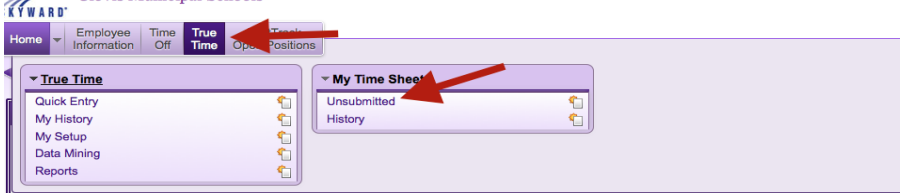


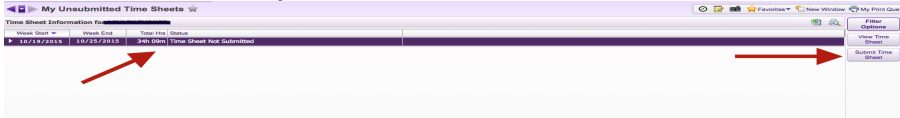
Submit A True Time Timesheet

Log into your Skyward

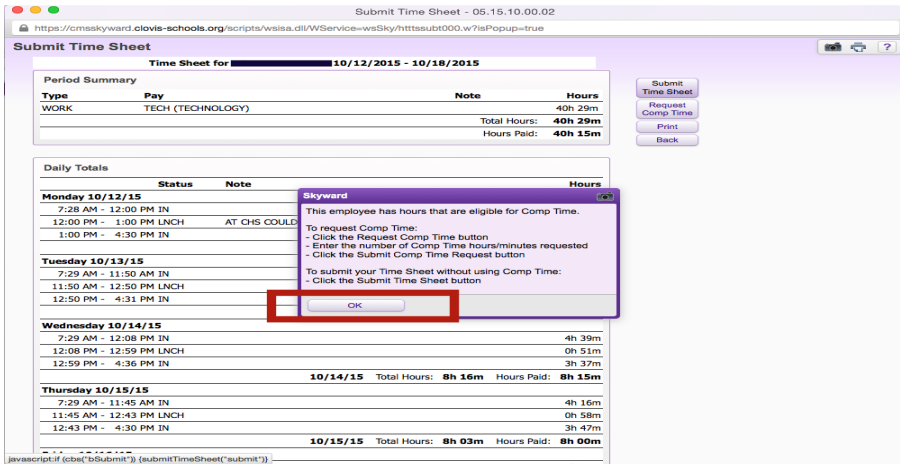
Click on the "True Time" tab and click on the "Unsubmitted" link



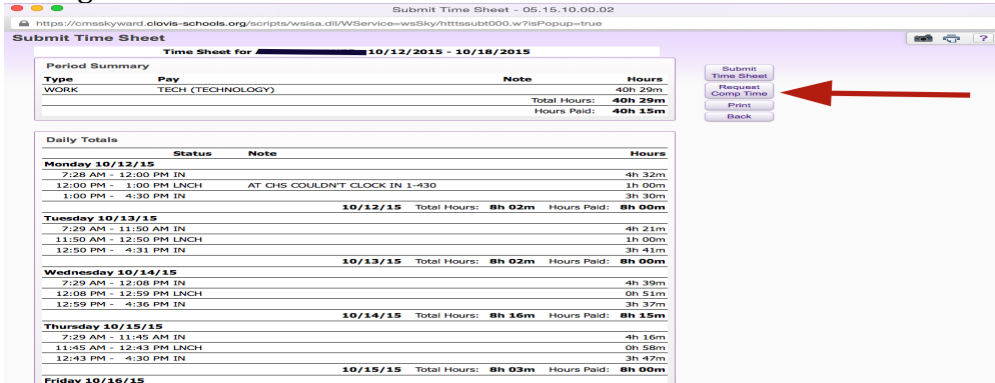
Click the time sheet you wish to submit and click "Submit Time Sheet"



If you are eligible for Comp Time a box will pop up to inform you of Comp Time, click OK



If you are eligible for comp time, you can click the "Request Comp Time" button on the right



Click "Submit Comp Time Request"

Request Comp Time - 05.15.10.00.02

Request Comp Time

Total Eligible Comp Time Hours : **40h 15m**
 Hours Eligible for Comp Time : **0h 15m**

Clock Hours to be converted to Comp Time: 0 h 15 m

Time Off Code	Type	Days or Hours	Clock Hours Requested	Hours per Day	Comp Time Factor	Time Off Allocated
COMP TIME	Regular	Days	0h 15m / 8.0000		* 1.5	= 0.0469 day(s)

By rule, you are eligible to submit Comp Time for clock hours greater than 40h 00m.
 By rule, clock hours over 40h 00m are always deducted first.
 By rule, any Comp Time submitted for clock hours greater than 40h 00m will be allocated 1.5 times the hours submitted.
 You are eligible for 0h 15m of clock hours based on this rule.
 The maximum amount of Time Off you can accrue for Comp Time is 20h 00m.
 Your current Time Off balance for Comp Time is 0h 00m.

Submit Comp Time Request

Once you are ready you submit your time sheet click the "Submit Time Sheet" button

Submit Time Sheet - 05.15.10.00.02

Submit Time Sheet

Time Sheet for [redacted] : 10/12/2015 - 10/18/2015

Period Summary	Pay	Note	Hours
WORK	TECH (TECHNOLOGY)		40h 29m
		Total Hours:	40h 29m
		Original Hours Paid:	40h 15m
		Requested Comp Time Clock Hours:	0h 15m
		Adjusted Hours Paid:	40h 00m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals	Days or Hours	Clock Hours Requested	Hours per Day	Comp Time Factor	Time Off Allocated
COMP TIME	Days	0h 15m / 8.0000		* 1.5	= 0.0469 days

Submit Time Sheet

Request Comp Time

Print

Back

Click the "Save" button

Time Sheet Submission Information - 05.15.10.00.02

Time Sheet Submission Information

The Time Sheet for 10/12/15 - 10/18/15 has been successfully submitted by [redacted] on 10/23/2015 at 9:30 AM.

The Time Sheet is currently Waiting for the Approval of [redacted].

You can add any additional information about this time sheet in the Notes field below. These notes will be tied to the time sheet and be viewable by Payroll.

Notes:

Add Your Notes Here

Save