

St Michael-Albertville ISD 885

Sample Support Employee Account Preferences Exit ?

Home Employee Information Time Off True Time

Employee Access

Click on True Time Box to Punch In and Out.

My Print Queue

Recent Programs

Employee Access Home

My Requests

Check History

My Status

History

My History

Quick Entry

Unsubmitted

Check Estimator

Personal Information

Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards Select Widgets

Favorites

Employee Access

Quick Entry

My Requests

Check History

Unsubmitted

Edit Favorites

My Print Queue

Job Status

No items available.

District News

NEW BENEFITS WEBPAGE

STMA Employee Benefit Webpage

View employee benefit options

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Windows 7 / Internet Explorer 8

St Michael-Albertville ISD 885

Sample Support Employee Account Preferences Exit ?

Home Employee Information Time Off True Time

True Time Quick Entry

Click on IN button to punch in.

Click on 'Gone for the Day' when leaving for the day.

If you are instructed to punch out for lunch, click the 'Lunch' button when you leave and the 'IN' button when you return.

Most positions will deduct a half hour lunch at the midpoint of your day if you work over 6 hours.

Enter Future Out of Office Records

Current Status

Current Status

Start Time

Current Time

Duration

Scheduled Return

Note

Totals

Mon 07/01/13 Total

Scheduled Hours

Lunch Total

Weekly Total

Transactions for Monday 07/01/2013 for EMPLOSAM000 EMPLOYEE, SAMPLE SUPPOR

Status Start Time End Time Duration Pay Code

Add a Missing Record

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125%

If you are employed for multi-positions in the District, you will need to select the position you are currently punching in to work at.

You will then click on the 'Select' button.

Views: General Filters: \*Skyward Default

Select	Primary	Pay Code	Description
<input checked="" type="checkbox"/>	Yes	COOK	COOK'S HELPER/CASHIER
<input type="checkbox"/>	No	EXDTY	WEEKENDS
<input type="checkbox"/>	No	KP	KIDS PLAY PARAPROFESSIONAL
<input type="checkbox"/>	No	NCBW	NIGHT CUSTODIAN BIG WOODS
<input type="checkbox"/>	No	NCFE	NIGHT CUSTODIAN FIELDSTONE
<input type="checkbox"/>	No	SCUMW	SUB CUSTODIAN MIDDLE WEST

10 records displayed

Done Trusted sites | Protected Mode: Off 125%

If you are a multi-position employee and you go from one position to the next, you will need to punch into the next position with the 'Change Job' button.

St Michael-Albertville ISD 885

True Time Quick Entry

Change Job Time Out Lunch Come for Day

Current Status

Current Status: IN  
Start Time: 7:42 AM  
Current Time: 7:42 AM  
Duration:  
Scheduled Return:  
Note:

Totals

Mon 07/01/13 Total:  
Scheduled Hours: 4h 00m  
Lunch Total:  
Weekly Total:

Transactions for Monday 07/01/2013 for EMPLOSAM000 - EMPLOYEE, SAMPLE SUPPOR

Status	Start Time	End Time	Duration	Pay Code
IN	7:42 AM			COOK - COOK'S HELPER

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At the end of your work week, you will need to submit your timesheet. You will submit your timesheet by clicking on the 'View/Submit Time Sheets' button.

Current Status

Current Status: **IN**  
 Start Time: **2:42 PM**  
 Current Time: **2:55 PM**  
 Duration: **13m**  
 Scheduled Return:  
 Note:

Totals

Fri 06/28/13 Total: **13m**  
 Scheduled Hours: **4h 00m**  
 Lunch Total:  
 Weekly Total: **13m**

< Prev Day Current Day Next Day > **View/Submit Time Sheets**

Transactions for Friday 06/28/2013 for EMPLOYEE: SAMPLE SUPPORT

Status	Start Time	End Time	Duration	Pay Code
IN	2:42 PM		13m	000K13-1000

Microsoft Excel 2010 Trusted sites | Protected Mode: Off 125%

When submitting timesheet, click on the week to be submitted. Then, click on 'Submit Time Sheet'. If you have a printer available, you can print your timesheet before submitting.

Review timesheet before submitting, you will be paid the amount of hours on the timesheet. If time is incorrect, select the 'Back' button and fix incorrect time, then 'Submit Time Sheet' again.

My Unsubmitted Time Sheets

Time Sheet Information for SAMPLE SUPPORT EMPLOYEE

Week Start	Week End	Total Hrs	Status
06/24/2013	06/30/2013	13m	Time Sheet Not Submitted
06/03/2013	06/09/2013	7h 40m	Time Sheet Not Submitted
11/05/2012	11/11/2012		Denied
09/03/2012	09/09/2012	55m	Time Sheet Not Submitted
08/27/2012	09/02/2012	2h 01m	Time Sheet Not Submitted
04/16/2012	04/22/2012	2m	Time Sheet Not Submitted
11/14/2011	11/20/2011	5h 21m	Time Sheet Not Submitted
10/24/2011	10/30/2011	8h 00m	Time Sheet Not Submitted
10/17/2011	10/23/2011	2h 01m	Denied
09/26/2011	10/02/2011	3h 01m	Denied
09/19/2011	09/25/2011		Time Sheet Not Submitted
08/29/2011	09/04/2011		Denied
10/23/2010	10/31/2010		Denied
12/20/2009	01/05/2010		Denied

Filter Options  
 View Time Sheet  
 Submit Time Sheet  
 Close

It is your responsibility to get your timesheet(s) submitted and to your supervisor for approval. If timesheets are not submitted in time to be processed for the current payroll, they will be paid on the next payroll check run. The payroll schedule will be posted on the STMA website under "Staff Info" - "Payroll - Pay Schedule".

https://pac.stma.k12.mn.us/ - Employee Access - 05.13.06.00.02-10.2 - Windows Internet Explorer

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Sample Support Employee Account Preferences Exit ?

Home Employee Information Time Off True Time

True Time My Time Sheets

My History Unsubmitted History

My History My Calendar Data Mining Reports

Unsubmitted History

Employee Access Quick Entry My Requests Check History Unsubmitted Bot Favorites

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**SkyPort**  
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If you click on True Time, you have a few options. If you need to correct a punched time on your timesheet, you could use 'My History' (see example below). If you would like to see if all your timesheets have been submitted, you could click on 'Unsubmitted' under "My Time Sheets". Also, a history of timesheets is available under 'History'.

https://pac.stma.k12.mn.us/ - My True Time History - 05.13.06.00.02-10.2 - Windows Internet Explorer

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Sample Support Employee Account Preferences Exit ?

Home Employee Information Time Off True Time

My True Time History

Views: Current Status Filters: \*skyward Default Refresh

Last Name	First	Middle	Status	Notes	Today's Hours	This Week's Hours	Overtime Hours	Paid Hours Off	Unpaid Hours Off	Scheduled Hours	Difference
EMPLOYEE	SAMPLE	SUPPORT			9m	9m	5m	5m			

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

▼ Current Status

Status  
Note  
Today's Hours 9m  
This Week's Hours 9m  
Overtime Hours  
Paid Hours Off  
Unpaid Hours Off  
Scheduled Hours: 20h 00m  
Difference: -19h 51m

▼ Workweek Totals

<< Current Week >>

Workday	Start Time	End Time	Lunch	Hours Worked	Paid Hours Off	Unpaid Hours Off	Total Hours	Scheduled Hours
07/01/2013 Mon	7:42 AM	7:51 AM		9m			9m	4h 00m
07/02/2013 Tue								4h 00m
07/03/2013 Wed								4h 00m
07/04/2013 Thu								4h 00m
07/05/2013 Fri								4h 00m
07/06/2013 Sat								4h 00m

10 1 records displayed

Done Trusted sites | Protected Mode: Off 125%

If you need to correct punches. Click on 'My History', then click 'Expand All'. Click on the date you need to correct.

**True Time Quick Entry**

Current Status

Totals

Mon 07/01/13 Total: 9m  
 Scheduled Hours: 4h 00m  
 Lunch Total:  
 Weekly Total: 9m

Transactions for Monday 07/01/2013 for EMPLOSAM000 EMPLOYEE, SAMPLE SUPPOR

Status	Start Time	End Time	Duration	Pay Code
IN	7:42 AM	7:55 AM	7h 01m	COOK - COOK'S HELP

**To make corrections, click on 'Edit the Existing Times' button. Click on 'Add a missing Record' to add missed punches. *\*\*Any changes you make will be recorded and visible under 'Adjustments History' on your timesheet. Adjustment history is also available on a report that your supervisor can create and run.* After all corrections are completed, Click the 'Close' button.**

**True Time Quick Entry**

Totals

Fri 06/28/13 Total: 7h 01m  
 Scheduled Hours: 4h 00m  
 Lunch Total:  
 Weekly Total: 7h 01m

Transactions for Friday 06/28/2013 for EMPLOSAM000 EMPLOYEE, SAMPLE SUPPOR

Status	Start Time	End Time	Duration	Pay Code
IN	8:00 AM	3:01 PM	7h 01m	COOK - COOK'S HELP

**If a lunch was not deducted and it should have been, this is how you correct that. Make a note of the time you punched out for the day (ie...3:01 pm). Highlight the first 'End Time', change it to the time you left for lunch (ie...12:00pm)...SAVE. Next, 'Add a Missing Record' for the time you would have returned from lunch (ie...12:30pm=start time) and for the original 'End Time'.... SAVE. The screen will look like the next page...Continued.**

True Time Quick Entry

Totals  
 Fri 06/28/13 Total: 6h 31m  
 Scheduled Hours: 4h 00m  
 Lunch Total:  
 Weekly Total: 6h 31m

Refresh

Prev Day: Fri 06/28/2013 Next Day: Current Day View/Submit Time Sheets

Transactions for Friday 06/28/2013 for EMPLOSAM000 EMPLOYEE, SAMPLE SUPPORT

Status	Start Time	End Time	Duration	Pay Code
IN	8:00 AM	12:00 PM	4h 00m	COOK - COOK'S HEL
	12:00 PM	12:30 PM	30m	Add Record
IN	12:30 PM	3:01 PM	2h 31m	COOK - COOK'S HEL

Edit the Existing Times  
 Add a Missing Record  
 Delete  
 Close

Next, you will need to click on the 'Add Record' on the screen.

1 records displayed

Add True Time Entry

Add True Time Entry

Date: Friday 06/28/2013  
 Start Time: 12:00 PM  
 End Time: 12:30 PM  
 Status: IN

Select Job for Corrective Transaction

Select	Primary
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	No
<input type="checkbox"/>	No
<input type="checkbox"/>	No
<input type="checkbox"/>	No

Then, you will need to click on the drop down arrow and click on 'LUNCH'. See results on next screen.

10 records displayed

View of Friday Workday Schedule for SAMPLE SUPPORT EMPLOYEE

Workday	Work Start	Work End	Lunch Start	Lunch End/Detail	Hours
Y	8:00 AM	12:00 PM	12:00 AM	12:00 AM	4h 00m

Done

https://pac.stmak12.mn.us/ - Add True Time Entry - 05.13.06.00.02-10.2 - Windows Internet Explorer

### Add True Time Entry

Date: **Friday 06/28/2013**  
 Start Time: 12:00 PM  
 End Time: 12:30 PM  
 Status: LUNCH

Select Job for Corrective Transaction

Select	Primary	Pay Code	Description
<input type="checkbox"/>	No		
<input type="checkbox"/>	No		
<input type="checkbox"/>	No		
<input type="checkbox"/>	No		
<input type="checkbox"/>	No		

**SAVE...**

This is how your screen will look after the lunch status is entered.

View of Friday Workday Schedule for SAMPLE SUPPORT EMPLOYEE

Workday	Work Start	Work End	Lunch Start	Lunch End/Detail	Hours
Y	8:00 AM	12:00 PM	12:00 AM	12:00 AM	4h 00m

Trusted sites | Protected Mode: Off

https://pac.stmak12.mn.us/ - My True Time History - 05.13.06.00.02-10.2 - Windows Internet Explorer

https://pac.stmak12.mn.us/ - True Time Quick Entry - 05.13.06.00.02-10.2 - Windows Internet Explorer

### True Time Quick Entry

Totals

Fri 06/28/13 Total: **6h 31m**  
 Scheduled Hours: **4h 00m**  
 Lunch Total: **30m**  
 Weekly Total: **6h 31m**

< Prev Day Fri 06/28/2013 Next Day > Current Day View/Submit Time Sheets

Transactions for Friday 06/28/2013 for EMPLOSAM000 EMPLOYEE, SAMPLE SUPPOR

Status	Start Time	End Time	Duration	Pay Code
LNCH	12:00 PM	12:30 PM	30m	COOK - COOK'S HELP
IN	12:30 PM	3:01 PM	2h 31m	COOK - COOK'S HELP

**Your timesheet will look like this after the lunch is added. You could now click on 'CLOSE' now.**

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