

ADDING A MISSING RECORD OR ADJUSTING TIME

To add a missing record, find the calendar button and click on the day you would like to add.

True Time Quick Entry - WF - 10636 - 05.16.06.00.06 - Internet Explorer

https://skyward.d91.k12.id.us/scripts/wsisa.dll/WService=wsFin/httemmain000.w?isPopup=true

True Time Quick Entry

In Lunch Gone for the day

Current Status
Current Status: **IN**
Start Time: **8:17 AM**
Current Time: **10:32 AM**
Duration: **2h 15m**
Scheduled Return:
Note:

Totals
Thu 08/11/16 Total: **2h 51m**
Scheduled Hours: **8h 00m**
Lunch Total:
Weekly Total: **28h 33m**

Refresh

<Prev Day 08/11/2016 > August < 2016 > View/Submit Time Sheets

Transactions for Thursday (08/11/2016) 8000 HOLMGREN, ROBYN M

Status	Start	Duration	Note
IN	7:39	36m	
	8:15	2m	Add Record
IN	8:17	2h 15m	

Edit the Existing Times
Add a Missing Record
Delete
Close

javascript:void("Show Calendar"); 100%

Then add a Missing record or Edit the Existing Times if you need to adjust time for that day.

Adjust your time here, watch for your AM and PM. Hit save.

The screenshot shows a web browser window titled "Add True Time Entry - WF - 10636 - 05.16.06.00.06 - Internet Explorer". The address bar shows the URL: <https://skyward.d91.k12.id.us/scripts/wsisa.dll/WService=wsFin/httdtime000.w?isPopup=true>. The main content area is titled "Add True Time Entry" and contains the following form fields:

- Date: **Wednesday 08/10/2016**
- Start Time: 10:34 AM
- End Time: 10:34 AM
- Status: IN
- Note: (empty text box)

Below the form is a table titled "View of Wednesday Workday Schedule for ROBYN M HOLMGREN":

Workday	Work Start	Work End	Lunch Start	Lunch End Detail	Hours
Y	7:30 AM	4:30 PM	12:00 PM	1:00 PM	8h 00m

At the bottom right of the browser window, there are "Save" and "Back" buttons. A blue arrow points from the text above to the "Save" button.

You can add a lunch by doing the same thing. Enter the time in an out, and change the Status to Lunch. It will automatically fill in a lunch for you.

This screenshot shows the same web browser window as the previous one, but with the "Status" dropdown menu set to "LUNCH". The "Start Time" and "End Time" fields remain at 10:34 AM. The "Note" field is still empty. The "View of Wednesday Workday Schedule" table is identical to the one in the previous screenshot.

Workday	Work Start	Work End	Lunch Start	Lunch End Detail	Hours
Y	7:30 AM	4:30 PM	12:00 PM	1:00 PM	8h 00m

A blue arrow points from the text above to the "LUNCH" status dropdown menu.

Click on the View/Submit Time Sheet when you are ready to submit for the week.

The screenshot shows a web browser window titled "True Time Quick Entry - WF - 10636 - 05.16.06.00.06 - Internet Explorer". The address bar shows the URL: <https://skyward.d91.k12.id.us/scripts/wsisa.dll/WService=wsFin/httemmain000.w>. The page content includes:

- Totals** section:
 - Wed 08/10/16 Total: **9h 42m**
 - Scheduled Hours: **8h 00m**
 - Lunch Total:
 - Weekly Total: **28h 44m**
- Navigation links: [<Prev Day](#) 08/10/2016 [Next Day>](#) [Current Day](#) [View/Submit Time Sheets](#)
- Transaction header: Transactions for Wednesday 08/10/2016 for HOLMGROB000 HOLMGREN, ROBYN M
- Transaction table:

Status	Start Time	End Time	Duration	Note
IN	7:31 AM	5:13 PM	9h 42m	
- Action buttons on the right: [Edit the Existing Times](#), [Add a Missing Record](#), [Delete](#), [Close](#)
- Refresh button at the top right.
- Zoom level: 100%