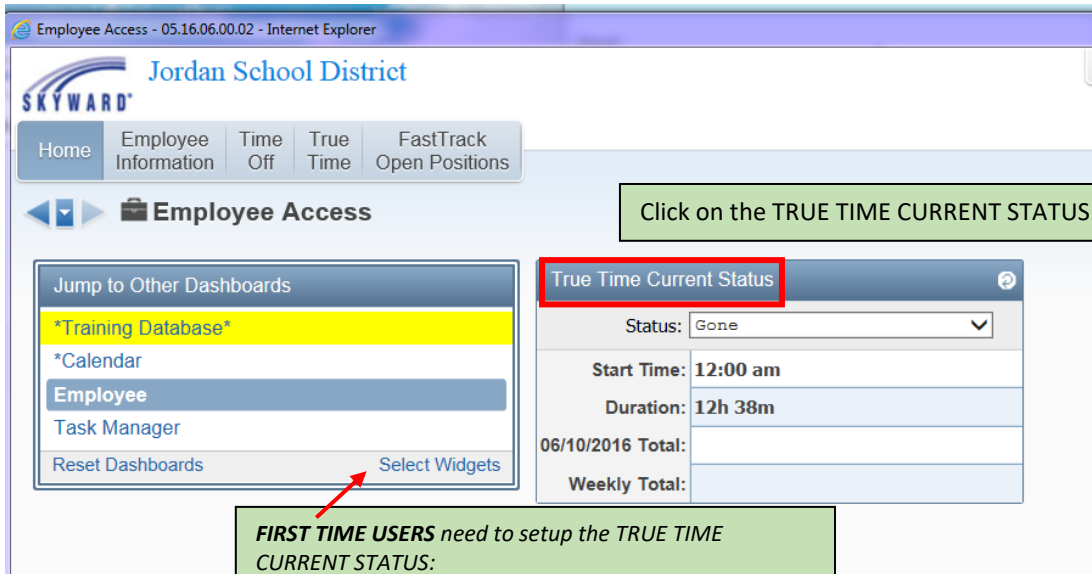


True Time Timesheet

Log in to Skyward Employee Access – contact the Help Desk at 801-567-8737 for login assistance



Employee Access - 05.16.06.00.02 - Internet Explorer

Jordan School District

Home Employee Information Time Off True Time FastTrack Open Positions

Employee Access

Click on the TRUE TIME CURRENT STATUS

Jump to Other Dashboards

- *Training Database*
- *Calendar
- Employee
- Task Manager
- Reset Dashboards

Select Widgets

True Time Current Status

Status: Gone

Start Time: 12:00 am

Duration: 12h 38m

06/10/2016 Total:

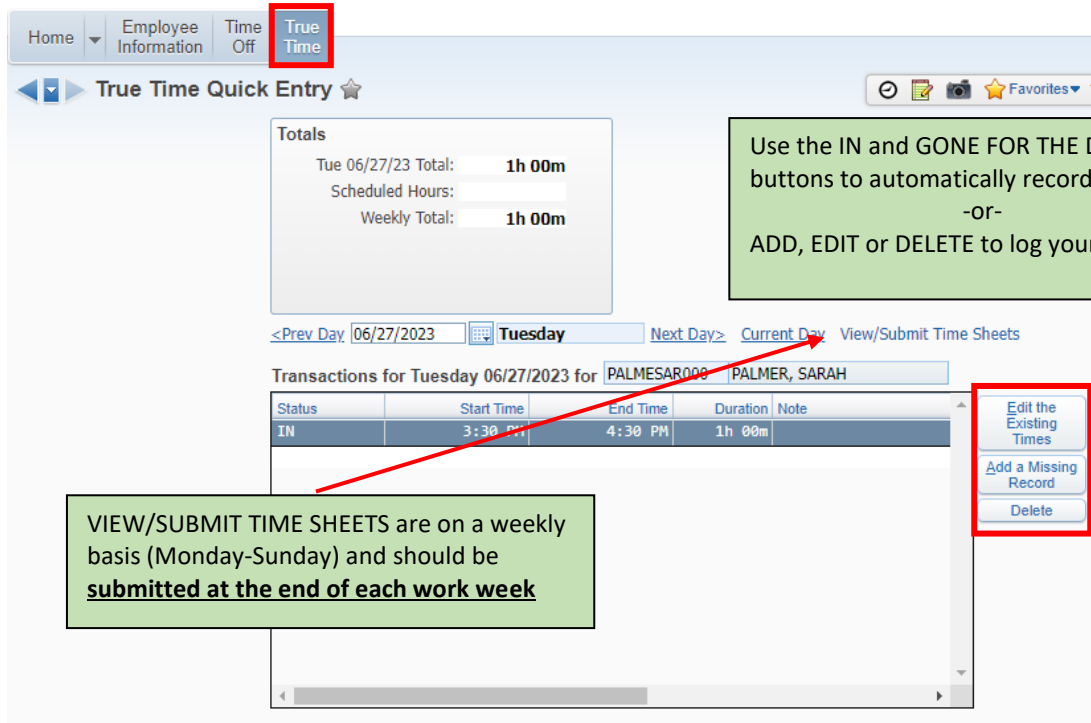
Weekly Total:

FIRST TIME USERS need to setup the TRUE TIME CURRENT STATUS:

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

-or-

You can also get to True Time by clicking the TRUETIME tab at the top and then click on Quick Entry



Home Employee Information Time Off True Time

True Time Quick Entry

Totals

Tue 06/27/23 Total: 1h 00m

Scheduled Hours:

Weekly Total: 1h 00m

Use the IN and GONE FOR THE DAY buttons to automatically record your time -or- ADD, EDIT or DELETE to log your time

<Prev Day 06/27/2023 Tuesday Next Day> Current Day View/Submit Time Sheets

Transactions for Tuesday 06/27/2023 for PALMESAR008 PALMER, SARAH

Status	Start Time	End Time	Duration	Note
IN	3:30 PM	4:30 PM	1h 00m	

Edit the Existing Times

Add a Missing Record

Delete

VIEW/SUBMIT TIME SHEETS are on a weekly basis (Monday-Sunday) and should be **submitted at the end of each work week**