



Qmlativ Time Tracking (*formerly called True Time*) Manual Tracking

Employee Name	
Emp ID	
School/Dept	

Date	Day of Week	Job Description	Start time	End time	Hours
4/20/2026	Monday				
4/21/2026	Tuesday				
4/22/2026	Wednesday				
4/23/2026	Thursday				
4/24/2026	Friday				
4/25/2026	Saturday				
4/26/2026	Sunday				
4/27/2026	Monday				
4/28/2026	Tuesday				
4/29/2026	Wednesday				
4/30/2026	Thursday				
5/1/2026	Friday				
5/2/2026	Saturday				
5/3/2026	Sunday				
*5/22/2026 Payday (4/20-5/3 TT) - Must be submitted by 5/11					Total Hours
5/4/2026	Monday				
5/5/2026	Tuesday				
5/6/2026	Wednesday				
5/7/2026	Thursday				
5/8/2026	Friday				
5/9/2026	Saturday				
5/10/2026	Sunday				
*6/25/2026 Payday (5/4-5/31 TT) - Must be submitted by 6/3					Total Hours

April 19: Last day to enter/submit all True Time through April 19 (TT that has not been submitted and paid will not carry over to Qmlativ)

April 23: Last payday in Skyward SMS (TT through April 19 will be paid on this payday - **paychecks will be larger than usual**)

April 20 - May 10: Skyward SMS will be unavailable - **Employees must manually track Time Tracking (True Time)**

May 11: Skyward Qmlative opens - Employees must add their Time Tracking

(TT from April 20 - May 3 must be submitted on this date for May 22 payday)

May 22: First payday in Skyward Qmlativ (TT from April 20-May 3 will be paid on this payday - **paychecks will be smaller than usual**)