



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 - 05.18.02.00.12 - Internet Explorer

Skyward School District

Michael Carter Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions Expense Reimbursement

True Time Quick Entry

In Break Lunch Meeting Gone for the day Enter Future Out of Office Records Refresh

Current Status

Current Status: **IN**
 Start Time: **8:00 AM**
 Current Time: **10:16 AM**
 Duration: **2h 16m**
 Scheduled Return:
 Note:

Totals

Fri 06/01/18 Total: **2h 16m**
 Scheduled Hours: **8h 00m**
 Lunch Total:
 Break Total:
 Weekly Total: **2h 16m**

<Prev Day 06/01/2018 Friday Next Day> View/Submit Time Sheets

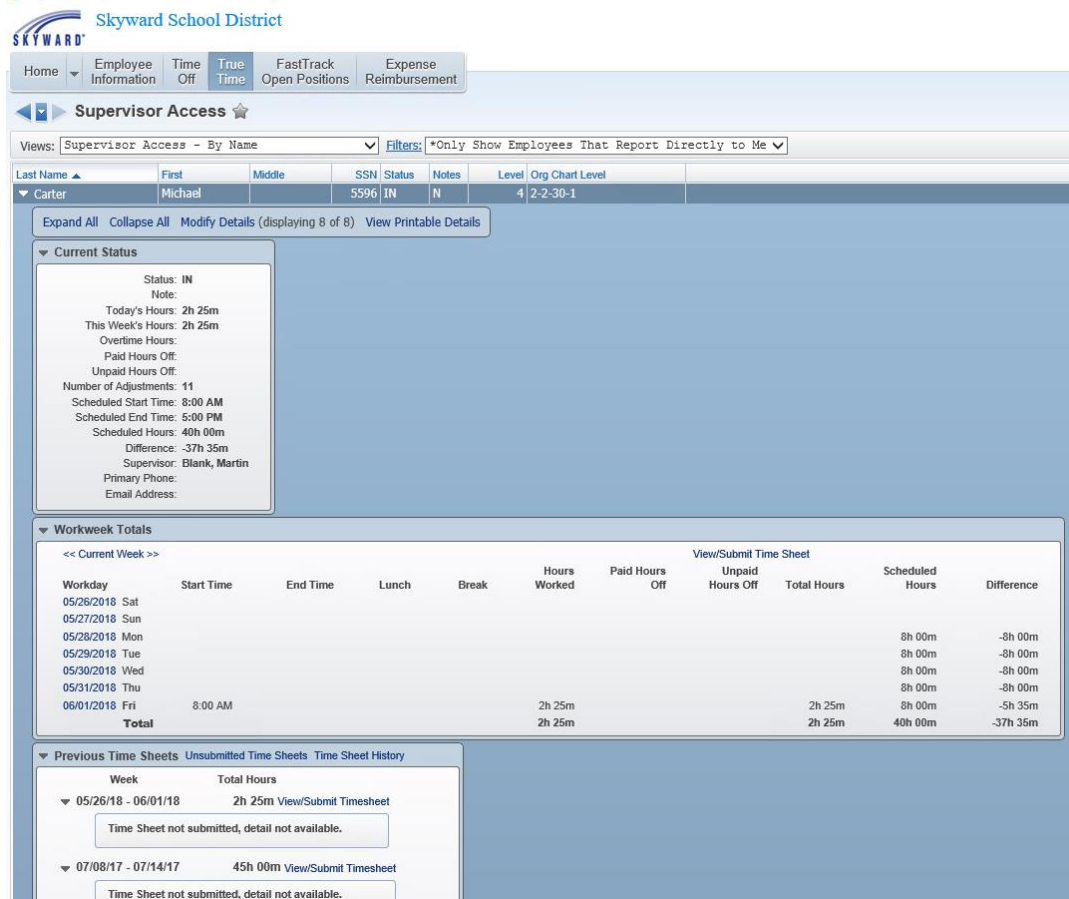
Transactions for Friday 06/01/2018 for CARTEMIC000 Carter, Michael

| Status | Start Time | End Time | Duration | Note |
|--------|------------|----------|----------|------|
| IN | 8:00 AM | | 2h 16m | |

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 - 05.18.02.00.12 - Internet Explorer



Skyward School District

Home | Employee Information | Time Off | **True Time** | FastTrack Open Positions | Expense Reimbursement

Supervisor Access

Views: Supervisor Access - By Name | Filters: *Only Show Employees That Report Directly to Me

| Last Name | First | Middle | SSN | Status | Notes | Level | Org Chart Level |
|-----------|---------|--------|------|--------|-------|-------|-----------------|
| ▼ Carter | Michael | | 5596 | IN | N | 4 | 2-2-30-1 |

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

Current Status

Status: IN
 Note:
 Today's Hours: 2h 25m
 This Week's Hours: 2h 25m
 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: -3h 35m
 Supervisor: Blank, Martin
 Primary Phone:
 Email Address:

Workweek Totals

<< Current Week >>

| Workday | Start Time | End Time | Lunch | Break | Hours Worked | View/Submit Time Sheet | | | Scheduled Hours | Difference |
|----------------|------------|----------|-------|-------|--------------|------------------------|------------------|-------------|-----------------|------------|
| | | | | | | Paid Hours Off | Unpaid Hours Off | Total Hours | | |
| 05/26/2018 Sat | | | | | | | | | 8h 00m | -8h 00m |
| 05/27/2018 Sun | | | | | | | | | 8h 00m | -8h 00m |
| 05/28/2018 Mon | | | | | | | | | 8h 00m | -8h 00m |
| 05/29/2018 Tue | | | | | | | | | 8h 00m | -8h 00m |
| 05/30/2018 Wed | | | | | | | | | 8h 00m | -8h 00m |
| 05/31/2018 Thu | | | | | | | | | 8h 00m | -8h 00m |
| 06/01/2018 Fri | 8:00 AM | | | | 2h 25m | | | 2h 25m | 8h 00m | -5h 35m |
| Total | | | | | 2h 25m | | | 2h 25m | 40h 00m | -37h 35m |

Previous Time Sheets | Unsubmitted Time Sheets | Time Sheet History

| Week | Total Hours |
|---|-------------------------------|
| ▼ 05/26/18 - 06/01/18 | 2h 25m View/Submit Timesheet |
| Time Sheet not submitted, detail not available. | |
| ▼ 07/08/17 - 07/14/17 | 45h 00m View/Submit Timesheet |
| Time Sheet not submitted, detail not available. | |

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

Add Report Ranges - 05.18.02.00.12 - Internet Explorer

Add Report Ranges

Template Settings

- * Template Description:
- Share with other users in entity 000
- Print Greenbar

- [Print](#)
- [Save](#)
- [Save and Print](#)
- [Back](#)

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:

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

Add Report Ranges - 05.18.02.00.12 - Internet Explorer

Add Report Ranges

Template Settings

- * Template Description:
- Share with other users in entity 000
 - Print Greenbar

Print

Save

Save and Print

Back

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:

The True Time payroll entry screen.

HR\PA\CP\TT - 5249 - TrueTime

Workweek Dates From: 07/08/2017 To: 07/14/2017

Select Rule Set
RUNNER (05/06/17-)

Approved Timesheets Not Processed by Payroll for RUNNER

| Name Key | Employee | Week Beginning | Payroll Hours | Time Sheet Hours | Time Off Hours | Unpaid Time Off Hours |
|-------------|----------|----------------|---------------|------------------|----------------|-----------------------|
| KORD TED000 | TED KORD | 07/08/2017 | 45.00 | 45h 00m | | |
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* Daily OT Hours will be calculated and displayed on the verification report. Find:

Enter Name Key to reposition list.

The missing timesheet reports should be run before any payroll.

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

Parameters from previous screen:

Workweek Dates From: 07/08/2017 To: 07/14/2017

Rule Set to Report On: RUNNER (05/06/17-) ▼

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: 07/08/2017 To: 07/14/2017

- Include timesheets flagged as Hold True Time Timesheet. ?

Print Close

? SkyDoc


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



Rule Set: RUNNER

 Run

First week start date: 07/08/2017 Last week end date: 07/14/2017

 Close

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 

Create Dock Pay Records

Dock Pay  

Time Off Date Range: to:

Hourly Pay Code  

Check to create dock pay records for unpaid time off hours

 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: [] ?

Time Off Date Range: [] to: []

Hourly Pay Code: [] []

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



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THANK YOU FOR ATTENDING!

