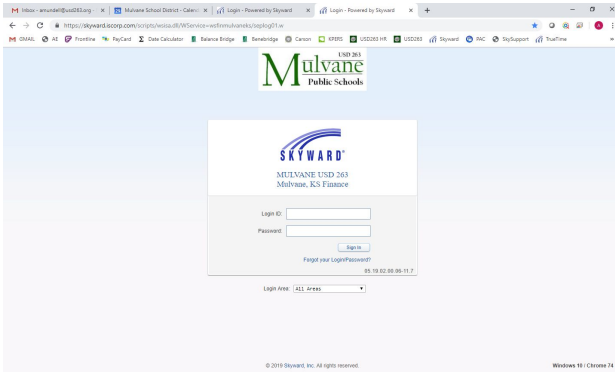


# True Time Training - Users

5/5/19 rollout for DO Secretaries ONLY, Complete roll out on 7/1/2019

**Log in to Skyward Employee Access** – Make sure it says Mulvane, KS FINANCE

<https://skyward.iscorp.com/scripts/wsa.dll/WService=wsfinmulvaneks/seplog01.w>



If it is your first time logging in use your first letter of first name and last name (amundell) and your password would be the last four of your social.

If you have logged in before and cannot remember your password please email me at [amundell@usd263.org](mailto:amundell@usd263.org). I will have to reset your password.

Your home screen is called EMPLOYEE ACCESS and contains pertinent information to you and can be customized. Feel free to select widgets and move them around to whatever you like.

**Here are few widgets that are recommended:**

## True Time Current Status

- You can see your current clock in status, start time, duration, schedule and hours for the week

## My Time Off Status

- Lists your own personal time off balances and you are able to submit a time off request for yourself
- Click ADD TIME OFF REQUEST, Time off Code would be PTO / Reason PTO or Sick Admin Days / Reason Code Sick, enter description if you wish, single/multiple day, date, days and start time. You can also notify others of your absence, just click Select Employees. This sends an email to your supervisor for approval and shows up on their Employee Access home page.

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**Just a few other items to note on Employee Access:**

## Employee Information Tab

- This shows your personal info, calendar, check information and more

## Time Off Tab

- Time Off – My Status – gives you balances of your leave
- Time Off – My Requests – shows past leave requests, whether they were approved / denied and you can also ADD a leave request from this screen
  - To add an absence, click ADD: your time off option is Classified PTO – Hours, Reason would be PTO, once you are out of PTO your time will go to unpaid leave. We will no longer have an option for LWOP. Enter a description if you would like. Choice of Single Day or Date Range, start date, hours and start time. If you would like you can also request your leave notice to go to other employees once it is approved/denied.

## True Time Tab

- True Time – Quick Entry – Clock in/out. You will notice that you have 3 button options for punching...
    - In – clocks you in then you select the paycode you will be using. Once clocked in this button now changes to Change Job. This is where you can do a transfer if needed.
    - Lunch – When you clock out to go to lunch select this button, when you return from lunch you can click the IN button
    - Gone for the Day – use this to clock out for the day
    - If you have an appointment or something and you need to clock out then return later in the day, click Gone for the Day then when you return click IN
  - True Time – My History – History of your time sheets
  - True Time – My Setup – Weekly Schedule
  - True Time – Data Mining – Specific reports created by District Office (none set up at this time)
  - True Time – Reports - Standard Reports created by Skyward
  - My Time Sheets – Unsubmitted – Where you will go to submit your time sheet, must be done after every pay period. Sends it to your supervisor for approval – they could deny it if changes need to be made, if this happens correct and resubmit.
  - My Time Sheets – History – History of your timesheets
- 

## True Time Quick Entry

- Use kiosk same as before – STAR ICON
  - Use the same clock in number you have had in the past – can only clock in/out on this screen  
<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wfinmulvaneks/rwetru09.html>
- 

## Additional Information – Links to Tutorials

Quick Link:

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

Employee Access:

<https://skyward.iscorp.com/scripts/wsisadll/WSservice=wsfinmulvaneks/seplog01.w>

How to Request Time Off

[https://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WA\\_EM\\_TO\\_1327203\\_200\\_T.htm](https://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WA_EM_TO_1327203_200_T.htm)

True Time - Quick Entry (Clocking in/out)

[https://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WA\\_EM\\_TT\\_TT\\_QE\\_1749274\\_100\\_T.htm](https://support.skyward.com/DeptDocs/Corporate/Documentation/Public%20Website/Tutorials/Software/WA_EM_TT_TT_QE_1749274_100_T.htm)