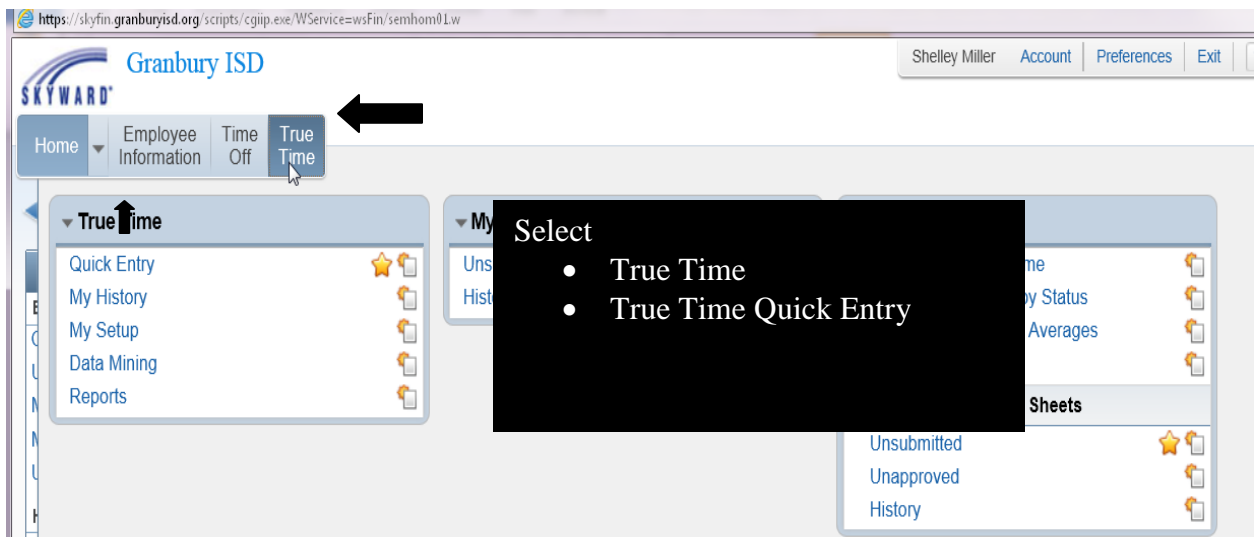
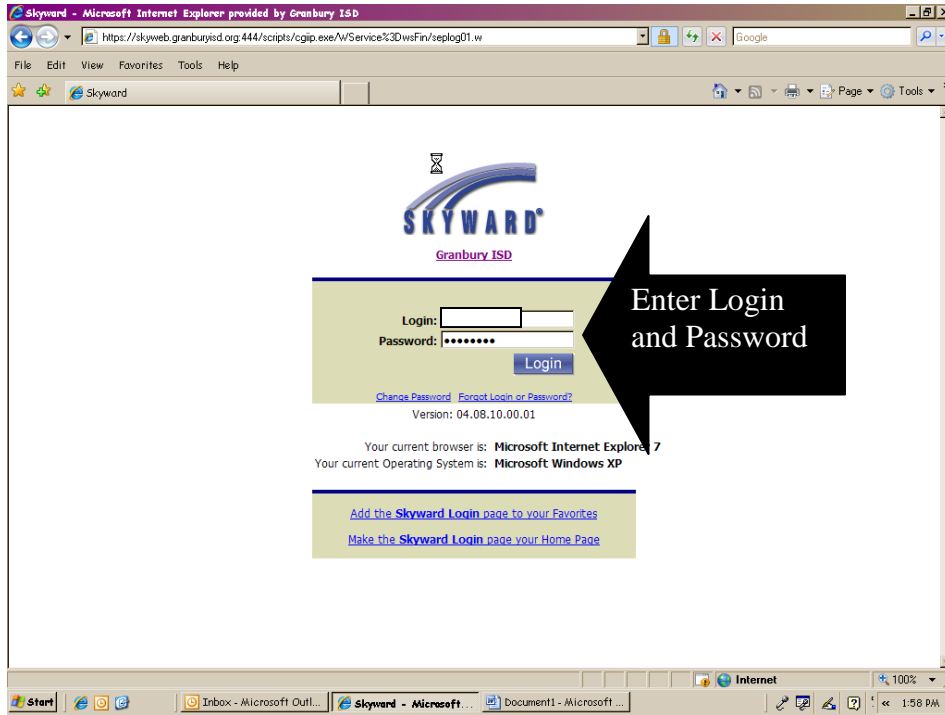
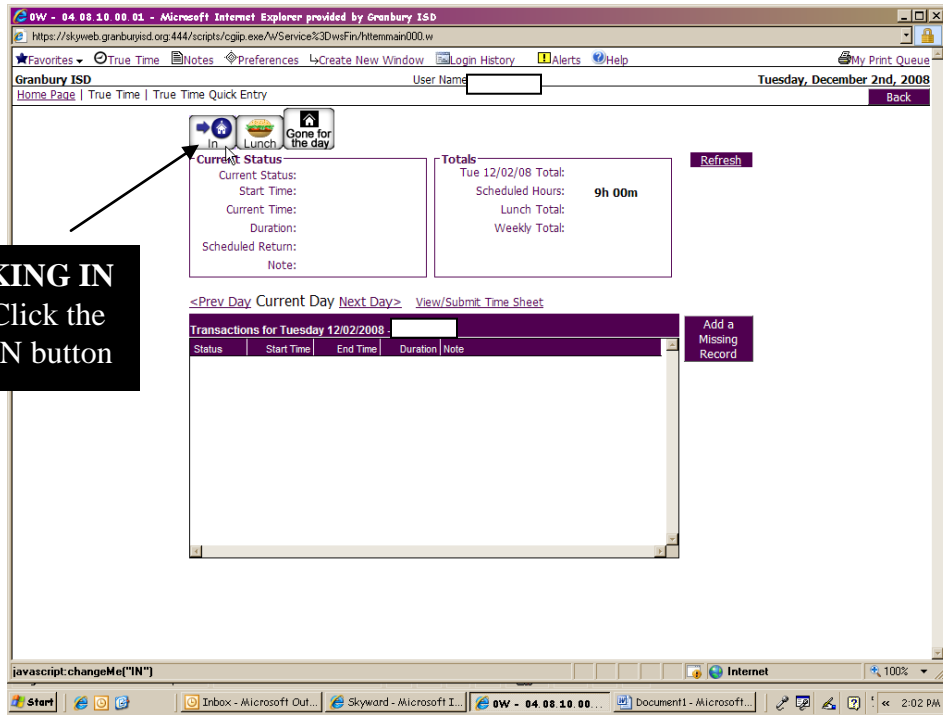


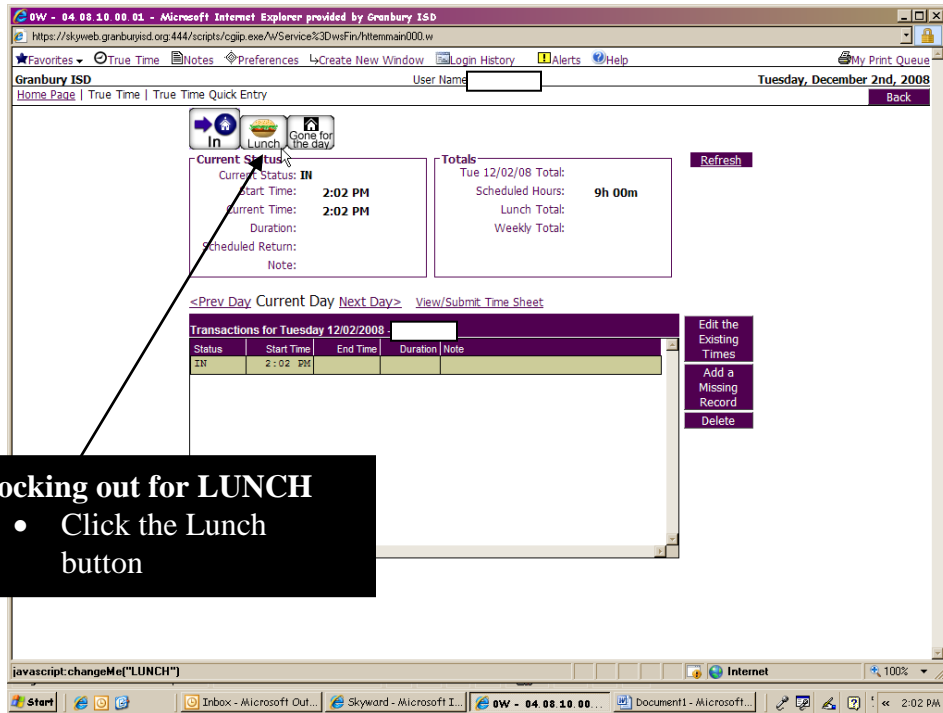
# Clocking In/Out via Employee Access





**CLOCKING IN**

- Click the IN button



**Clocking out for LUNCH**

- Click the Lunch button

Granbury ISD True Time Quick Entry

User Name: [ ] Tuesday, December 2nd, 2008

Home Page | True Time | True Time Quick Entry

Navigation: In, Lunch, Gone for the day

**Current Status:**  
 Current Status: **IN**  
 Start Time: 2:04 PM  
 Current Time: 2:04 PM  
 Duration:  
 Scheduled Return:  
 Note:

**Totals:**  
 Tue 12/02/08 Total: 1m  
 Scheduled Hours: 9h 00m  
 Lunch Total: 1m  
 Weekly Total: 1m

Refresh

< Prev Day Current Day Next Day > View/Submit Time Sheet

Transactions for Tuesday 12/02/2008:

Status	Start Time	End Time	Duration	Note
IN	2:02 PM	2:03 PM	1m	
LNCH	2:03 PM	2:04 PM	1m	
IN	2:04 PM			

Edit the Existing Times  
 Add a Missing Record  
 Delete

javascript:changeMe("IN")

Start | Inboxes - Microsoft Out... | Skyward - Microsoft I... | OW - 04.08.10.00... | Document1 - Microsoft... | 2:05 PM

**Clocking back in from Lunch**

- Click the IN button

**\*\*Special Note\*\***  
*The lunch in and out feature may be used to clock in out for personal appointments (Dr., Dentist, etc...) as well. Be sure to use the NOTE feature when utilizing the lunch button for this reason. The system is equipped to track multiple in and out entries each day so the lunch in and out feature can be used more than once a day if applicable.*

The screenshot shows a web browser window with the URL `https://skyweb.granburyisd.org/444/scripts/cgip.exe/WService%3DwFrm/hItemmain000.w`. The page title is "Granbury ISD" and the date is "Tuesday, December 2nd, 2008".

At the top, there are navigation links: "Home Page", "True Time", "True Time Quick Entry", and "Back". A "User Name:" field is also present.

Below the navigation, there are three buttons: "In", "Lunch", and "Gone for the day". A black arrow points from the "Gone for the day" button to a callout box.

The "Current Status" section shows:
 

- Current Status: IN
- Start Time: 2:04 PM
- Current Time: 2:05 PM
- Duration: 1m
- Scheduled Return:
- Note:

The "Totals" section shows:
 

- Tue 12/02/08 Total: 2m
- Scheduled Hours: 9h 00m
- Lunch Total: 1m
- Weekly Total: 2m

Below this is a "Refresh" button and navigation links: "< Prev Day", "Current Day", "Next Day >", and "View/Submit Time Sheet".

The "Transactions for Tuesday 12/02/2008:" table is as follows:

Status	Start Time	End Time	Note
IN	2:02 PM	2:03 PM	1m
LNCH	2:03 PM	2:04 PM	1m
IN	2:04 PM		1m

A callout box on the right contains the text:
 

- Click the GONE FOR THE DAY button

At the bottom of the browser window, the JavaScript code `javascript:changeMe["GONE"]` is visible in the status bar.

**\*\* SPECIAL NOTE \*\***

*Once you clock out for the day each Friday you will then need to review your timesheet for accuracy and then submit it to your manager for approval no later than that following Monday afternoon by 2 P.M. Please be aware that all Time Off must be entered AND approved BEFORE you submit your timesheet for approval*

0W - 04 08 10 00 01 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburysisd.org:444/scripts/cgip.exe/WService%3DwFnu/httmmain000.w

Granbury ISD User Name: [ ] Tuesday, December 2nd, 2008

Home Page | True Time | True Time Quick Entry

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

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

**Totals**  
 Tue 12/02/08 Total: 3m  
 Scheduled Hours: 9h 00m  
 Lunch Total: 1m  
 Weekly Total: 3m

Refresh

<Prev Day Current Day Next Day> [View/Submit Time Sheet](#)

Status	Start Time	End Time	Duration	Note
IN	2:02 PM	2:03 PM	1m	
LNCH	2:03 PM	2:04 PM	1m	
IN	2:04 PM	2:06 PM	2m	

Edit the Existing Times  
Add a Missing Record  
Delete

## Submitting/viewing Timesheet

- Click on View/Submit Timesheet

javascript:submitTimesheet('11/30/08')

Start | Inboxes - Microsoft Out... | Skyward - Microsoft I... | 0W - 04 08 10 00 ... | Document1 - Microsoft... | 2:09 PM

0 - 04.10.01.01.01 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburysisd.org:444/scripts/cgip.exe/WService%3DwFnu/httmmain000.w?isPopup=true

Home Page | True Time | True Time Quick Entry | My Unsubmitted Time Sheets | View Time Sheet

Time Sheet for 06/27/2010 - 07/03/2010

Supervisor	Type	Pay Code	Summary	Hours
	WORK	PARA		29h 08m
Total Hours:				29h 08m
Hours Paid:				29h 00m

Daily Totals

Monday 06/28/10	Status	Note	Hours
7:11 AM - 7:53 AM	IN		0h 42m
7:53 AM - 8:52 AM	LNCH		0h 59m
8:52 AM - 4:28 PM	IN		7h 36m
<b>06/28/10</b>			<b>Total Hours: 8h 18m</b>
			<b>Hours Paid: 8h 15m</b>
Tuesday 06/29/10			
7:31 AM - 12:38 PM	IN		5h 07m
12:38 PM - 1:38 PM	LNCH	LUNCH ADDED PER AF REQUEST. KT	1h 00m
1:38 PM - 4:25 PM	IN		2h 47m
<b>06/29/10</b>			<b>Total Hours: 7h 54m</b>
			<b>Hours Paid: 8h 00m</b>
Wednesday 06/30/10			
7:36 AM - 2:18 PM	IN		6h 42m
2:19 PM - 3:44 PM	LNCH		1h 25m
3:44 PM - 4:54 PM	IN		1h 10m
<b>06/30/10</b>			<b>Total Hours: 7h 52m</b>
			<b>Hours Paid: 7h 45m</b>
Thursday 07/01/10			
7:22 AM - 11:53 AM	IN		4h 31m
11:53 AM - 12:44 PM	LNCH		0h 51m
12:44 PM -	IN		0h 33m
<b>07/01/10</b>			<b>Total Hours: 5h 04m</b>
			<b>Hours Paid: 5h 00m</b>

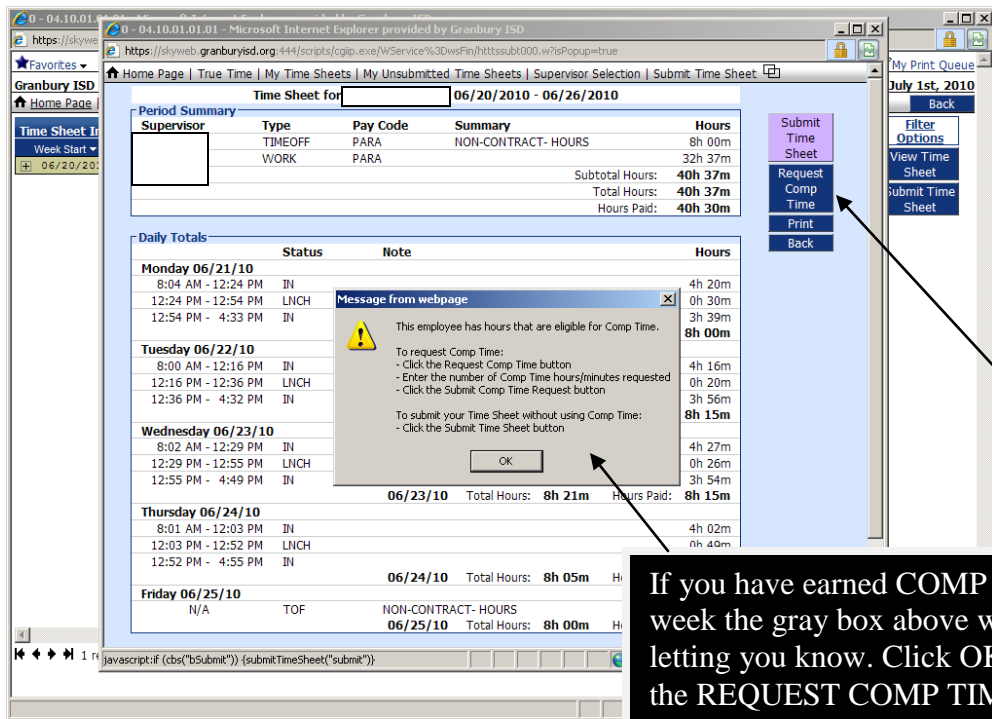
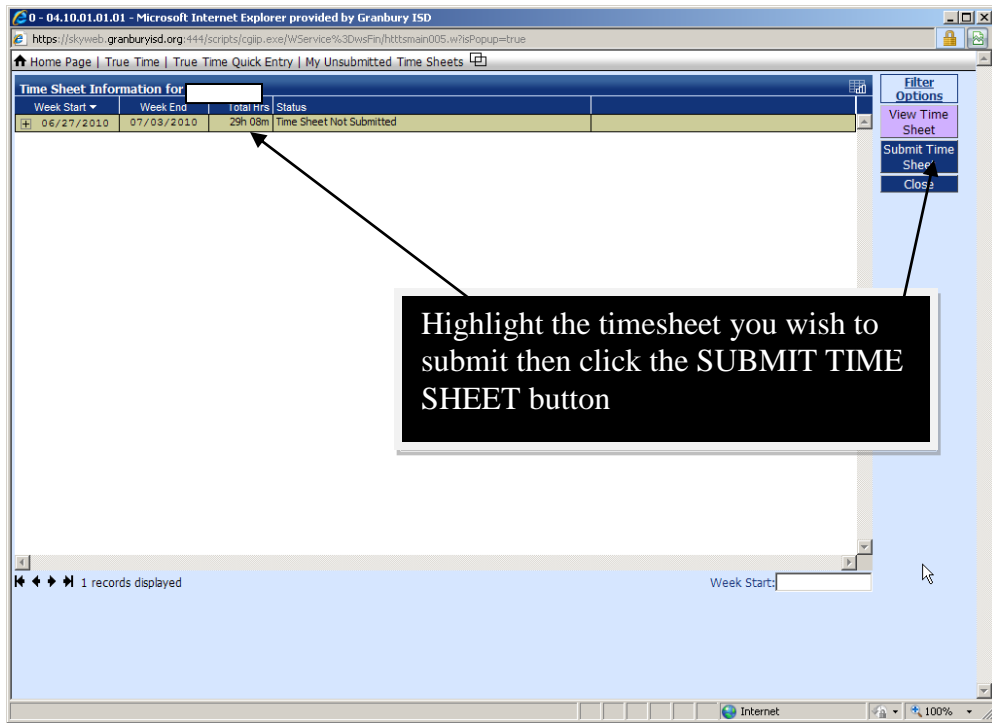
Adjustments

Workday	Type	Status	Adjusted Times Start	Adjusted Times End	Original Times Start	Original Times End	Adjusted By	Note
06/29/10	Mod	IN	7:31 AM	12:38 PM	7:31 AM	4:25 PM		
06/29/10	Add	LNCH	12:38 PM	1:38 PM				
06/29/10	Add	IN	1:38 PM	4:25 PM				
06/30/10	Del	IN	7:36 AM	1:50 PM				
06/30/10	Add	IN	7:36 AM	2:18 PM				
06/30/10	Del	LNCH	1:50 PM	1:50 PM				

Print  
Back

## Review timesheet for accuracy and to ensure any Time Off you may have taken is populated. PRINT the timesheet for your records then click the BACK button

Internet | 100%



**Request Comp Time**

Total Eligible Comp Time Hours : 40h 30m  
Hours Eligible for Comp Time : 0h 30m

Clock Hours to be converted to Comp Time: 0 h 30 m

Time Off Code	Type	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMPENSATORY TIME	Regular	Hours	0h 00m	* 1.5	= 0h 00m
COMPENSATORY TIME	Time Off	Hours	0h 30m	* 1	= 0h 30m
<b>Totals</b>			<b>0h 30m</b>		<b>0h 30m</b>

By rule, you are eligible to submit Comp Time for clock hours greater than 40h 00m.  
By rule, clock hours over 48h 00m are always deducted first.  
By rule, any Comp Time submitted for clock hours greater than 48h 00m will be allocated 1.5 times the hours submitted. You are eligible for 0h 00m of clock hours based on this rule.  
By rule, any Comp Time submitted for clock hours greater than 40h 00m and less than or equal to 48h 00m will be allocated 1 times the hours submitted. You are eligible for 0h 30m of clock hours based on this rule.  
The maximum amount of Time Off you can accrue for Comp Time is 80h 00m.  
Your current Time Off balance for Comp Time is 0h 00m.

**Submit Comp Time Request**  
**Back**

Your Comp Time will calculate automatically based on the district settings for COMP TIME calculations. Click on the SUBMIT COMP TIME REQUEST button.

**Time Sheet for** 06/20/2010 - 06/26/2010

**Period Summary**

Supervisor	Type	Pay Code	Summary	Hours
	TIMEOFF	PARA	NON-CONTRACT- HOURS	8h 00m
	WORK	PARA		32h 37m
Subtotal Hours:				40h 37m
Total Hours:				40h 37m
Original Hours Paid:				40h 30m
Requested Comp Time Clock Hours:				0h 30m
Adjusted Hours Paid:				40h 00m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours				

**Comp Time Totals**

Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
COMPENSATORY TIME	Hours	0h 30m	* 1	= 0h 30m
<b>Totals</b>		<b>0h 30m</b>		<b>0h 30m</b>

**Submit Time Sheet**  
**Request Comp Time**  
**Print**  
**Back**

Your timesheet will now have an additional box for your COMP TIME Totals. Your timesheet is now ready to submit. Click the SUBMIT TIMESHEET button

**\*\*Special Note\*\***  
*Instead of being paid overtime, Paras, Aides and Tech employees earn COMP TIME for any time worked over 40 hours. (anything over 2 hours COMP TIME must be approved by supervisor prior to working it)*

- If the 40+ hours are physically worked then COMP TIME is calculated at a factor of 1.5*
- If the 40+ hours are in a week that includes a holiday and/or Time Off then COMP TIME is calculated at a factor of 1 until the hours over 40 are in excess of the number of holiday and/or Time Off hours, then those excess hours would be calculated at a factor of 1.5*