

# TRUE TIME IN EMPLOYEE ACCESS

All employees of School District 91 have access to Skyward on the District website (d91.k12.id.us). You have access to your "True Time" information, your pay history as well as requesting time off if you are a full time employee in your Skyward Employee Access account.

Home

## D91 Hosts Hot Jobs Career Fair For Students

It's not too early for students to start thinking about their futures, and D91's first ever Hot Jobs Career Fair will help them do just that. They will have the chance to learn about some of Idaho's hottest jobs -- nursing, software development and computer network administration, RV repairs, personal financial advisors, and more. Students will hear from professionals who will give them a firsthand account of the work they do, and from educators who will talk about what students need to do to land those jobs. **Don't miss this event from 5:30 pm to 8 pm on Wednesday, Jan. 18, at Compass Academy.** It's just one of the ways Idaho Falls School District 91 is working to ensure all our students are prepared for success beyond high school. [Learn More](#) Questions? [Send them to us.](#)

**IDAHO HOT JOBS 2014-2024**  
Most Abundant  
Fastest-Growing  
Highest-Paying

## Teachers Job Fair Feb. 11

Idaho Falls School District 91 is committed to employing the most qualified teachers and staff. **The job market for good teachers is so competitive now the district is beginning its recruiting efforts early this year with a Teacher Job Fair**

### Student & Staff Links

Student Links

Staff Links

- Aesop
- Applitrack
- Blocked Email
- D91 Extensions
- D91 Password Reset
- Email
- Employee Website
- iBoss Filter: D91Login
- IT Help Ticket
- Laserfiche Forms
- Mileposts
- PS Admin
- PowerTeacher
- SafeSchools
- SchoolMessenger
- [Skyward](#)
- Work Orders

File Edit View History Bookmarks Tools Help

PowerSchool x Login - Powered by Skyward x Options

https://skyward.d91.k12.id.us/scripts/wsisa.dll/WService=wsFin/seplog01.w

Idaho Falls School District 91  
A World Class Education

SKYWARD®

Idaho Falls School District #91

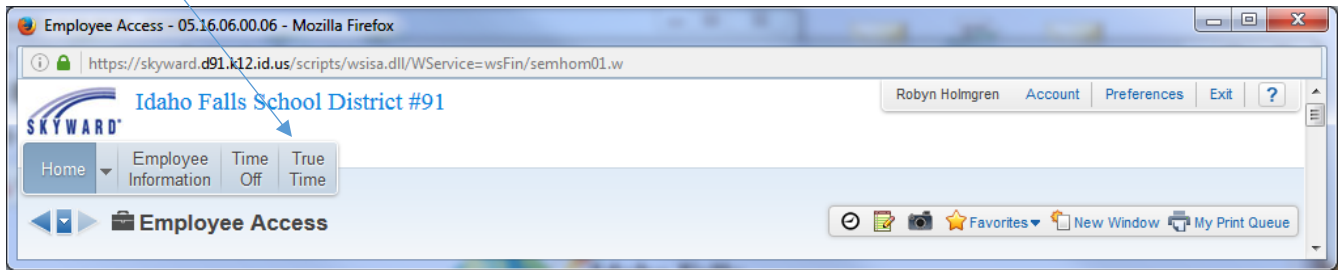
Login ID:

Password:

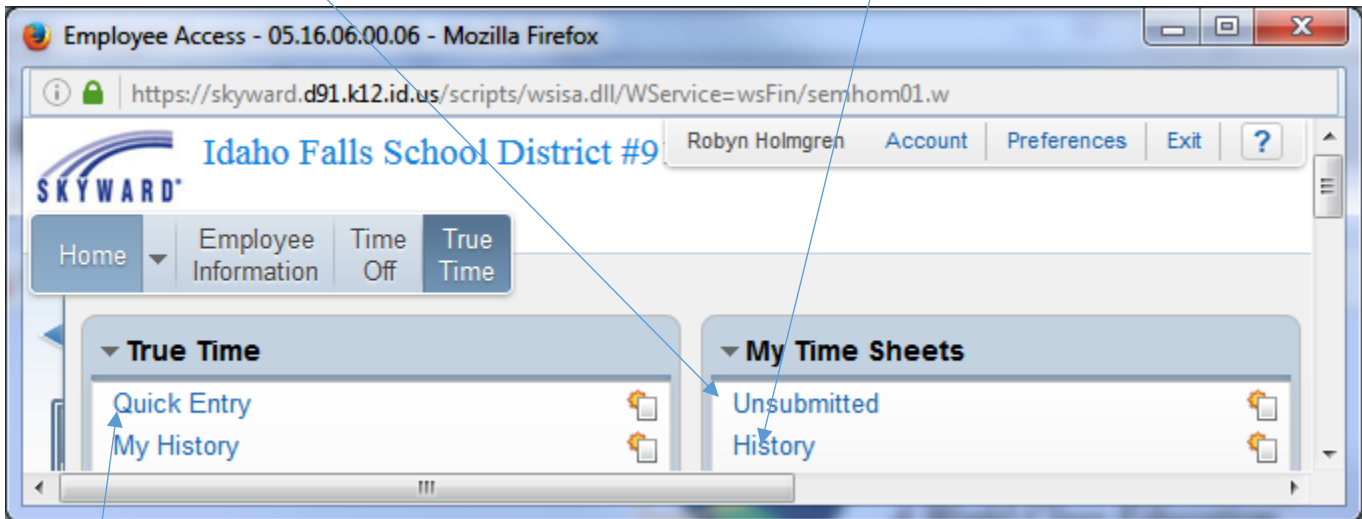
Sign In

You log into Skyward by using your 4x4 and password.

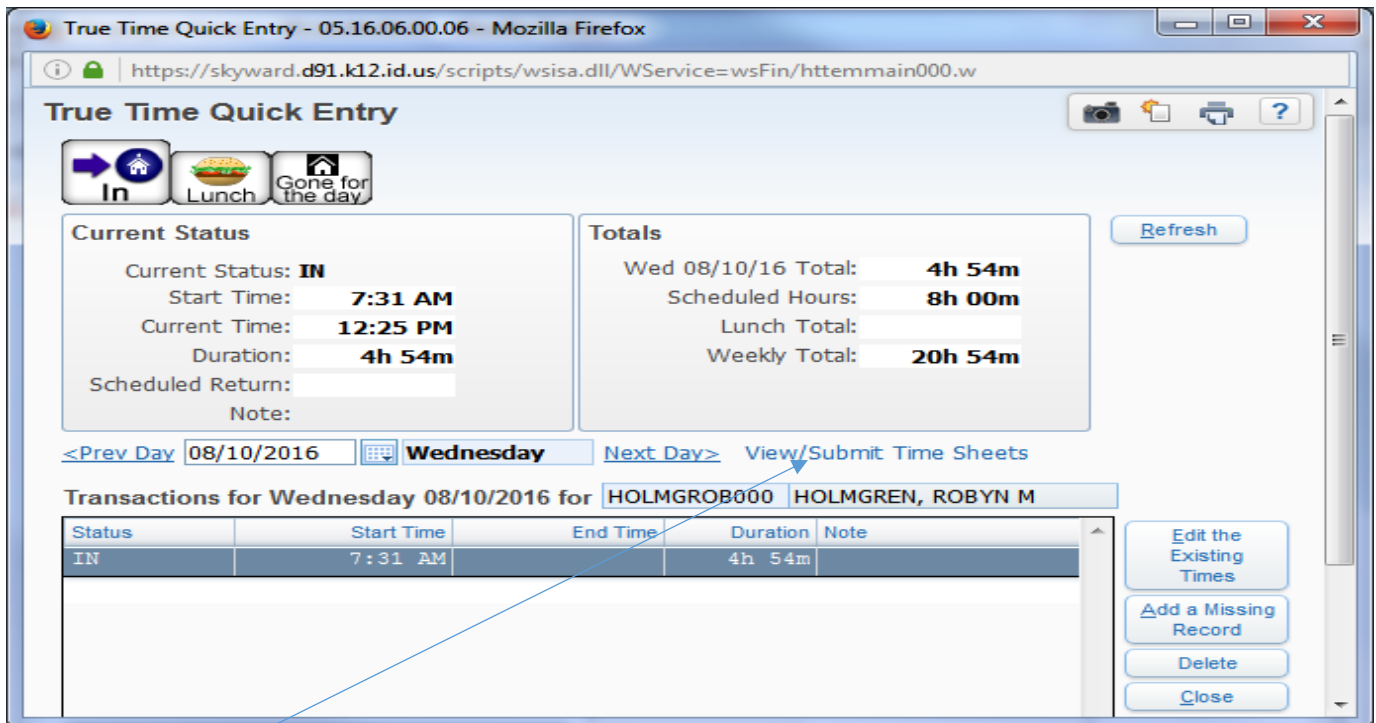
Click on "True Time"



Here you can view your un-submitted time sheets as well your time sheet history.



Go to "Quick Entry" to access your "True Time" time sheet.



You can also submit your "True Time" timesheet from your Skyward Employee Access account.

After you click on "Submit" it automatically allows you to view your time sheet. You can print this for your records then "Submit Time Sheet" if everything looks correct.

**View/Submit This Weeks Time Sheet**

Time Sheet for **ROBYN HOLMGREN: 07/31/2016 - 08/06/2016**

Period Summary			
Type	Pay	Note	Hours
WORK	CLER (CLERICAL)		40h 28m
			Total Hours: <b>40h 28m</b>
			Hours Paid: <b>40h 28m</b>

**Daily Totals**

Status	Note	Hours
<b>Monday 08/01/16</b>		
7:30 AM - 12:00 PM IN		4h 30m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
		<b>08/01/16 Total Hours: 8h 00m</b>
<b>Tuesday 08/02/16</b>		
7:30 AM - 1:34 PM IN		6h 04m
1:34 PM - 2:30 PM LNCH		0h 56m
2:30 PM - 4:44 PM IN		2h 14m
		<b>08/02/16 Total Hours: 8h 18m</b>
<b>Wednesday 08/03/16</b>		
7:30 AM - 12:00 PM IN		4h 30m
12:00 PM - 1:00 PM LNCH		1h 00m
1:00 PM - 4:30 PM IN		3h 30m
		<b>08/03/16 Total Hours: 8h 00m</b>
<b>Thursday 08/04/16</b>		
7:34 AM - 12:00 PM IN		4h 26m
12:00 PM - 1:01 PM LNCH		1h 01m
1:01 PM - 4:45 PM IN		3h 44m
		<b>08/04/16 Total Hours: 8h 10m</b>
<b>Friday 08/05/16</b>		
7:30 AM - 11:58 AM IN		4h 28m

Buttons: Submit Time Sheet, Request Comp Time, Print, Back

After you submit your time sheet select the "close" button to close your profile to allow the next employee to clock in.