



Texas Skyward User Group Conference

True Time - Processing

John Golden



Session Title



This session covers the actual True Time processing, including time sheet submission/ approval and importing into Payroll worksheets.

- **Objective: Time Sheet Submission and Approval**
 - Employee Submission Screens
 - Supervisor Approval Screens
 - True Time Exception Reports
- **Objective: Pulling Timesheets into Payroll Worksheets**
 - Missing Timesheet Report
 - Update Process

The quick entry screen is where you can clock in and out.

True Time Quick Entry - 05.16.02.00.10 - Internet Explorer

Skyward School District

Michael Carter Account Preferences Exit ?

Home Employee Information Time Off **True Time** FastTrack Open Positions Work Requests Employee Review Expense Reimbursement Online Open Enrollment

True Time Quick Entry ☆ (3273)

Change Job Lunch Gone for the day

Current Status

Current Status: **IN**

Start Time: **2:17 PM**

Current Time: **2:17 PM**

Duration: _____

Scheduled Return: _____

Note: _____

Totals

Thu 06/09/16 Total: _____

Scheduled Hours: **8h 00m**

Lunch Total: _____

Weekly Total: **16h 00m**

Refresh

<Prev Day 06/09/2016 Thursday Next Day> View/Submit Time Sheets

Transactions for Thursday 06/09/2016 for CARTEMIC000 Carter, Michael

Status	Start Time	End Time	Duration	Pay Code
IN	2:17 PM			Prof - Professor

Edit the Existing Times
Add a Missing Record
Delete

My employee True Time is where you can make changes to time for employee.

Supervisor Access - 05.16.02.00.10 - Internet Explorer

Skyward School District Oliver Brierlyscr Acco

Home Employee Information Time Off **True Time** FastTrack Open Positions Work Requests Employee Review Expense Reimbursement Online Open Enrollment

Supervisor Access (3457) Favorites

Views: Current Status - By Name Filters: *Only Show Employees That Report Directly to Me

Last Name	First	Middle	SSN	Status	Notes	Today's Hours	This Week's Hours	Overtime Hours	Paid Hours Off	Unpaid Hours Off	#A	Sch Start Time	Sch End Time	Scheduled Hours	Difference
▼ Carter	Michael		5596	IN	N	5m	16h 05m				11	8:00 AM	5:00 PM	40h 00m	-23h 55m

Expand All Collapse All Modify Details (displaying 8 of 8) View Printable Details

▼ Current Status

Status: IN
 Note:
 Today's Hours: 6m
 This Week's Hours: 16h 06m
 Overtime Hours:
 Paid Hours Off:
 Unpaid Hours Off:
 Number of Adjustments: 11
 Scheduled Start Time: 8:00 AM
 Scheduled End Time: 5:00 PM
 Scheduled Hours: 40h 00m
 Difference: -23h 54m
 Supervisor: Brierlyscr, Oliver H
 Primary Phone:
 Email Address: test@start.com

▼ Workweek Totals

<< Current Week >>

Workday	Start Time	End Time	Lunch	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours	Difference
06/04/2016 Sat									
06/05/2016 Sun									
06/06/2016 Mon	8:00 AM	12:00 AM		16h 00m			16h 00m	8h 00m	-8h 00m
06/07/2016 Tue								8h 00m	-8h 00m
06/08/2016 Wed				6m			6m	8h 00m	-7h 54m
06/09/2016 Thu	2:17 PM							8h 00m	-8h 00m
06/10/2016 Fri								8h 00m	-8h 00m
Total				16h 06m			16h 06m	40h 00m	-23h 54m

Daily report for supervisor to see how the employee are clocking in/out for True Time daily.

Edit Report Ranges - 05.16.02.00.10 - Internet Explorer

Edit Report Ranges (65)

Template Settings

* Template Description: x

Share with other users in entity 000
 Print Greenbar

Report Date Ranges

Date Selection:

Include the following Daily transactions Exceptions:

- 11:59 auto log out
- Daily hours scheduled with no activity
- Total daily hours are less than scheduled hours for day
- Daily transactions exceeding daily schedule by

Include the following workweek Exceptions:

- True Time Employees with no workweek activity
- Unsubmitted timesheets
- Workweek hours are less than scheduled hours for week
- Workweek contains more than overtime for the week
- Workweek totals differs from previous weeks workweek totals

* Selection Parameters:

Asterisk (*) denotes a required field

The True Time payroll entry screen.

HR\PA\CP\TT - 5249 - TrueTime

Workweek Dates From: 08/25/2012 To: 05/20/2016

Close

Edit

Report

Missing Timesheet

Update

History

Timesheet Detail

Select Rule Set

- ACE AFTER SCHOOL PROGRAM
- BUS DRIVER/MONITORS (07/30-
- BUS DRIVING/TEACHERS (08/24
- CUSTODIANS (07/30/11-)
- PARA - ADMIN (07/30/11-)
- Professor (07/05/14-)**

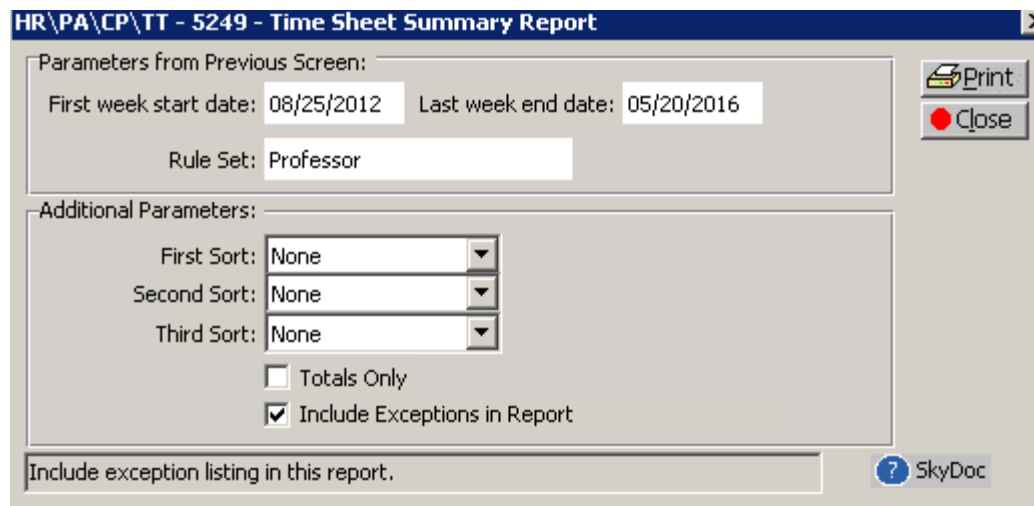
Approved Timesheets Not Processed by Payroll for Professor

Name Key	Employee	Week Beginning	Payroll Hours	Time Sheet Hours	Comp Time Hours	Time Off Hours
CARTEMIC000	Michael Carter	11/14/2015	37.00	37h 00m		
CARTEMIC000	Michael Carter	05/14/2016	44.00	44h 00m		8h 00m

* Daily OT Hours will be calculated and displayed on the verification report. Find: CARTEMIC000 Web Options

Select the ruleset to process.

The payroll Report allows you to see Timesheet amounts.



HR\PA\CP\TT - 5249 - Time Sheet Summary Report

Parameters from Previous Screen:

First week start date: 08/25/2012 Last week end date: 05/20/2016

Rule Set: Professor

Additional Parameters:

First Sort: None

Second Sort: None

Third Sort: None

Totals Only

Include Exceptions in Report

Include exception listing in this report.

Print

Close

SkyDoc

HR\PA\CP\TT - 5249 - Update Payroll Worksheets

Rule Set: Professor

First week start date: 08/25/2012 Last week end date: 05/20/2016

Low date to import: 08/25/2012 High date to import: 05/20/2016

Comp Time Allocation Date: 06/09/2016 Check Date: 06/09/2016 ?

Worksheet Selection

Select the worksheets you wish to create entries on.
Only the Regular Pay worksheet is required. If an entry for a different pay type is created and a worksheet is not defined for it, then that entry will be created on the Regular Pay worksheet.

Regular Pay	TT Runner	↓
Overtime	TT Runner	↓
Shortages	TT Runner	↓
Overages	TT Runner	↓

Create Dock Pay Records

Dock Pay: [Dropdown] ?

Time Off Date Range: [] to: []

Hourly Pay Code: [Dropdown] [Dropdown]

First day of first work week being processed from last screen.

Run Close

SkyDoc

The payroll update brings the timesheets into a worksheet.

HR\PA\CP\TT - 5249 - Update Payroll Worksheets

Rule Set: Professor Run

First week start date: 08/25/2012 Last week end date: 05/20/2016 Close

Low date to import: 08/25/2012 High date to import: 05/20/2016

Comp Time Allocation Date: 06/09/2016 Check Date: 06/09/2016 ?

Worksheet Selection

Select the worksheets you wish to create entries on.
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Regular Pay	TT Runner	↓
Overtime	TT Runner	↓
Shortages	TT Runner	↓
Overages	TT Runner	↓

Create Dock Pay Records

Dock Pay [dropdown] ?

Time Off Date Range: [dropdown] to: [dropdown]

Hourly Pay Code [dropdown] [dropdown]

First day of first work week being processed from last screen. SkyDoc



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THANK YOU FOR ATTENDING!

