



Texas Skyward User Group Conference

Sub Tracking Processing

Ann Nollinger



Session Title



This session will show how to both manually add Sub Tracking transactions and import from a 3rd party vendor. In addition we will discuss Corrective History transactions and what they do.

- Manually add Sub Tracking Transactions
- Adjust previously paid transactions
- Adjust current period transactions manually
- Enter override breaks to continue long-term counters
- Set up 3rd party import
- Enter cross-references for Work Amounts, Absent Amounts, Building codes, Vacancies

Manually Add Sub Tracking Transactions

Skyward School District

Susan Younanscr Account Preferences Exit ?

Home Employee Employee Administration Payroll Time Off **Substitute Tracking** Insurance Tracking TrueTime Work Requests Advanced Features Federal/State Reporting Custom Reports

Detail Transactions (492)

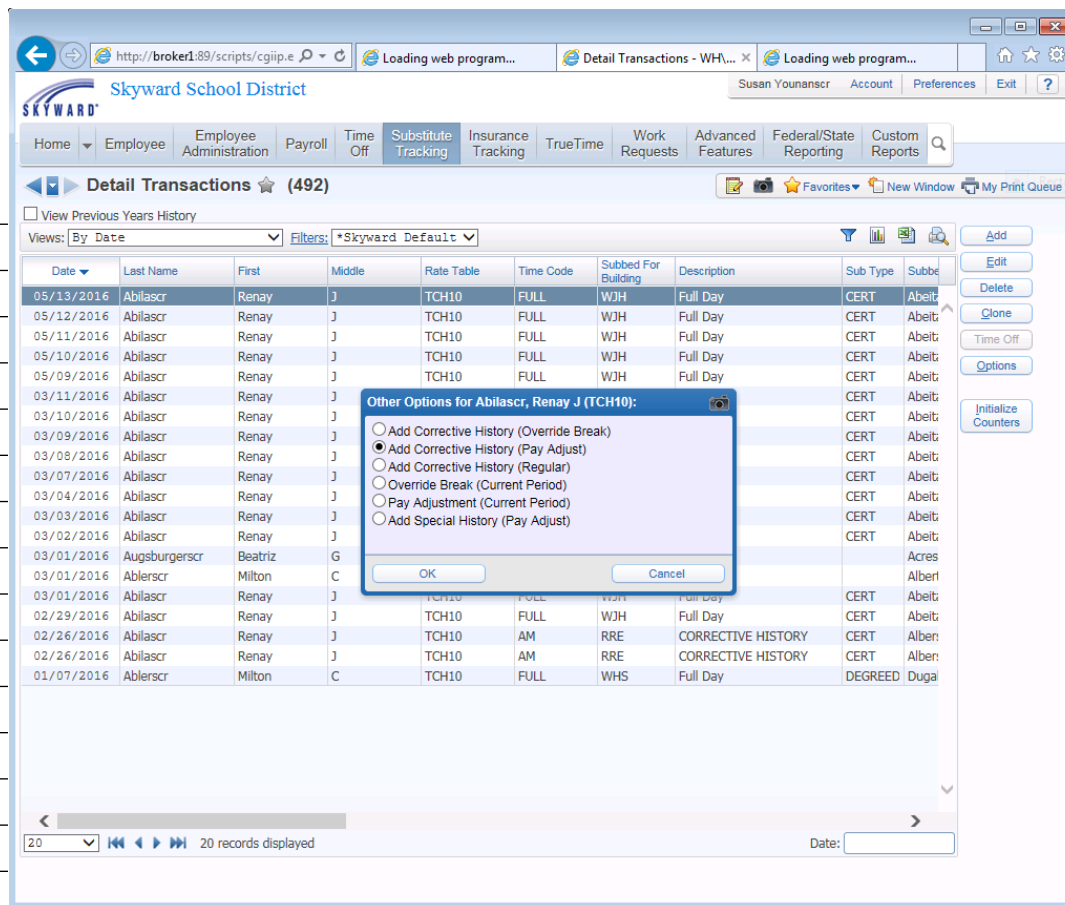
View Previous Years History

Views: [By Date] Filters: *Skyward Default

Date	Last Name	First	Middle	Rate Table	Time Code	Subbed For Building	Description	Sub Type	Subbe
05/13/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/12/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
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03/01/2016	Augsburgerscr	Beatriz	G	CUST	HOURLY	RRE	Hourly		Acres
03/01/2016	Ablerscr	Milton	C	AID10	FULL	WHS	Full Day		Alberf
03/01/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
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02/26/2016	Abilascr	Renay	J	TCH10	AM	RRE	CORRECTIVE HISTORY	CERT	Alber
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01/07/2016	Ablerscr	Milton	C	TCH10	FULL	WHS	Full Day	DEGREED	Duga

20 records displayed Date: []

Adjust Previously Paid Transactions



The screenshot shows the Skyward School District web application interface. The main content area displays a table of transactions for employee Abilascr, Renay J. A modal dialog titled "Other Options for Abilascr, Renay J (TCH10):" is open, allowing the user to select an adjustment option. The table below shows the current state of the transaction list.

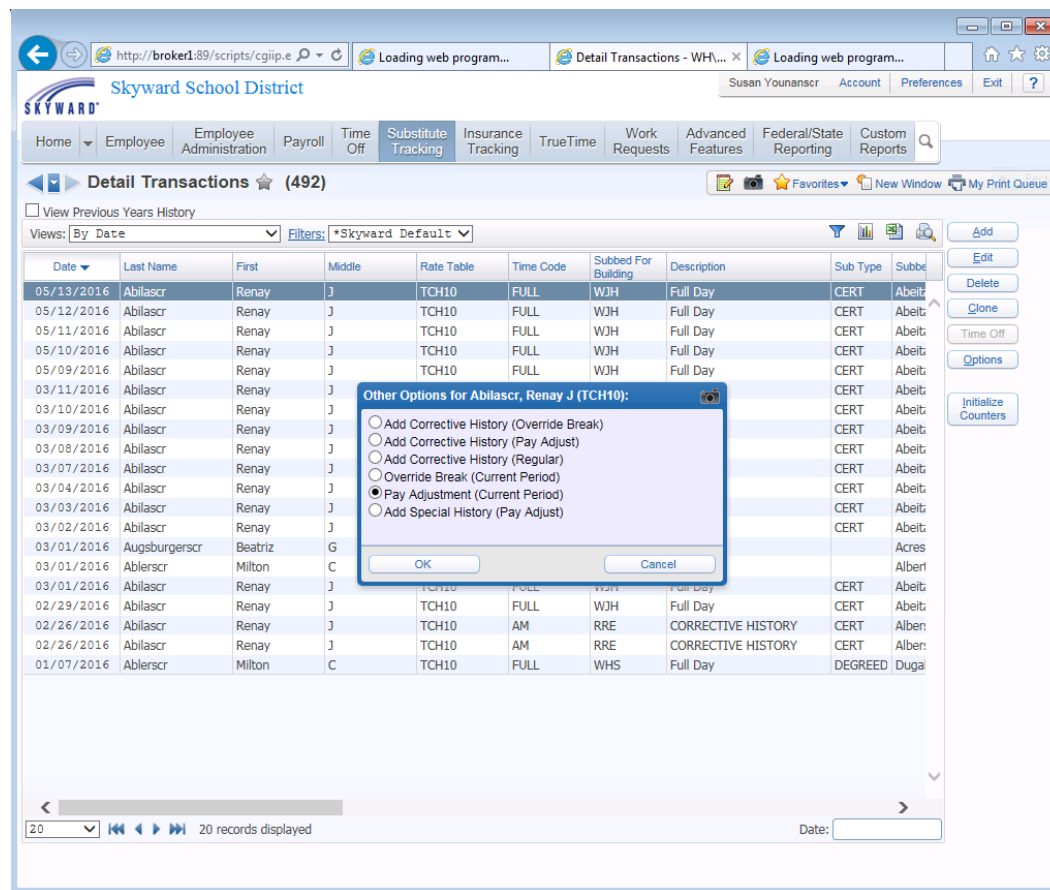
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The modal dialog "Other Options for Abilascr, Renay J (TCH10):" contains the following options:

- Add Corrective History (Override Break)
- Add Corrective History (Pay Adjust)
- Add Corrective History (Regular)
- Override Break (Current Period)
- Pay Adjustment (Current Period)
- Add Special History (Pay Adjust)

At the bottom of the page, there is a pagination control showing "20 records displayed" and a "Date:" field.

Adjust current period transactions manually



Skyward School District

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Detail Transactions (492)

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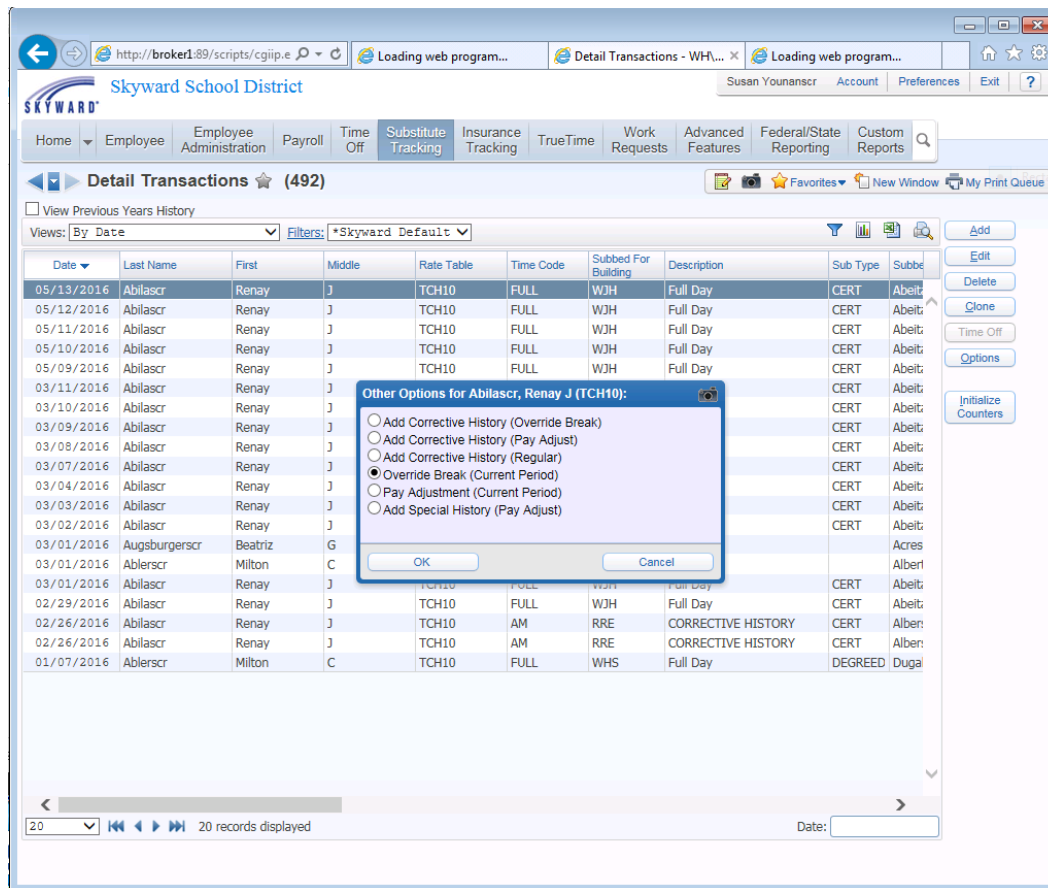
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20 records displayed

Add override breaks



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THANK YOU FOR ATTENDING!

