



## True Time Employee Setup True Time on Home Page in Employee Access

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

-Contact the Help Desk at 801/567-8737 for login and password assistance of needed

**Dashboard Maintenance**

**Everyone's Widgets**

- Everyone Newsfeed
- Web Favorites
- RSS Feeds

**Employee Widgets**

- AP Payments
- ★ Favorites
- My Time Off Status
- ★ Recent Programs
- ★ Task History
- ★ Task Processes
- Time Sheets Awaiting Lower Approval
- True Time Current Status
- ★ District News
- ★ My Print Queue
- ★ Notifications
- ★ Requisitions Awaiting My Approval
- ★ Task Manager
- ★ Time Off Awaiting My Approval
- ★ Time Sheets Awaiting My Approval

**Secured User Widgets**

- Check Requests Awaiting My Approval
- New Hire Requests Awaiting My Approval

★ Indicates a widget that has been marked as default by the district.

**True Time Current Status**

Status: In

Start Time:	2:38 pm
Duration:	1h 17m
02/11/2015 Total:	1h 18m
Weekly Total:	1h 18m

-Click here to view True Time Status

Questions regarding "True Time Set Up" should be directed to Payroll - 801/567-8154