

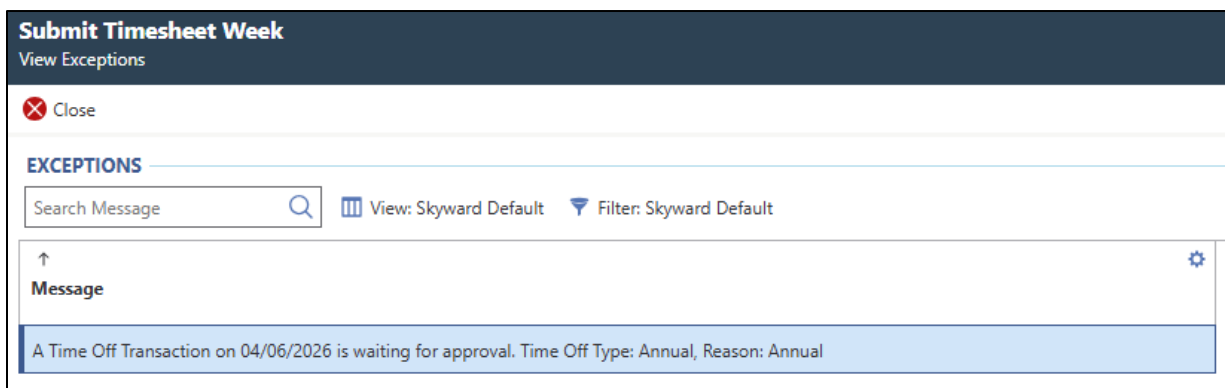


SUBMITTING TIME TRACKING - EXCEPTIONS

The following are exceptions you may see while submitting your Timesheet (see Submitting Time Tracking in Qmlativ for instructions on how to get to this point)

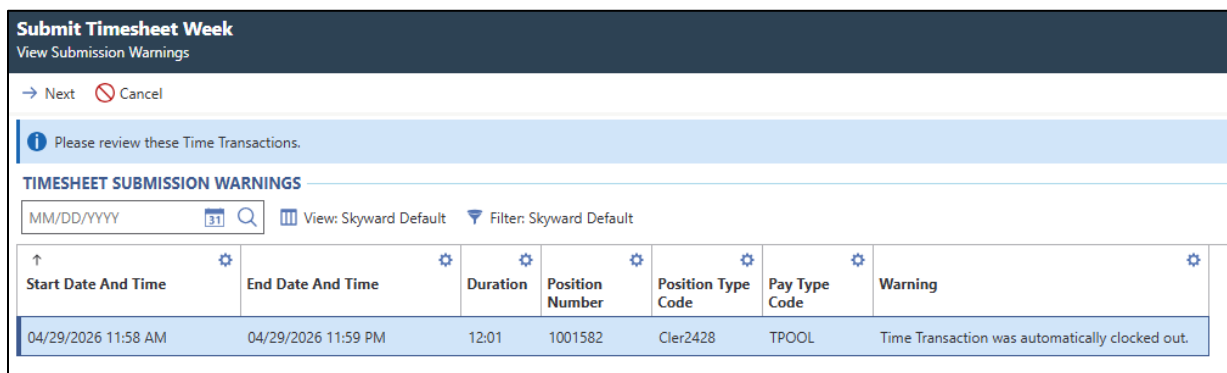
A Time Off Transaction is waiting for approval.

This exception means you have time off that is waiting for approval. Please contact your school/director and ask them to approve your time off so that you can submit your Timesheet. You will not be able to submit your Timesheet until this is approved.

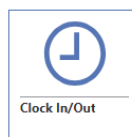


Time Transaction was automatically clocked out.

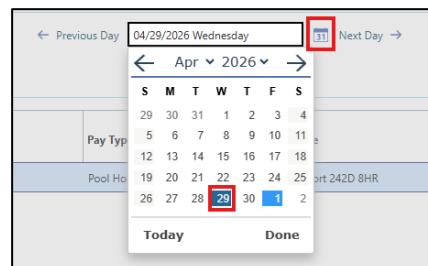
This exception means you did not use the “OUT” button at the end of your shift. The end time will default to 11:59pm and you will need to edit the end time for that day.



Go back to “Clock In/Out” in Employee Access (Menu/Time Tracking/Clock In/Out)



Click the calendar icon to go to the date you need to edit



Click on “Edit”

*You will see “Automatic Clock Out” under comment for this exception

TIME TRANSACTIONS

← Previous Day 04/29/2026 Wednesday 31 Next Day →

Edit

TIME TRANSACTIONS

↑ 1	↑ 2	Duration	Status	Pay Type	Position Type	Comment
Start Time	End Time					
11:58 AM	11:59 PM	12:01	I - In	Pool Hours	Clerical Support 242D 8HR	Automatic Clock Out

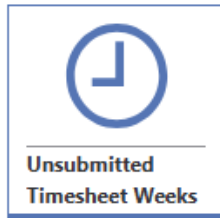
Change the End Time to the correct time you left work and click “Save”

TIME TRANSACTIONS

Start Time	↑ 2 End Time	Status	Duration	Assignment Pay Type
11:58 AM	02:00 PM	I - In	2:02	Pool Hours

Cancel Save

Now you can go back to Unsubmitted Timesheet Weeks and “Review & Submit”



UNSUBMITTED TIMESHEET WEEKS

MM/DD/YYYY 31 View: Skyward Default Filter: All Timesheet Weeks Quick Filter

Start Date	End Date	Total Hours	Status	Has Exceptions	Manually Edited	Attachments
04/27/2026	05/03/2026	2:23	Unsubmitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(0)

Review & Submit

The Manually Edited box will now be checked