

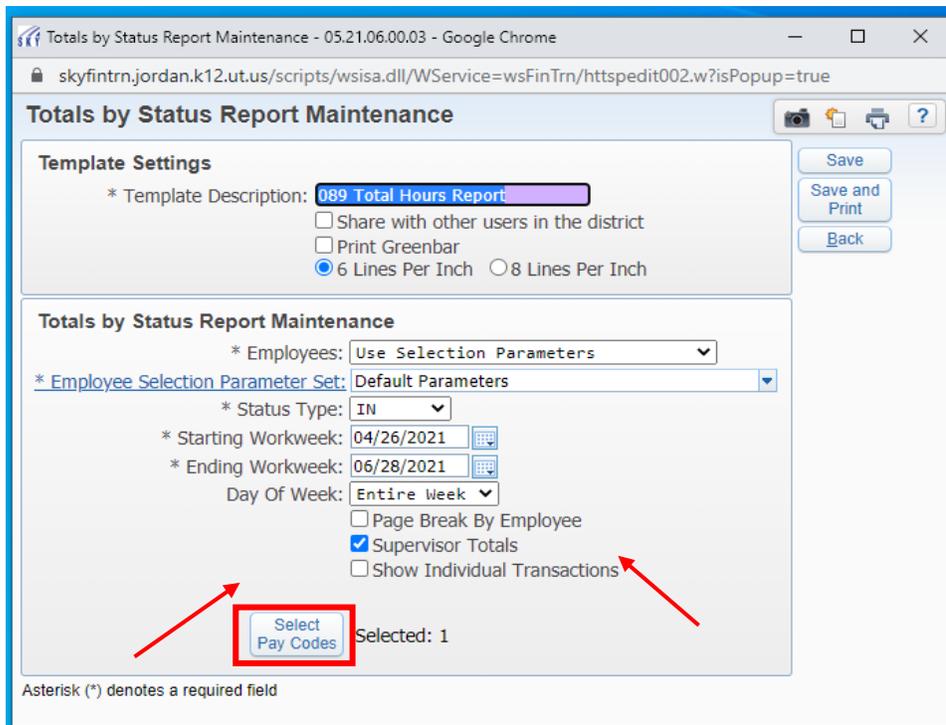
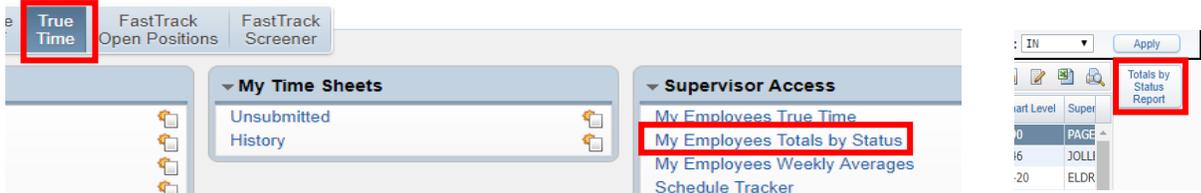


Hours Worked in True Time Report

Log in to your [Skyward Employee Access](#)

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

-Afterwards, select EDIT and enter the dates needed



-Checking "Supervisor Totals" will provide a summary of hours worked
 -Checking "Show Individual Transactions" will give a detail of hours worked

DATE	Start Time	End Time	Duration	Pay Cod
01/25/21 - 01/31/21			30h 30m	
01/25/21 Mon	8:19 AM	2:51 PM	6h 32m	HRLY
01/26/21 Tue	7:49 AM	1:52 PM	6h 03m	HRLY
01/27/21 Wed	8:14 AM	2:00 PM	5h 46m	HRLY
01/28/21 Thu	8:33 AM	2:03 PM	5h 30m	HRLY
01/29/21 Fri	8:30 AM	3:09 PM	6h 39m	HRLY
01/18/21 - 01/24/21			25h 09m	
01/19/21 Tue	9:22 AM	1:35 PM	4h 13m	HRLY
01/20/21 Wed	7:19 AM	2:48 PM	7h 29m	HRLY
01/21/21 Thu	7:50 AM	3:14 PM	7h 24m	HRLY
01/22/21 Fri	8:53 AM	2:56 PM	6h 03m	HRLY
01/11/21 - 01/17/21			23h 35m	
01/11/21 Mon	9:31 AM	2:43 PM	5h 12m	HRLY
01/12/21 Tue	9:11 AM	2:51 PM	5h 40m	HRLY
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Total	01/25/21	01/18/21	01/11/21	01/04/21	12/28/20
103h 40m	30h 30m	25h 09m	23h 35m	24h 26m	
101h 14m	23h 48m	20h 53m	26h 22m	26h 03m	4h 08m
99h 45m	26h 13m	18h 58m	26h 50m	27h 44m	
46h 18m		8h 54m	16h 10m	21h 14m	
44h 00m	17h 00m	10h 00m	17h 00m		
4h 00m		4h 00m			
10h 30m	3h 00m	1h 30m	3h 00m	3h 00m	
95h 29m	25h 00m	20h 29m	25h 00m	25h 00m	
72h 31m	18h 01m	9h 09m	18h 28m	23h 15m	3h 38m
28h 00m	8h 00m	4h 00m	8h 00m	8h 00m	

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