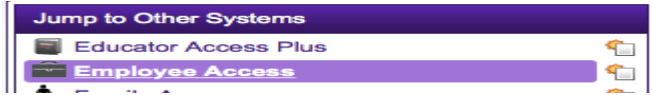


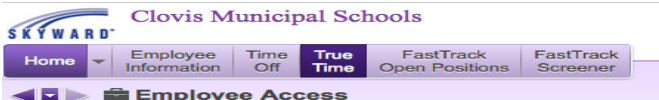
True Time Supervisor Training

Log into Skyward.

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

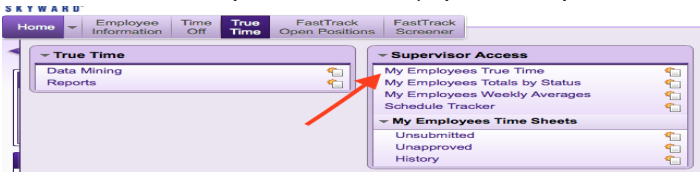


The top row for Skyward should change and you will see a tab called **“True Time”**.



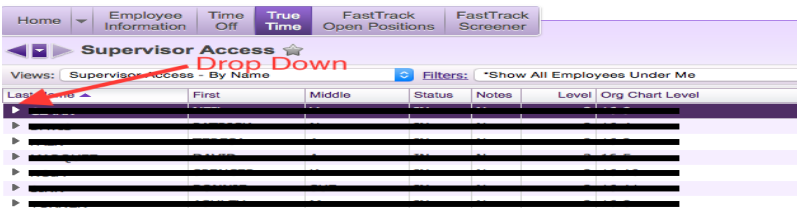
Click True Time.

You will see the options below. (Options explained under “Notes” at the end of the document.)



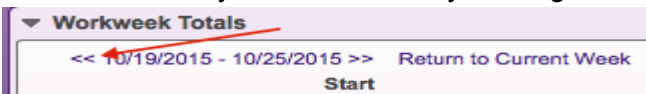
Select My Employees True Time.

A list of your employees will open on the next window.

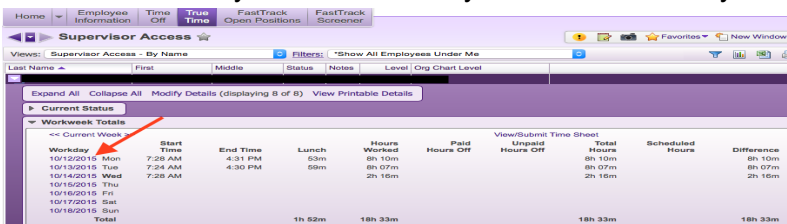


Select the Drop Down Arrow next to the employee name.

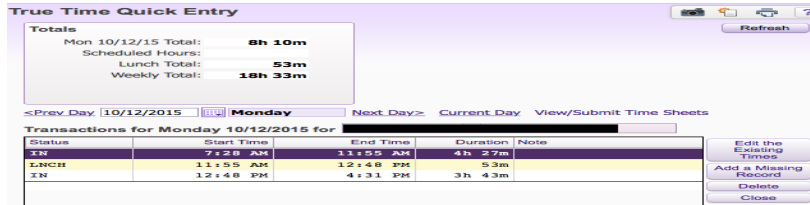
Select the week you want to edit by clicking the arrows next to current week.



Click on the Date you want to modify under the Workday column.

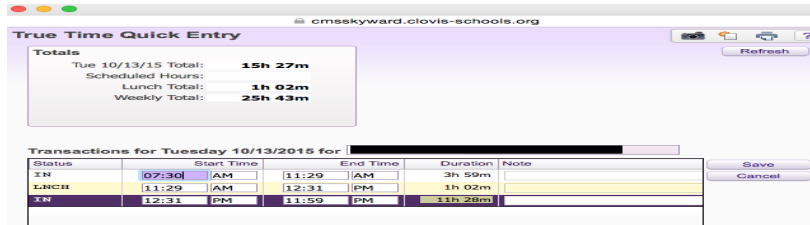


A True Time Quick Entry window will open.



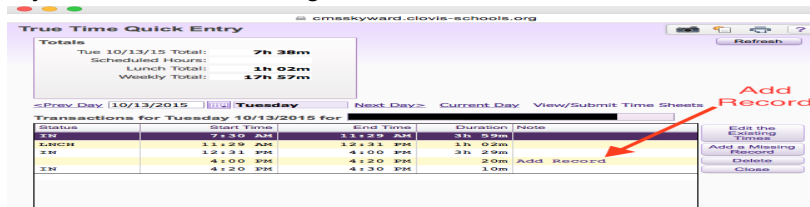
Select the time you want to edit and click the **“Edit the Existing Times”** button.

Make your corrections and click **“Save”**.

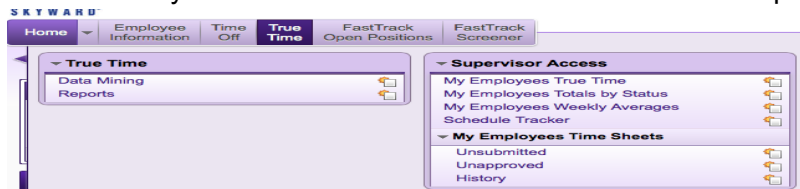


Do this step for each time correction for all employees you supervise.

If you have time missing it will create an **“Add Record”** button and the time in question.



Note: When you click True Time here are details for each option.



True Time

Data Mining a search area to pinpoint certain information for a group or one specific employee. Reports are generic built by skyward with only the purpose for each one that is available.

Supervisor Access

My Employee True Time an overview of all your employees True Time status and time sheets. My Employees Totals by Status quick overview of employee work week totals by week. My Employees Weekly Averages overview of employee submitted timecard averages. Schedule Tracker work schedules are not setup for employees at this time.