

# TRUE TIME

With the advancement of technology, our district has adopted a new “Time clock” system called True Time. Using this system will allow more accurate pay of all Classified Employees as well as account for hours that are required for the Affordable Care Act.

Every school will have a Chromebook at the front desk for employees to use. Below is an example of where you will enter your Employee Number. If you do not know your Employee number, or have forgotten it, please contact the payroll department (525-7514 or 525-7515) and we can help you.



You will then click on “IN” when you begin your work day. Notice the time appears when you log in. Click “Close” to allow other employees to clock in.

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

**True Time Quick Entry**

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

**Current Status**  
Current Status: **IN**  
Start Time: **7:30 AM**  
Current Time: **9:13 AM**  
Duration: **1h 43m**  
Scheduled Return:  
Note:

**Totals**  
Wed 08/10/16 Total: **1h 43m**  
Scheduled Hours: **8h 00m**  
Lunch Total:  
Weekly Total: **17h 43m**

[Refresh](#)

<Prev Day 08/10/2016 **Wednesday** Next Day> [View/Submit Time Sheets](#)

Transactions for Wednesday 08/10/2016 for **HOLMGROB000** **HOLMGREN, ROBYN M**

Status	Start Time	End Time	Duration	Note
IN	7:30 AM		1h 43m	

[Edit the Existing Times](#)  
[Add a Missing Record](#)  
[Delete](#)  
[Close](#)

100%

The day is displayed here. You will log out during your lunch time by clicking the lunch button then log back in when you are finished with lunch.

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

### True Time Quick Entry

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

**Current Status**

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

**Totals**

Wed 08/10/16 Total: **1h 47m**  
Scheduled Hours: **8h 00m**  
Lunch Total:   
Weekly Total: **17h 47m**

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Transactions for Wednesday 08/10/2016 for HOLMGROB000 HOLMGREN, ROBYN M

Status	Start Time	End Time	Duration	Note
IN	7:30 AM	9:17 AM	1h 47m	

[Edit the Existing Times](#)  
[Add a Missing Record](#)  
[Delete](#)  
[Close](#)

100%

Click on "Gone for the day" when your work day is over. Click "Close".

You will submit your time sheet at the end of **each week**. If you forget, you may submit on Monday.

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

### True Time Quick Entry

**Totals**

Mon 08/01/16 Total: **8h 00m**  
Scheduled Hours: **8h 00m**  
Lunch Total: **1h 00m**  
Weekly Total: **31h 30m**

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[<Prev Day](#) 08/01/2016 [Monday](#) [Next Day>](#) [Current Day](#) [View/Submit Time Sheets](#)

Transactions for Monday 08/01/2016 for HOLMGROB000 HOLMGREN, ROBYN M

Status	Start Time	End Time	Duration	Note
IN	7:30 AM	12:00 PM	4h 30m	
LNCH	12:00 PM	1:00 PM	1h 00m	
IN	1:00 PM	4:30 PM	3h 30m	

[Edit the Existing Times](#)  
[Add a Missing Record](#)  
[Delete](#)  
[Close](#)

100%

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.