



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)

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

The True Time payroll entry screen.

HR\PA\CP\TT - 5249 - TrueTime

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

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

Select the ruleset to process.

Web Options SkyDoc

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

The missing timesheet reports should be run before any payroll.

HR\PA\CP\TT - 5249 - Missing Timesheet Report ✖

Parameters from previous screen: Print
Close

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

Rule Set to Report On: Professor (07/05/14-) ▾

Timesheet statuses to include:

- Include timesheets waiting for approval.
- Include timesheets that have been denied.
- Include timesheets that have not been submitted.
- Include timesheets that have no transactions.

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

- Include timesheets flagged as Hold True Time Timesheet. ?

? 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.
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: [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!

