



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 3<sup>rd</sup> 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 3<sup>rd</sup> 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)

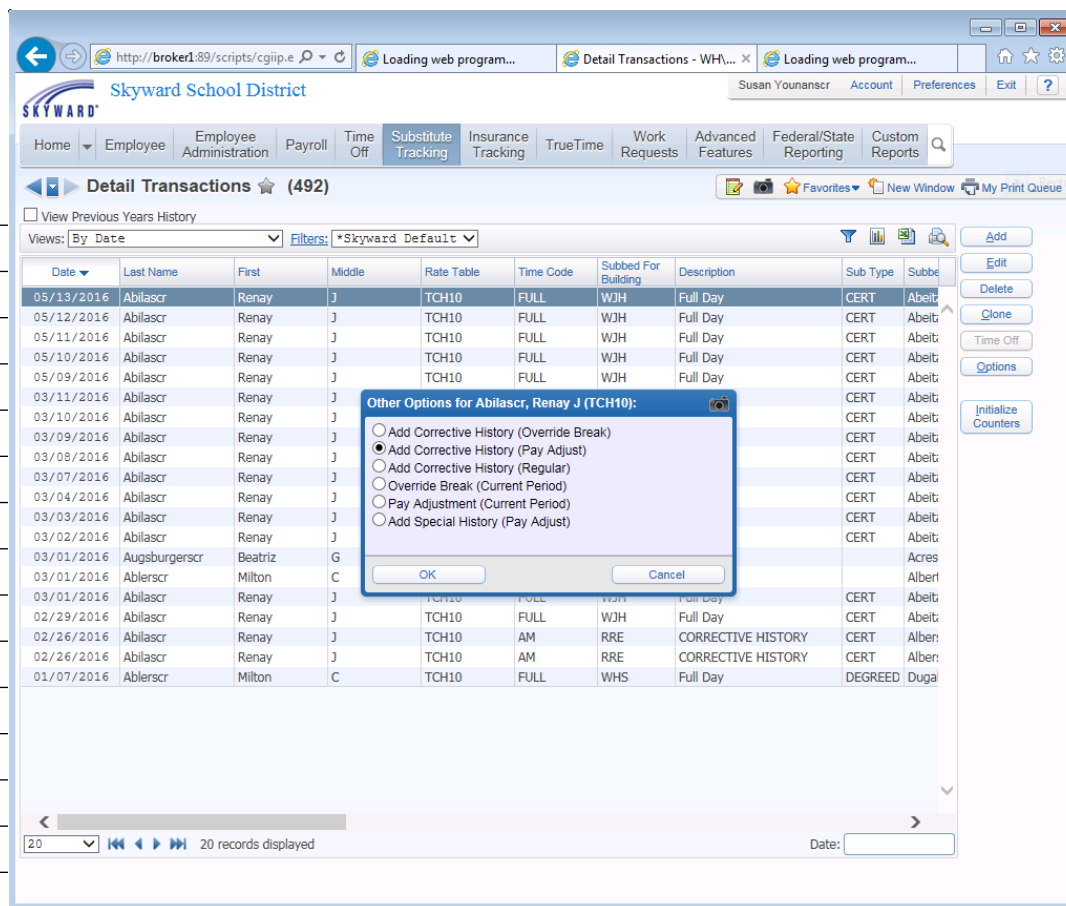
View Previous Years History

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
05/11/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/10/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/09/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
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03/07/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/04/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/03/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/02/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
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
02/29/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
02/26/2016	Abilascr	Renay	J	TCH10	AM	RRE	CORRECTIVE HISTORY	CERT	Alber
02/26/2016	Abilascr	Renay	J	TCH10	AM	RRE	CORRECTIVE HISTORY	CERT	Alber
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 transaction history.

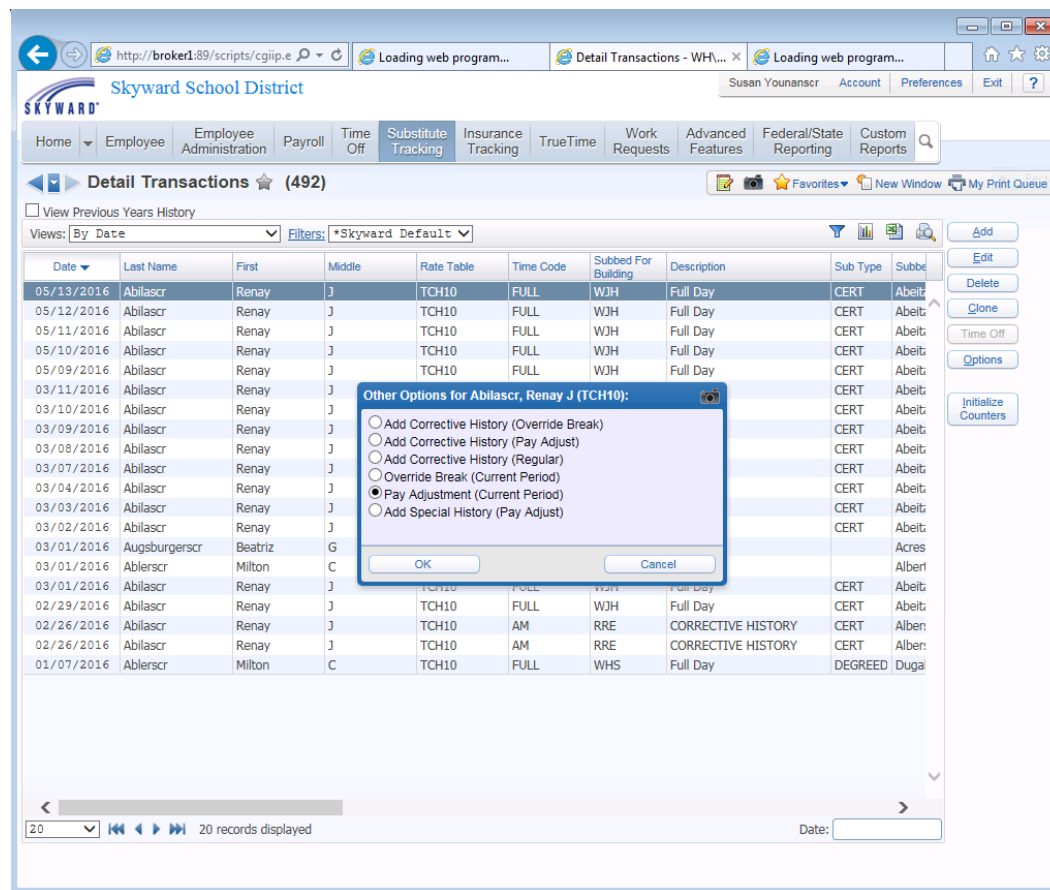
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03/03/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/02/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/01/2016	Augsburgerscr	Beatriz	G	TCH10	FULL	WJH	Full Day	CERT	Acres
03/01/2016	Ablerscr	Milton	C	TCH10	FULL	WJH	Full Day	CERT	Albert
03/01/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
02/29/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
02/26/2016	Abilascr	Renay	J	TCH10	AM	RRE	CORRECTIVE HISTORY	CERT	Alber
02/26/2016	Abilascr	Renay	J	TCH10	AM	RRE	CORRECTIVE HISTORY	CERT	Alber
01/07/2016	Ablerscr	Milton	C	TCH10	FULL	WHS	Full Day	DEGREED	Duga

Modal Dialog 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)

Page Footer: 20 records displayed

## Adjust current period transactions manually



Skyward School District

Home 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

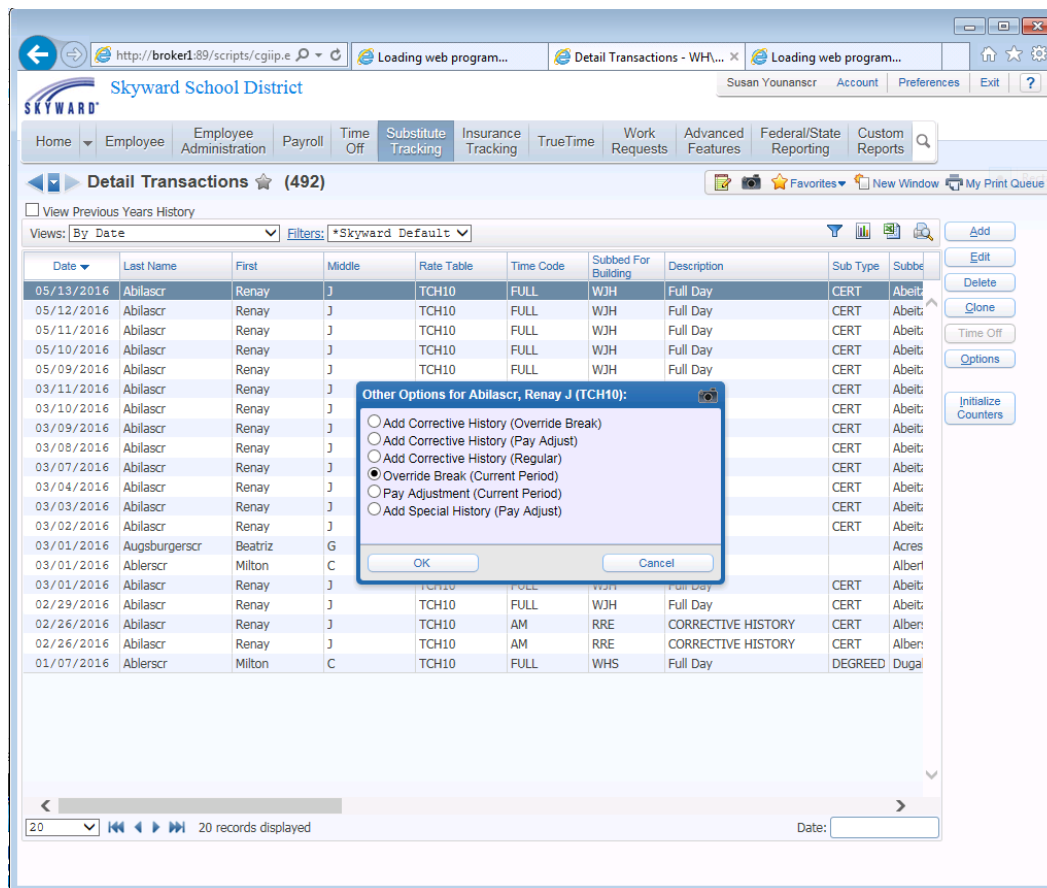
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03/03/2016	Abilascr	Renay	J					CERT	Abeit
03/02/2016	Abilascr	Renay	J					CERT	Abeit
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03/01/2016	Abilascr	Renay	J					CERT	Abeit
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01/07/2016	Abilerscr	Milton	C	TCH10	FULL	WHS	Full Day		DEGREED Duga

Other Options for Abilascr, Renay J (TCH10):

- 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)

20 records displayed

## Add override breaks



The screenshot shows the Skyward School District web application interface. The main content area displays a table of transactions for employee Renay J. A modal dialog box is open over the table, allowing the user to select an option for the transaction.

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03/07/2016	Abilascr	Renay	J					CERT	Abeit
03/04/2016	Abilascr	Renay	J					CERT	Abeit
03/03/2016	Abilascr	Renay	J					CERT	Abeit
03/02/2016	Abilascr	Renay	J					CERT	Abeit
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03/01/2016	Ablerscr	Milton	C						Alber
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**Other Options for Abilascr, Renay J (TCH10):**

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

Buttons: OK, Cancel











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**THANK YOU FOR ATTENDING!**

