

## True Time – Time Keeping Process

True Time is a time keeping and attendance application in Skyward. We will be using True Time to track and process working time by having employees clocking in and out for the start and end of working hours and for submitting time sheets to your supervisors for approval to be paid through payroll. The whole process is automated and no paper timecards will need to be completed.

In order to be paid correctly it will be your responsibility to ensure that you clock in/out each day. You will also need to make sure that you enter your time off into Skyward timely. When you enter a time off transaction (sick, personal, vacation day) into Skyward and it has been approved, the system automatically creates a line entry on your timesheet. If you do not clock in or out on a regular day of work and there is no time off transaction (sick, personal or vacation day) entered into Skyward, we will assume you did not work on this day and you will not be paid.

All time off must be entered into Skyward timely in order to go through the approval process in enough time to be pulled onto your time sheet. This means that time off must be entered prior to taking the day off (if known) or by the day after you have returned.

If for some reason you have problems with clocking in or out, you will need to contact payroll at 224-577-4112 or your supervisor right away to have a correction/adjustment entered to your start and/or end times.

### Things To Remember:

- Must clock in or out at your scheduled start and end times.
- You will not be able to clock in any earlier than 7 minutes prior to your start time.
- Any time worked outside of your regular working hours needs to be pre-approved prior to working any additional time.
- Any time entered over scheduled work hours needs to have a short description identified in the “Notes Field” as to what the additional time is for. (i.e. ½ hour staff meeting, 3:30-4:00 fuel bus or special project given by supervisor)
- Any sick, personal or vacation time **must be entered by the day you are out of work or day after in Skyward.** This will need to be done timely in order to submit your time sheet. If you’re not present and time off has not been entered into Skyward, there is no guarantee that you will be paid for this time in the current pay period.
- All time sheets have to be submitted in Skyward each Friday by the end of your working day in order to be paid timely.
- Late or incomplete time sheets are subject to delay in pay.
- If a pay period ends in the middle of the week and you have worked overtime, the overtime will be paid in the next payroll once the remainder of the week has been worked and calculated in Skyward.
- A half hour for lunch will automatically be taken out if you work more than 5 hours.

### Link to True Time log in screen:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingavinil/rwetru09.html>

### Link to Skyward/ERMA log in screen:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingavinil/seplog01>

## Directions for Clocking In and Out

There are 2 different ways that you can clock in and out. The IP addresses are restricted; therefore, you will need to be in the school vicinity to access the True Time log-in screens.

- 1) Kiosk laptop located in the School Office.
- 2) Sign into Skyward and go to True Time.

### 1) Kiosk laptops are located in the school office. (Example below)

The screen will always be on the True Time Sign in screen. You can log-in by entering your user id and password to Skyward or by entering your access code. The access code has been set up to be the last 4 digits of your social security number. If for any reason you cannot sign in to clock in or out, you will need to notify Payroll of your problems and have your time entered manually.

  
GAVIN SCHOOL DISTRICT #37

Login ID:

Password:

Access Code:

[Forgot your Login/Password?](#)

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- ✓ Enter user id and password **or** enter your access code. Either one or the other, not both.
- ✓ Click the "Sign In" button or hit enter.
- ✓ To **clock in** - click  **and** to **clock out** - click 
- ✓ If actual hours are different from scheduled hours - enter a description in the Note field to explain additional work time.
- ✓ Click on the "Close" button. You are all done.

## 2) Sign into Skyward and go to True Time

From any computer within Gavin Schools, you will be able to sign into Skyward and go to True time to clock in and out.

Link to Skyward/ERMA log in screen:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingavinil/seplog01>

- ✓ Enter your Skyward/ERMA user id and password
- ✓ Click on the “Sign In” button or “Enter” button on key board
- ✓ Click on the “True Time” button
- ✓ Click On Quick Entry in the True Time box
- ✓ To **clock in** - click  and to **clock out** – click 
- ✓ Enter notes if you worked outside of normal hours
- ✓ Click Exit in the upper right hand corner. You are all done.

Once signed in – click on the True Time button



Next – click on Quick Entry



## Submitting Your Time Sheets

At the end of each week you will need to submit your time sheet to your supervisor for their approval to pay you. This must be done on Friday after you clock out for the day. Once you have submitted your time sheet, your supervisor will audit, approve and then submit to payroll for payment.

All time off must be entered into Skyward before you submit your time sheet. You will also have an opportunity to make sure that all your information is accurate. If you see that you forgot to clock in or out, you will need to notify payroll or your supervisor to make corrections.

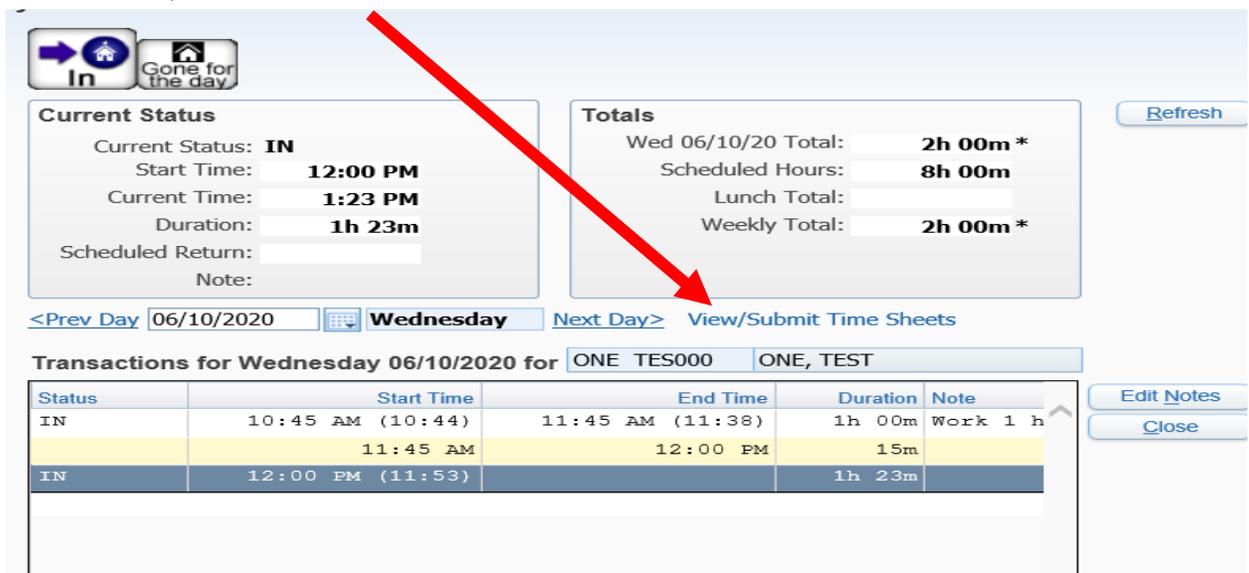
### Things to Remember:

- Make sure all your time off has been entered into Skyward before you submit your time sheet.
- If you forgot to clock in or out – this needs to be fixed before you can submit your time sheet, or you will not be paid for your time correctly. You may contact payroll or your supervisor to make corrections to your clock in and out times. If you contact payroll, they will ask for you to send an email as supporting documentation for the change that is being made.
- You can look at your time sheet anytime to verify the information is correct.
- You can print your time sheet for your records.
- **All time sheets must be submitted before you leave on Friday after you have clocked out for the day.**

## Directions for Submitting Your Time Sheet

Sign into True Time. You can do this either from the kiosk in the school office or from any computer in the Gavin schools.

- Click on “View/Submit Time Sheets”



The screenshot displays the True Time interface. At the top left, there are buttons for 'In' and 'Gone for the day'. The 'Current Status' section shows: Current Status: IN, Start Time: 12:00 PM, Current Time: 1:23 PM, Duration: 1h 23m, and Scheduled Return: [blank]. The 'Totals' section shows: Wed 06/10/20 Total: 2h 00m \*, Scheduled Hours: 8h 00m, Lunch Total: [blank], and Weekly Total: 2h 00m \*. Below this is a navigation bar with '<Prev Day', '06/10/2020', 'Wednesday', 'Next Day>', and 'View/Submit Time Sheets'. A red arrow points from the 'View/Submit Time Sheets' link to the 'Transactions for Wednesday 06/10/2020 for ONE TES000 ONE, TEST' table. The table has columns for Status, Start Time, End Time, Duration, and Note. The transactions are: IN at 10:45 AM (10:44) to 11:45 AM (11:38) for 1h 00m (Note: Work 1 h); a second IN at 11:45 AM to 12:00 PM for 15m; and IN at 12:00 PM (11:53) for 1h 23m. There are 'Edit Notes' and 'Close' buttons on the right side of the table.

Status	Start Time	End Time	Duration	Note
IN	10:45 AM (10:44)	11:45 AM (11:38)	1h 00m	Work 1 h
	11:45 AM	12:00 PM	15m	
IN	12:00 PM (11:53)		1h 23m	

- Click on the line that is the time sheet you would like to submit.
- Then click the “Submit Time Sheet” button to the right to view and print your weekly time.

**My Unsubmitted Time Sheets**

Time Sheet Information for TEST ONE

Week Start	Week End	Total Hrs	Status
06/07/2020	06/13/2020	2h 15m	Time Sheet Not Submitted
03/15/2020	03/21/2020	22h 59m	Time Sheet Not Submitted
03/08/2020	03/14/2020	5h 45m	Time Sheet Not Submitted

Buttons: Filter Options, View Time Sheet, Submit Time Sheet, Close

- If your time sheet looks accurate then click on the “Submit Time Sheet “ button again.
- If you find that you forgot to clock in or out, do not submit time card, contact payroll or your supervisor to make corrections.
- Once all corrections have been made, click on the submit button.

**View/Submit This Weeks Time Sheet**

Time Sheet for TEST ONE: 03/08/2020 - 03/14/2020

Submit Time Sheet, Print, Back

**Period Summary**

Type	Pay	Note	Hours
WORK	HRLY1 (HOURLY UNION SU)		5h 45m
Total Hours:			<b>5h 45m</b>
Hours Paid:			<b>5h 45m</b>

**Daily Totals**

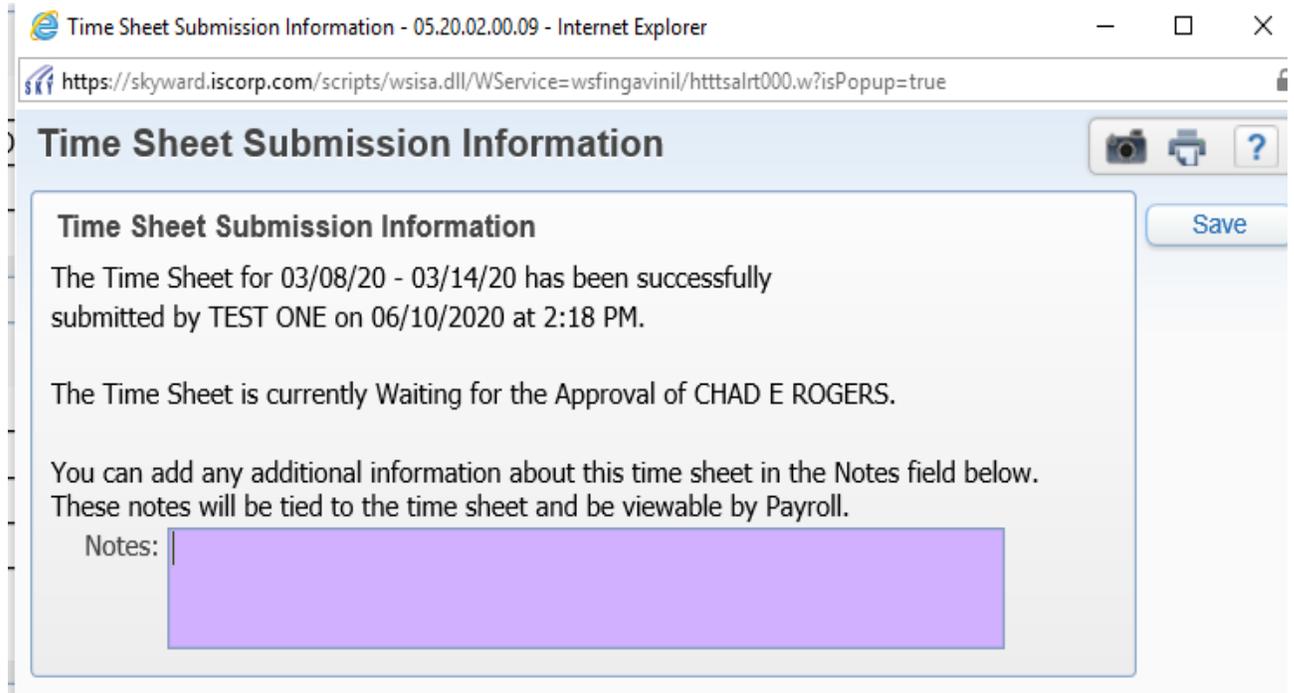
Status	Note	Hours
<b>Thursday 03/12/20</b>		
8:30 AM ( 8:30) -	12:00 PM (12:00) IN	3h 30m
12:00 PM (12:00) -	12:30 PM (12:30) LNCH AUTO CREATE LUNCH	0h 30m
12:30 PM (12:30) -	2:45 PM ( 2:44) IN	2h 15m
<b>03/12/20 Total Hours:</b>		<b>5h 45m</b>
<b>Hours Paid:</b>		<b>5h 45m</b>

**Adjustments**

Workday	Type	Status	Adjusted			Original			Adjusted By	Note
			Start Time	End Time	Pay Code	Start Time	End Time	Pay Code		
03/12/20	Mod	IN	8:30 AM	12:00 PM	HRLY1	8:15 AM	8:15 AM	HRLY1	CHAD E ROGERS	

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

- After you have submitted your time sheet, you will get a submission confirmation that lets you know that the time sheet has been submitted to your supervisor. You will also have an opportunity to add any additional notes at this time. If you add any notes, click on the save button when done.
- Congratulations! You have now completed the process for submitting your time sheet.



## Supervisor Audits and Approves Timesheet

Once your Supervisor receives notice that you have submitted your time sheet they will audit and approve your time sheet and submit to Payroll. While auditing, your supervisor can deny the time card for incorrect information. If the time sheet is not correct, the supervisor can deny the time card and ask for further information. When this occurs you will receive an automated email from your supervisor identifying that your time sheet has been denied and the reason for the declination. Your time sheet will also reappear back in your profile as "Unsubmitted/Denied".

It will be your responsibility to get back to your supervisor with the requested information. There are cutoff dates and times for timesheet submission to give payroll the necessary time to process payroll. If the cutoff dates are missed, then you will not be paid in the current payroll and will have to wait until the next available payroll to be paid.

## Example of Email Notification of denied timesheet.

TEST ONE's Time Sheet for the week of 06/07/2020 has been denied ✕ 🖨️ 📧

**crogers@gavin37.org** 10:41 AM (13 minutes ago) ☆ ↶ ⋮  
to me ▾

Time Sheet Details  
=====

Name: TEST ONE  
Start Date: 06/07/2020  
Total Hours: 41h 15m  
Deny Reason: Thursday, did not clock out - I still have not heard from you as to what time you actually worked.  
Please make the necessary corrections and resubmit the time sheet

## Sign into Keyward to see the declined time sheet

**My Unsubmitted Time Sheets**

Time Sheet Information for TEST ONE

Week Start	Week End	Total Hrs	Status
▶ 06/14/2020	06/20/2020	26h 59m	Time Sheet Not Submitted
▶ 06/07/2020	06/13/2020	49h 15m	Denied
▶ 03/15/2020	03/21/2020	39h 29m	Time Sheet Not Submitted

Identifies that the timesheet has been denied

Filter Options  
View Time Sheet  
Submit Time Sheet

- Click on the drop down arrow on the time sheet line to see the “Note” from your supervisor as to why the time sheet was denied. (See arrow below →)
- Read note and get back to supervisor with requested information by sending them an email or calling. Remember that the sooner you take care of this, the sooner your supervisor can make the corrections and submit to payroll. If the cutoff for timesheet submission is missed, you will not be paid.
- **Then resubmit time sheet.**

**My Unsubmitted Time Sheets**

Time Sheet Information for TEST ONE

Week Start	Week End	Total Hrs	Status
▶ 06/14/2020	06/20/2020	26h 59m	Time Sheet Not Submitted
▼ 06/07/2020	06/13/2020	49h 15m	Denied

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

**Time Sheet Information**

Week Start: 06/07/2020  
Week End: 06/13/2020  
Total Hours: 49h 15m  
Hours Paid: 49h 15m  
Overtime: 1h 15m  
Paid Hours Off: 8h 00m  
Status: Denied by CHAD E ROGERS  
Note: THURSDAY YOU FORGOT TO CLOCK OUT. WHAT TIME DID YOU ACTUALLY LEAVE? I WILL CORRECT BEFORE SUBMITTING TO PAYROLL.

**Workweek Totals**

Workday	Start Time	End Time	Hours Worked	Paid Hours Off	Total Hours	Scheduled Hours	Difference
06/07/2020 Sun							
06/08/2020 Mon	7:30 AM	4:00 PM	8h 00m		8h 00m	8h 00m	
06/09/2020 Tue	7:30 AM	4:00 PM	8h 00m		8h 00m	8h 00m	
06/10/2020 Wed				8h 00m	8h 00m	8h 00m	
06/11/2020 Thu	7:30 AM	11:45 PM	15h 45m		15h 45m	8h 00m	7h 45m