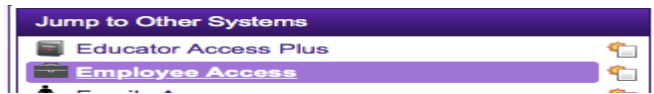


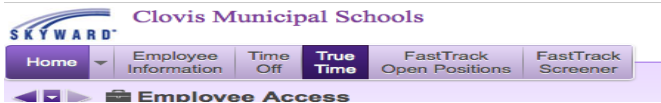
## Supervisor True Time Timesheet Submission

Log into Skyward.

On the home screen in Skyward under Jump to Other Systems click on **“Employee Access”**

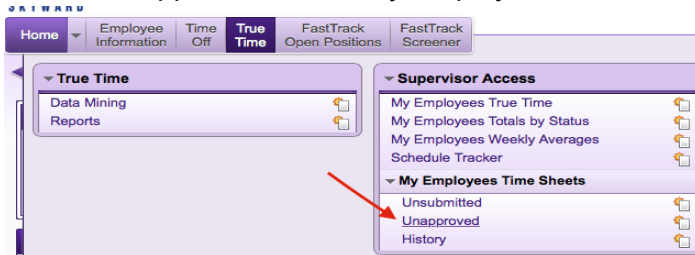


The top row for Skyward should change and you will see a tab called **“True Time”**.

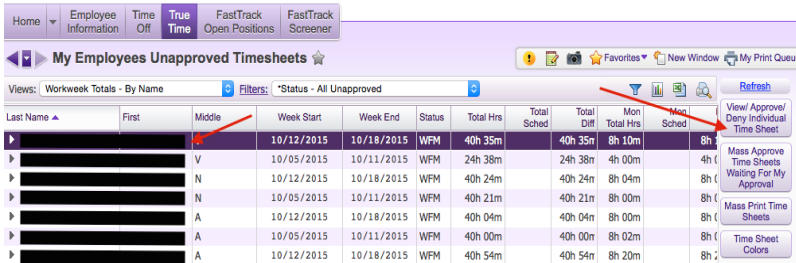


Click True Time.

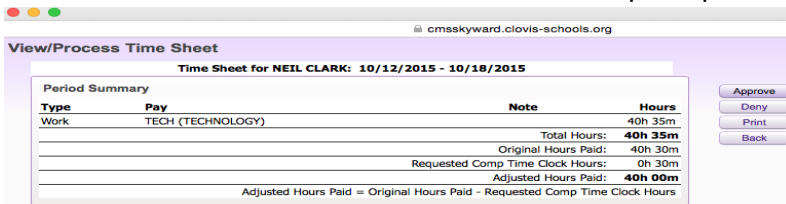
Select **“Unapproved”** under My Employees Time Sheets



Select the employee and click **“View/Approve/Deny Individual Time Sheet”**



A new window **“View/Process Time Sheet”** will open up.



Comp Time Request

Time Off Code	Days or Hours	Clock Hours Requested	Hours per Day	Comp Time Factor	Time Off Allocated
COMP TIME	Days	0h 30m /	8.0000	* 1.5	= 0.0938 days

Adjustments

Adjustments										
		Adjusted			Original					
Workday	Type	Status	Start Time	End Time	Pay Code	Start Time	End Time	Pay Code	Adjusted By	Note
10/15/15	Mod	IN	7:24 AM	12:28 PM	TECH	7:24 AM	1:28 PM	TECH	ERIC A WIMBISH	
10/15/15	Mod	LNCH	12:28 PM	1:29 PM	TECH	1:28 PM	1:29 PM	TECH	ERIC A WIMBISH	Forgot to clock out and in. Lunch 12-1.

Time edited will show up in "Blue".

Daily Totals			
	Status	Note	Hours
<b>Monday 10/12/15</b>			
	7:26 AM - 12:00 PM	IN	4h 34m
	12:00 PM - 1:00 PM	LNCH	1h 00m
	1:00 PM - 4:30 PM	IN	3h 30m
		<b>10/12/15</b>	Total Hours: <b>8h 04m</b> Hours Paid: <b>8h 00m</b>

Click the "Approve" or "Deny" button based on the time entered.

Time Sheet for NEIL CLARK: 10/12/2015 - 10/18/2015

Type	Pay	Note	Hours
Work	TECH (TECHNOLOGY)		40h 35m
Total Hours:			<b>40h 35m</b>
Original Hours Paid:			40h 30m
Requested Comp Time Clock Hours:			0h 30m
Adjusted Hours Paid:			<b>40h 00m</b>

Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours

Buttons: Approve, Deny, Print, Back

Once you click approve you can Approve or Deny the request on the next window.

Approve Time Sheet

Type	Pay Code	Summary	Hours
Work	TECH		40h 35m
Total Hours:			<b>40h 35m</b>
Original Hours Paid:			40h 30m
Requested Comp Time Clock Hours:			0h 30m
Adjusted Hours Paid:			<b>40h 00m</b>

Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours

Approval Options:  Approve  Deny

Approval/Denial Notes:

Buttons: Save, Back