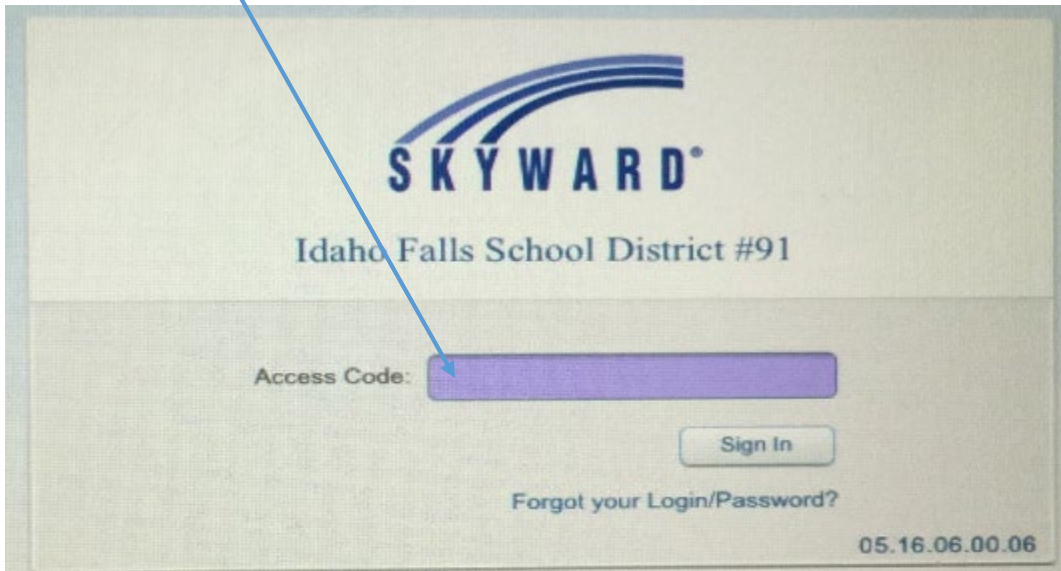


TRUE TIME FOR SUBSTITUTES

With the advancement of technology, our district has adopted a new “Time clock” system called True Time. Using this system will allow more accurate pay of all Classified Employees as well as account for hours that are required for the Affordable Care Act.

Every school will have a Chromebook at the front desk for employees to use. Below is an example of where you will enter your Employee Number. If you do not know your Employee number, or have forgotten it, please contact the payroll department (525-7514 or 525-7515) and we can help you.



You will then click on “IN” when you begin your work day. Notice the time appears when you log in. Click “Close” to allow other employees to clock in.

True Time Quick Entry - WF - 10636 - 05.16.06.00.06 - Internet Explorer

https://skyward.d91.k12.id.us/scripts/wsisa.dll/WService=wsFin/httemmain000.w

True Time Quick Entry

[In](#) [Lunch](#) [Gone for the day](#)

Current Status

Current Status: **IN**

Start Time: **7:30 AM**

Current Time: **9:13 AM**

Duration: **1h 43m**

Scheduled Return:

Note:

Totals

Wed 08/10/16 Total: **1h 43m**

Scheduled Hours: **8h 00m**

Lunch Total:

Weekly Total: **17h 43m**

[Refresh](#)

[<Prev Day](#) 08/10/2016 **Wednesday** [Next Day>](#) [View/Submit Time Sheets](#)

Transactions for Wednesday 08/10/2016 for

Status	Start Time	End Time	Duration	Note
IN	7:30 AM		1h 43m	

[Edit the Existing Times](#)

[Add a Missing Record](#)

[Delete](#)

[Close](#)

100%

The day is displayed here. Click Lunch when you go to lunch and In when you come back.

True Time Quick Entry - WF - 10636 - 05.16.06.00.06 - Internet Explorer

https://skyward.d91.k12.id.us/scripts/wsisadll/WService=wsFin/httemmain000.w

True Time Quick Entry

[In](#) [Lunch](#) [Gone for the day](#)

Current Status

Current Status: _____
Start Time: _____
Current Time: _____
Duration: _____
Scheduled Return: _____
Note: _____

Totals

Wed 08/10/16 Total: **1h 47m**
Scheduled Hours: **8h 00m**
Lunch Total: _____
Weekly Total: **17h 47m**

[Refresh](#)

<Prev Day 08/10/2016 **Wednesday** Next Day> [View/Submit Time Sheets](#)

Transactions for Wednesday 08/10/2016 for HOLMGROB000 HOLMGREN, ROBYN M

Status	Start Time	End Time	Duration	Note
IN	7:30 AM	9:17 AM	1h 47m	

[Edit the Existing Times](#)
[Add a Missing Record](#)
[Delete](#)
[Close](#)

100%

Click on "Gone for the day" when your work day is over. Click "Close".

You will submit your time sheet at the end of each week. If you forget, you may submit on Monday.

True Time Quick Entry - WF - 10636 - 05.16.06.00.06 - Internet Explorer

https://skyward.d91.k12.id.us/scripts/wsisadll/WService=wsFin/httemmain000.w

True Time Quick Entry

Totals

Mon 08/01/16 Total: **8h 00m**
Scheduled Hours: **8h 00m**
Lunch Total: **1h 00m**
Weekly Total: **31h 30m**

[Refresh](#)

<Prev Day 08/01/2016 **Monday** Next Day> [Current Day](#) [View/Submit Time Sheets](#)

Transactions for Monday 08/01/2016 for HOLMGROB000 HOLMGREN, ROBYN M

Status	Start Time	End Time	Duration	Note
IN	7:30 AM	12:00 PM	4h 30m	
LNCH	12:00 PM	1:00 PM	1h 00m	
IN	1:00 PM	4:30 PM	3h 30m	

[Edit the Existing Times](#)
[Add a Missing Record](#)
[Delete](#)
[Close](#)

100%

After you click on "Submit" it automatically allows you to view your time sheet. You can print this for your records then "Submit Time Sheet" if everything looks correct.

View/Submit This Weeks Time Sheet

Time Sheet for **ROBYN HOLMGREN: 07/31/2016 - 08/06/2016**

Period Summary			
Type	Pay	Note	Hours
WORK	CLER (CLERICAL)		40h 28m
			Total Hours: 40h 28m
			Hours Paid: 40h 28m

Daily Totals			
Status	Note		Hours
Monday 08/01/16			
7:30 AM - 12:00 PM IN			4h 30m
12:00 PM - 1:00 PM LNCH			1h 00m
1:00 PM - 4:30 PM IN			3h 30m
			08/01/16 Total Hours: 8h 00m
Tuesday 08/02/16			
7:30 AM - 1:34 PM IN			6h 04m
1:34 PM - 2:30 PM LNCH			0h 56m
2:30 PM - 4:44 PM IN			2h 14m
			08/02/16 Total Hours: 8h 18m
Wednesday 08/03/16			
7:30 AM - 12:00 PM IN			4h 30m
12:00 PM - 1:00 PM LNCH			1h 00m
1:00 PM - 4:30 PM IN			3h 30m
			08/03/16 Total Hours: 8h 00m
Thursday 08/04/16			
7:34 AM - 12:00 PM IN			4h 26m
12:00 PM - 1:01 PM LNCH			1h 01m
1:01 PM - 4:45 PM IN			3h 44m
			08/04/16 Total Hours: 8h 10m
Friday 08/05/16			
7:30 AM - 11:58 AM IN			4h 28m

Buttons: Submit Time Sheet, Request Comp Time, Print, Back

After you submit your time sheet select the "close" button to close your profile to allow the next employee to clock in.