

HOW TO MAKE TIMESHEET ADJUSTMENTS

KYWARD
Home Employee Information Time Off True Time

Employee Access

My Print Queue
Job Status
No items available.

District News

Recent Programs
Employee Access Home
History
Unsubmitted
Quick Entry
My Requests
My Status
Unapproved

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Log onto Employee Access

- Click on True Time
- Click on Employee Access

Or use the drop down arrow or Jump to Other Systems

Employee Access - 05.12.06.00.07-10.2 - Windows Internet Explorer provided by Granbury ISD
https://skyfin.granburyisd.org/scripts/wsisa.dll/WSservice=wsFin/semhom0Lw?cv=true

Shelley Miller Account Preferences Exit

KYWARD
Home Employee Information Time Off True Time

True Time
Quick Entry
My History
My Setup
Data Mining
Reports

My Time Sheets
Unsubmitted
History

Supervisor Access
My Employees True Time
My Employees Totals by Status
My Employees Weekly Averages
Schedule Tracker

My Employees Time Sheets
Unsubmitted
Unapproved
History

- Click on True Time
- Click My Employees True Time

Granbury ISD

Home Employee Information Time Off True Time

Supervisor Access

Views: Supervisor Access - By Name Filters: *Only Show Employees That Report Directly to Me

Last Name	First	Middle	Status	Notes	Level	Org Chart Level
Blackwell	Donna	R		N	4	2-3-17-9
Boyd	Peggy	N	IN	N	4	2-3-17-3
Bradley	Carola	A	IN	N	4	2-3-17-15
Bruner	Sandra	A	IN	N	4	2-3-17-16
Griffith	Susan	Flo		N	4	2-3-17-5
Guerra	Rhonda	Michelle		N	4	2-3-17-27
Hall	Linda	K	IN	N	4	2-3-17-7
Harden	Karen	Janel	IN	N	4	2-3-17-10
Hendrix	Wynona	Dell		N	4	2-3-17-24
Johns	Jennifer	Ann	IN	N	4	2-3-17-29
Johnson	Karen	T	IN	N	4	2-3-17-19
Kellar	Polly	Parker		N	4	2-3-17-14
McCann	Vicki	S		N	4	2-3-17-20
Myers	Cherie	Lynn		N	4	2-3-17-23
Niemeyer	Brenda	Rae		N	4	2-3-17-25
Paschal	Kimberly	A	IN	N	4	2-3-17-21
Ramsour	Kathy	Jan	TOF	N	4	2-3-17-4
Rankin	Amanda	Kathryn	IN	N	4	2-3-17-18
Sandel	Rachelle	D		N	4	2-3-17-13
Timmons	Kami	Lynn	IN	N	4	2-3-17-8

- Select *Only Show Employees That Report Directly to me

0 - 04.10.01.01.01 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburyisd.org:444/scripts/cgip.exe/WService%3DwspIn/httspschd001.w

Granbury ISD User Name: [] Wednesday, July 14th, 2010

Home Page | True Time | Supervisor Access | Supervisor Access - Supervisor Access - By Name

Supervisor Access - By Name (07/11/2010 - 07/17/2010) - Only Show Employees That Report Directly to Me

Last Name	First	Middle	Status	Notes	Level	Org Chart Level
Harden	Karen	Janel	IN	N	4	2-3-17-10
Hargrove	Kami	Lynn	IN	N	4	2-3-17-8
Hendrix	Wynona	Dell		N	4	2-3-17-24
Johnson	Karen	T	IN	N	4	2-3-17-19
Kellar	Polly	Parker		N	4	2-3-17-14
McCann	Vicki	S		N	4	2-3-17-20
Myers	Cherie	Lynn		N	4	2-3-17-23
Niemeyer	Brenda	Rae		N	4	2-3-17-25
Paschal	Kimberly	A		N	4	2-3-17-21
Ramsour	Kathy	Jan	IN	N	4	2-3-17-4
[]	[]	[]	[]	[]	4	2-3-17-18

Expand All Collapse All Show Details In New Window Modify Details (displaying 8 of 8)

- Current Status
- Workweek Totals
- Previous Time Sheets Unsubmitted Time Sheets Time Sheet History
- Upcoming Scheduled Tracked Time
- Exception Notes
- Workweek Schedule Edit Workweek Schedule
- Adjustments To Be Read Unread Adjustments
- Adjustments History Adjustments

Sandel	Rachelle	D		N	4	2-3-17-13
Spears	Tammy	G	IN	N	4	2-3-17-17
Watson	Denise	L	TOF	N	4	2-3-17-22

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U

22 records displayed

A list of your employees will populate

- Select the employee you wish to adjust
- Click on WORKWEEK TOTALS

0 - 04.10.01.01.01 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburyisd.org:444/scripts/cgip.exe/WService%3DwsFin/httpspschd001.w

Granbury ISD User Name: []

Home Page | True Time | Supervisor Access | Supervisor Access - Supervisor Access - By Name

Supervisor Access - By Name (07/11/2010 - 07/17/2010) - Only Show Employees that Report to Me

Last Name	First	Middle	Status	Notes	Level	Org Chart Level
Harden	Karen	Janel	IN	N	4	2-3-17-10
Hargrove	Kami	Lynn	IN	N	4	2-3-17-8
Hendrix	Wynona	Dell	N	N	4	2-3-17-24
Johnson	Karen	T	IN	N	4	2-3-17-19
Kellar	Polly	Parker	N	N	4	2-3-17-14
McCann	Vicki	S	N	N	4	2-3-17-20
Myers	Cherie	Lynn	N	N	4	2-3-17-23
Niemeyer	Brenda	Bre	N	N	4	2-3-17-25
Paschal	Kimberly	A	N	N	4	2-3-17-21
Ramsour	Kathy	Jan	IN	N	4	2-3-17-4
			IN	N	4	2-3-17-18

Expand All Collapse All Show Details in New Window Modify Details (displaying 8 of 8)

Current Status

Workweek Totals

<< 06/27/2010 - 07/03/2010 >> Return to Current Week View Time Sheet

Workday	Start Time	End Time	Lunch	Hours Worked	Paid Hours	Unpaid Hours Off	Total Hours	Scheduled Hours	Difference
06/27/2010 Sun									
06/28/2010 Mon	7:43 AM	4:33 PM	13m	8h 37m			8h 37m	8h 00m	37m
06/29/2010 Tue	7:43 AM	4:33 PM	48m	8h 02m			8h 02m	8h 00m	2m
06/30/2010 Wed	7:37 AM	4:40 PM	40m	8h 23m			8h 23m	8h 00m	23m
07/01/2010 Thu	7:35 AM	4:34 PM	19m	8h 40m			8h 40m	8h 00m	40m
07/02/2010 Fri	7:33 AM	1:37 PM		6h 04m			6h 04m	7h 30m	-1h 26m
07/03/2010 Sat									
Total			2h 00m	39h 46m			39h 46m	39h 30m	16m

ALL 0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Last Name: []

22 records displayed

Internet 100%

Use the << or >> to scroll back and forth between weeks

Make note of the "Return to Current Week" and "View Time Sheet" options

Click on the date to modify

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https://skyweb.granburyisd.org:444/scripts/cgip.exe/WService%3DwsFin/httpspschd001.w

Granbury ISD

Supervisor Access - By Name

Totals

Tue 07/13/10 Total: 7h 54m
 Scheduled Hours: 8h 00m
 Lunch Total: 1h 02m
 Weekly Total: 17h 30m

< Prev Day Tue 07/13/2010 Next Day > Current Day View/Submit Time Sheets

Transactions for Tuesday 07/13/2010:

Status	Start Time	End Time	Duration	Note
IN	7:43 AM	1:03 PM	5h 20m	
LUNCH	1:03 PM	2:05 PM	1h 02m	
IN	2:05 PM	4:39 PM	2h 34m	

Edit the Existing Times
 Add a Missing Record
 Delete
 Close

Workday

07/11/2010 Sun
 07/12/2010 Mon
 07/13/2010 Tue
 07/14/2010 Wed
 07/15/2010 Thu
 07/16/2010 Fri
 07/17/2010 Sat

Total

ALL 0 1 2 3 4 5 6 22 records displayed

Internet 100%

To change existing times already punched click on the EDIT THE EXISTING TIMES button

0 - 04.10.01.01.01 - Microsoft Internet Explorer provided by Granbury ISD
https://skyweb.granburysd.org:444/scripts/cgip.exe/W5service%3DwsFin/httemmain000.w
... | Supervisor Access | Supervisor Access - Supervisor Access - By Name | True Time Quick Entry Refresh

Totals
Tue 07/13/10 Total: **8h 05m**
Scheduled Hours: **8h 00m**
Lunch Total: **1h 02m**
Weekly Total: **17h 47m**

Transactions for Tuesday 07/13/2010

Status	Start Time	End Time	Duration	Note
IN	7:32 AM	1:03 PM	5h 31m	adjusted per e-mail (af)
LNCH	1:03 PM	2:05 PM	1h 02m	
IN	2:05 PM	4:39 PM	2h 34m	

Save
Cancel

Adjust the times accordingly and always enter a NOTE and click the SAVE button

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https://skyweb.granburyisd.org:444/scripts/cgip.exe/W5service%3DwsFin/httemmain000.w

... | Supervisor Access | Supervisor Access - Supervisor Access - By Name | True Time Quick Entry

Totals

Tue 07/13/10 Total: **10h 22m**

Scheduled Hours: **8h 00m**

Lunch Total: **0h 00m**

Weekly Total: **22h 02m**

[Refresh](#)

<Prev Day Tue 07/13/2010 Next Day> [Current Day](#) [View/Submit Time Sheets](#)

Transactions for Tuesday 07/13/2010

Status	Start Time	End Time	Duration	Note
IN	6:50 AM	5:12 PM	10h 22m	

[Edit the Existing Times](#)

[Add a Missing Record](#)

[Delete](#)

[Close](#)

If the employee forgot to clock out for lunch or an appointment click ADD MISSING RECORD

Internet 100%

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https://skyweb.granburyisd.org:444/scripts/cgip.exe/W5service%3DwsFin/httedtime000.w?isPopup=true

... | Supervisor Access | Supervisor Access - Supervisor Access - By Name | True Time Quick Entry

Add True Time Entry

Date: **Tuesday 07/13/2010**

Note: per e-mail (af)

Start Time: **12 : 00 PM**

End Time: **12 : 30 PM**

Status: **LUNCH**

[Save](#)

[Back](#)

Enter the correct Start and End Times, select "LUNCH" as the status and enter a NOTE and click SAVE

Internet 100%

0 - 04.10.01.01.01 - Microsoft Internet Explorer provided by Granbury ISD

https://skyweb.granburysisd.org:444/scripts/cgip.exe/WService%3DwsFIn/httssub000.w?isPopup=true

Supervisor Access | Supervisor Access - Supervisor Access - By Name | True Time Quick Entry | View Unsubmitted Time Sheets | View Time Sheet

Time Sheet for [] 07/11/2010 - 07/17/2010

Period Summary

Supervisor	Type	Pay Code	Summary	Hours
[]	WORK	PARA		21h 39m
Total Hours:				21h 39m
Hours Paid:				21h 30m

Print
Back

Daily Totals

Status	Note	Hours
Monday 07/12/10		
6:59 AM - 12:31 PM	IN	5h 32m
12:31 PM - 12:52 PM	LNCH	0h 21m
12:52 PM - 4:31 PM	IN	3h 39m
		07/12/10 Total Hours: 9h 11m Hours Paid: 9h 15m
Tuesday 07/13/10		
6:50 AM - 12:00 PM	IN	5h 10m
12:00 PM - 12:30 PM	LNCH	0h 30m
12:30 PM - 5:12 PM	IN	4h 42m
		07/13/10 Total Hours: 9h 52m Hours Paid: 9h 45m
Wednesday 07/14/10		
7:00 AM -	IN	2h 36m
		07/14/10 Total Hours: 2h 36m Hours Paid: 2h 30m

Adjustments

Workday	Type	Status	Adjusted Times		Original Times		Adjusted By	Note
			Start	End	Start	End		
07/13/10	Mod	IN	6:50 AM	12:00 PM	6:50 AM	12:00 PM	Amy Leigh Flippin	
07/13/10	Add	LNCH	12:00 PM	12:30 PM			Amy Leigh Flippin	per e-mail (af)
07/13/10	Add	IN	12:30 PM	5:12 PM			Amy Leigh Flippin	

Employee: _____ Date: _____
Approved By: _____ Date: _____

Make note that all adjustments made are logged on the employee's timesheet in the "Adjustments" box. Adjustments are audited periodically by the payroll department.