

Texas Skyward User Group Conference

# Sub Tracking Processing

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# 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)

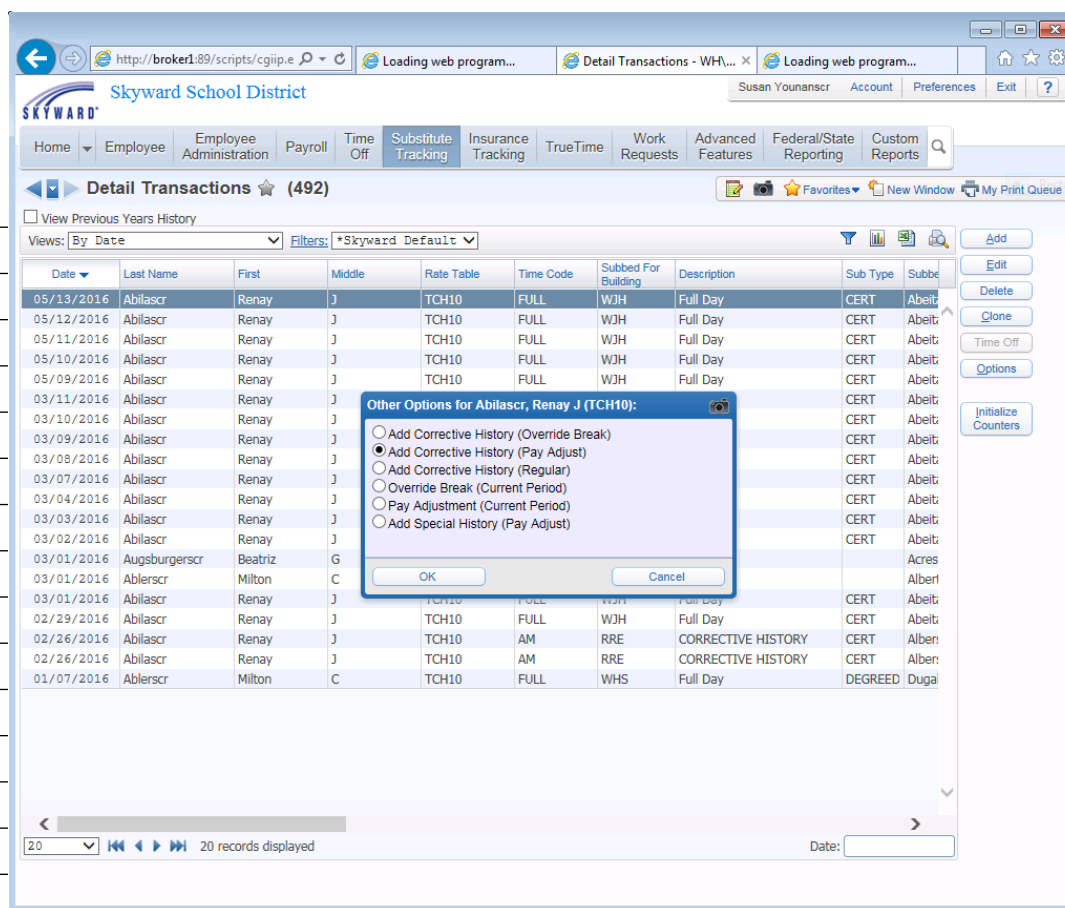
View Previous Years History

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
03/11/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/10/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/09/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/08/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
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 window 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.

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
03/11/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/10/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/09/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/08/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
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	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

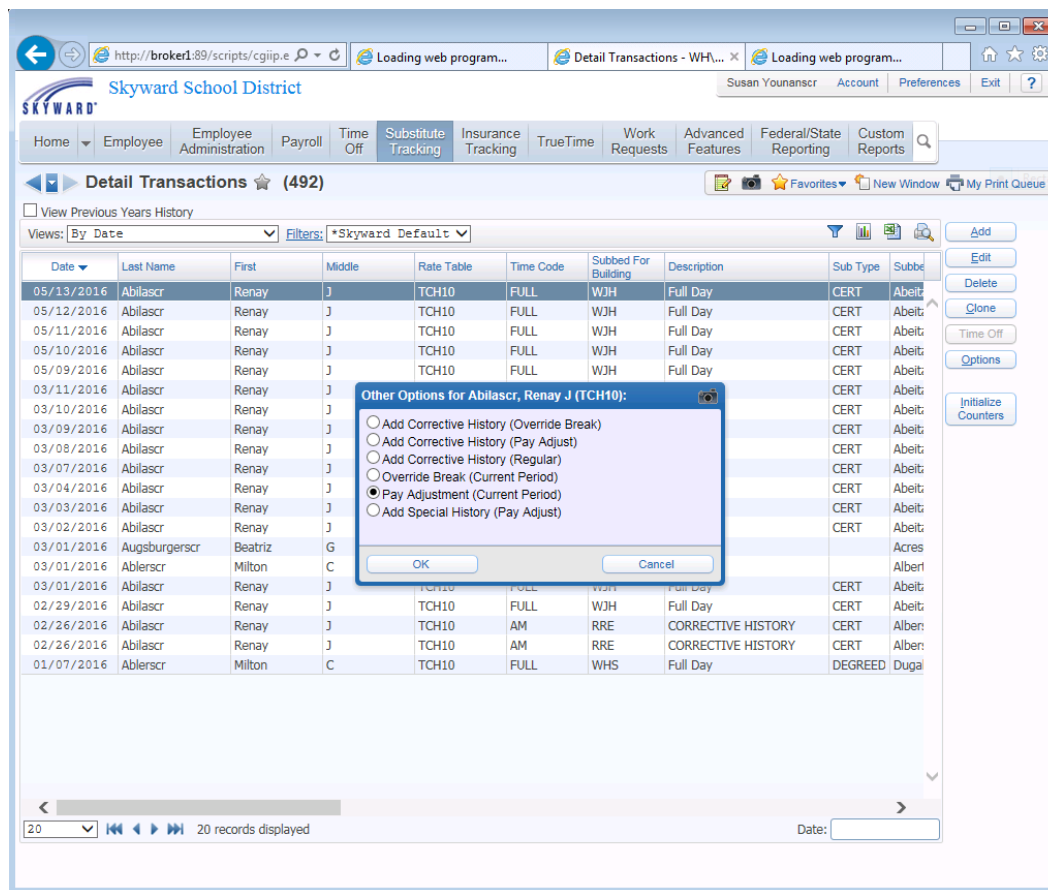
The modal dialog "Other Options for Abilascr, Renay J (TCH10):" contains the following options:

- 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)

Buttons: OK, Cancel

Page navigation: 20 records displayed, Date: [ ]

## Adjust current period transactions manually



The screenshot shows the Skyward School District web application interface. The main window displays a list of transactions for employee Renay J. A modal dialog box titled "Other Options for Abilascr, Renay J (TCH10):" is open, allowing manual adjustments to the current period transaction.

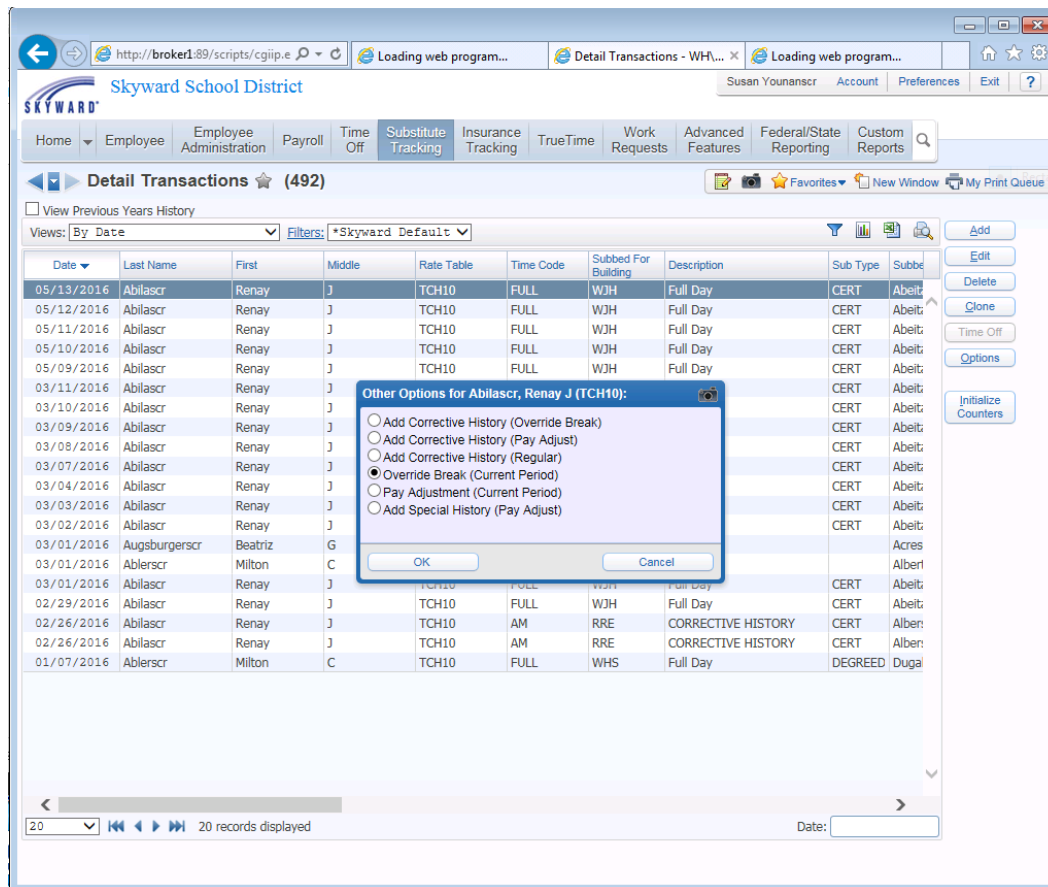
Date	Last Name	First	Middle	Rate Table	Time Code	Subbed For Building	Description	Sub Type	Subbe
05/13/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/12/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/11/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/10/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/09/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
03/11/2016	Abilascr	Renay	J					CERT	Abeit
03/10/2016	Abilascr	Renay	J					CERT	Abeit
03/09/2016	Abilascr	Renay	J					CERT	Abeit
03/08/2016	Abilascr	Renay	J					CERT	Abeit
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
03/01/2016	Augsburgerscr	Beatriz	G						Acres
03/01/2016	Abilerscr	Milton	C						Alber
03/01/2016	Abilascr	Renay	J					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	Abilerscr	Milton	C	TCH10	FULL	WHS	Full Day		DEGREED Duga

The modal dialog box 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)

Buttons: OK, Cancel

## Add override breaks



The screenshot shows the Skyward School District web application interface. The main content area displays a table of transaction details for employee Abilascr, Renay J. A modal dialog box is open, titled "Other Options for Abilascr, Renay J (TCH10):", with the "Override Break (Current Period)" option selected.

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	Abel
05/12/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abel
05/11/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abel
05/10/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abel
05/09/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abel
03/11/2016	Abilascr	Renay	J					CERT	Abel
03/10/2016	Abilascr	Renay	J					CERT	Abel
03/09/2016	Abilascr	Renay	J					CERT	Abel
03/08/2016	Abilascr	Renay	J					CERT	Abel
03/07/2016	Abilascr	Renay	J					CERT	Abel
03/04/2016	Abilascr	Renay	J					CERT	Abel
03/03/2016	Abilascr	Renay	J					CERT	Abel
03/02/2016	Abilascr	Renay	J					CERT	Abel
03/01/2016	Augsburgerscr	Beatriz	G						Acres
03/01/2016	Abilerscr	Milton	C						Albert
03/01/2016	Abilascr	Renay	J					CERT	Abel
02/29/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abel
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	Abilerscr	Milton	C	TCH10	FULL	WHS	Full Day		DEGREED

Modal Dialog: 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)

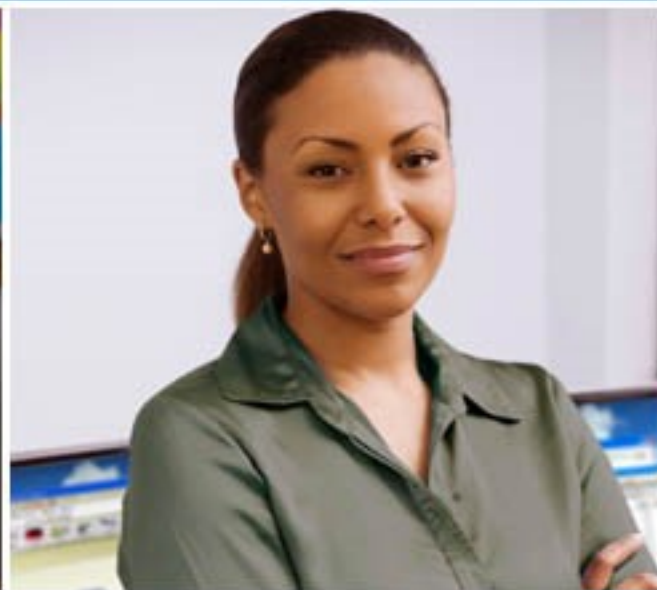
Buttons: OK, Cancel











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**THANK YOU FOR ATTENDING!**

