



Texas Skyward User Group Conference

Sub Tracking Processing

John Golden



Session Title



This session will show how to both manually add Sub Tracking transactions and import from a 3rd 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 3rd 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)

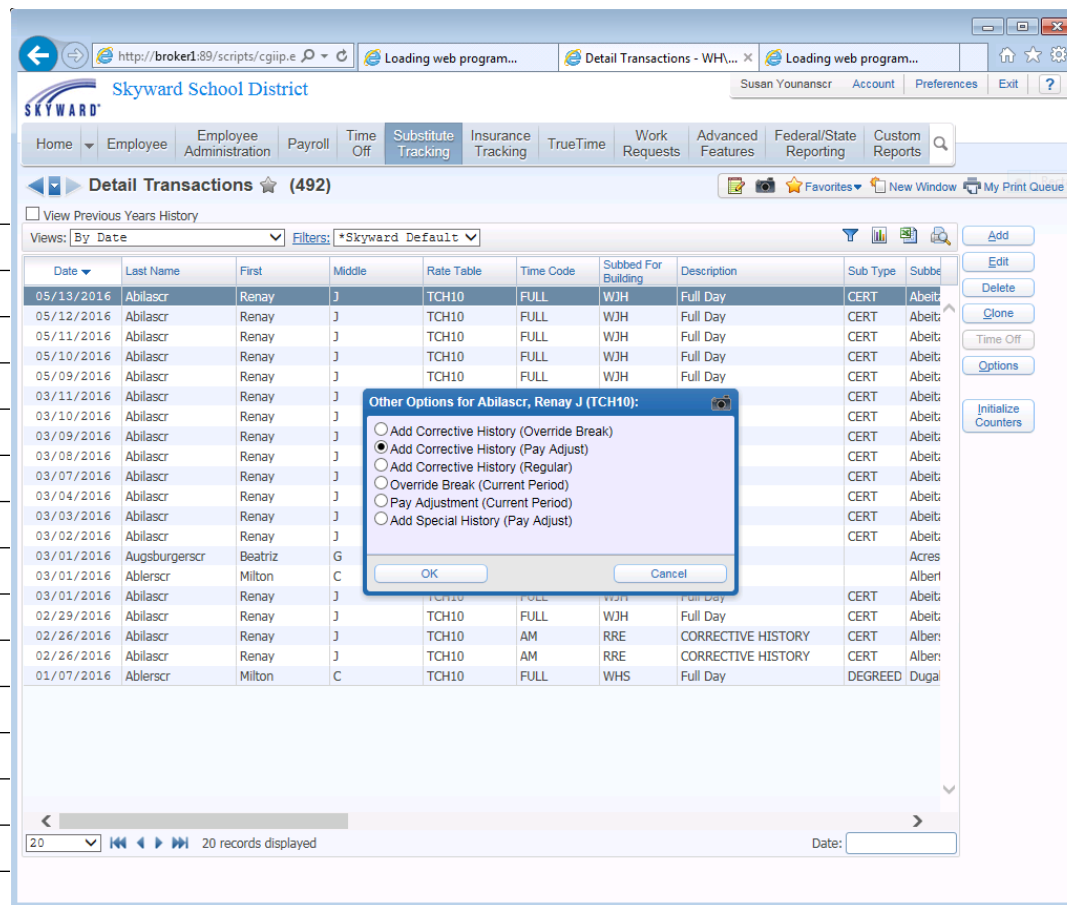
View Previous Years History

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 list of transactions under the heading "Detail Transactions (492)". A modal dialog box is open over the transaction for 03/08/2016, titled "Other Options for Abilascr, Renay J (TCH10):".

Transaction List:

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

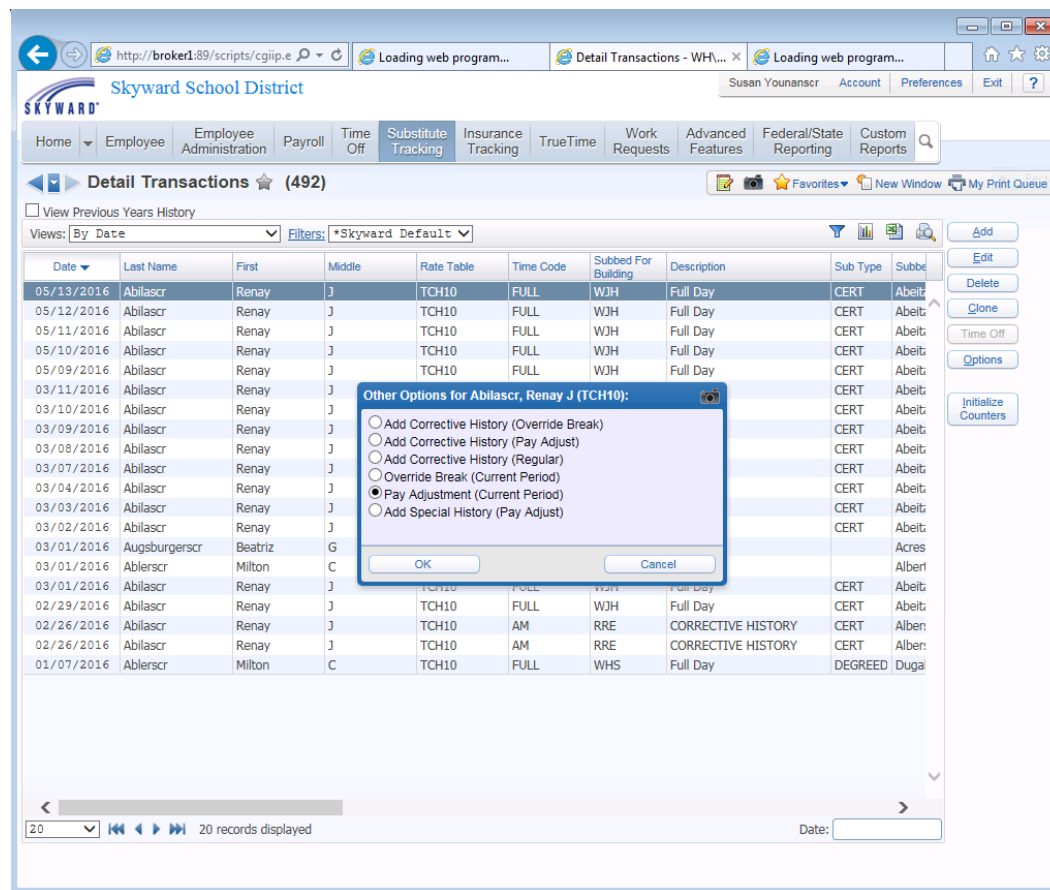
Dialog Box: Other Options for Abilascr, Renay J (TCH10):

- 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

Page footer: 20 records displayed, Date: []

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

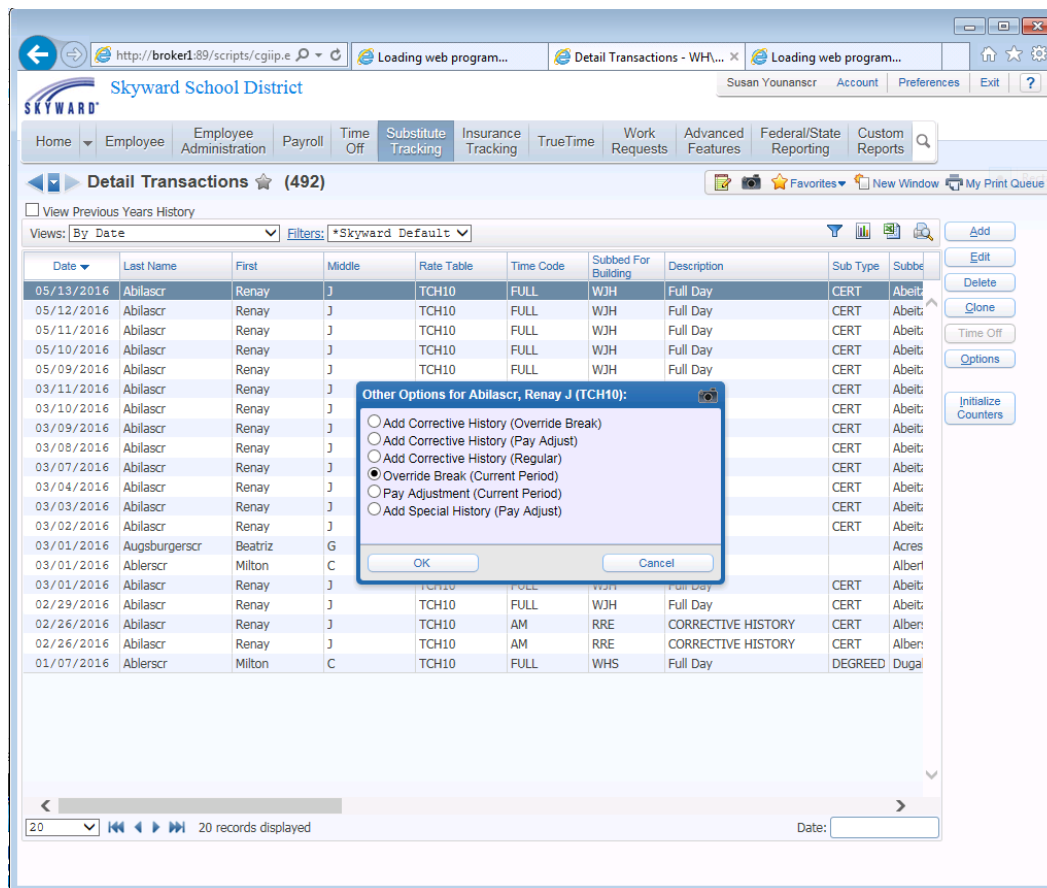
Date	Last Name	First	Middle	Rate Table	Time Code	Subbed For Building	Description	Sub Type	Subbe
05/13/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/12/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/11/2016	Abilascr	Renay	J	TCH10	FULL	WJH	Full Day	CERT	Abeit
05/10/2016	Abilascr	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

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



Skyward School District

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	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

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

Enter cross-references

Browser tabs: Loading web progr... Third Party Import ... Cross Reference... Loading web progr...

Address bar: http://broker1.89/scripts/cgiip.e

Cross References (175)

File Layout: AESOP II (uses actual time paid for work amt) AESOP II [Back]

Work Amount

- Time Off Code
- Absent Amount
- Building Code
- Special Subbed For
- Special Sub
- Summarize Time Off

Views: [General] Filters: [+Skyward Default] [Add] [Edit] [Delete] [Clone]

Emp Type	Sub Type	Pay Code	Level 1 Minutes	Level 1 Time Codes	Level 2 Minutes	Level 2 Time Codes
AID10		PARA	270	AM,PM	99999	FULL
AID11			270	AM,PM	99999	FULL
AID12			270	AM,PM	99999	FULL
SUBDF			270	AM,PM	99999	FULL
SUBDF	CERT		270	AM,PM	99999	FULL
SUBDF	DEGREED		270	AM,PM	99999	FULL
TCH10			270	AM,PM	99999	FULL
TCH10	CERT		270	AM,PM	99999	FULL
TCH10	DEGREED		270	AM,PM	99999	FULL
TCH11			270	AM,PM	99999	FULL
TCH11	CERT		270	AM,PM	99999	FULL
TCH11	DEGREED		270	AM,PM	99999	FULL
TCH12			270	AM,PM	99999	FULL
TCH12	CERT		270	AM,PM	99999	FULL
TCH12	DEGREED		270	AM,PM	99999	FULL

20 15 records displayed Emp Type: [] [A] [B] [C]



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

