions" will give a detail of	of hours worked
-	-	

Questions regarding "True Time Hours Report" should be directed to Payroll – 801/567-8156

101h 14m 23h 48m 20h 53m 26h 22m 26h 03m 99h 45m 26h 13m 18h 58m 26h 50m 27h 44m

4h 00m

95h 29m 25h 00m 20h 29m 25h 00m 25h 00m

9h 09m

1h 30m 3h 00m

4h 00m 8h 00m

44h 00m 17h 00m 10h 00m 17h 00m

46h 18m

4h 00m

72h 31m

28h 00m

10h 30m 3h 00m

18h 01m

8h 00m

8h 54m 16h 10m 21h 14m

18h 28m

3h 00m

23h 15m

8h 00m

4h 08m

3h 38m