

Payroll - True Time Timekeeping System

Clock in and Out, View/Submit Time

Step 1

Log in to Skyward's Employee Access – contact the Help Desk at (801) 567-8737 for login and password if needed

The first time you log in set up STEP 2:

- SELECT WIDGETS
- Check the box next to **TRUE TIME CURRENT STATUS**
- SAVE

The screenshot shows the 'Employee Access' dashboard for the Jordan School District. A yellow box highlights the 'True Time Current Status' widget, which displays the current status as 'Gone', a start time of 12:00 am, and a duration of 12h 38m. A red circle highlights the widget title, and a red arrow points to the 'Select Widgets' button in the dashboard menu.

Step 2

Click on TRUE TIME CURRENT STATUS

The screenshot shows the 'True Time Quick Entry' interface. A yellow box highlights the 'In' and 'Gone for the day' buttons. A red circle highlights these buttons, and a red arrow points to the 'View/Submit Time Sheets' link. Another yellow box explains that users can use the 'IN and GONE FOR THE DAY' button to automatically record times, or select 'PREV DAY' or 'NEXT DAY' to edit, add, or delete time.

Step 3

Use the **IN and GONE FOR THE DAY** button to automatically record the in and out times or Can select **PREV DAY** or **NEXT DAY** to **EDIT, ADD, or DELETE** time

Step 4

VIEW/SUBMIT TIME SHEETS are on a weekly basis and should be submitted at the end of each work week

Status	Start Time	End Time	Duration	Note
IN	10:22 AM	10:28 AM	6m	
	10:28 AM	10:29 AM	1m	Add Record
IN	10:29 AM			