

# SKYWARD – How to enter Time Sheet Information

After logging in to the local network, click on an internet browser (ie. Chrome) on your desktop and enter [www.unit40.org](http://www.unit40.org) to go to the Effingham Unit #40 home page. On the Unit 40 web page, click on the “Staff” link at the top of the page as shown below. On the dropdown box that appears below “Staff”, click on Skyward.

The screenshot shows the Effingham Community Schools website. At the top, there is a navigation bar with links: Home, Board Office, Academics, Schools, Student Activities, Parents, Staff, Quick Links, and Employment. The 'Staff' link is circled in red. Below the navigation bar is a large banner featuring the Effingham Community Schools logo, which includes the text 'EFFINGHAM COMMUNITY SCHOOLS', '1831', and 'UNIT DISTRICT NUMBER 40'. Below the logo is the tagline 'Where the Search for Excellence Begins'. Below the banner is a red banner that says 'Welcome to Effingham Community Schools!'. Below this is a video player showing two students working on a project. To the right of the video player is a 'Unit #40 Calendar' section. The calendar shows a red calendar icon and the date 'AUG 14'. Below the date are two meeting events: 'Special Board Meeting' from 5:00PM - 7:00PM and 'Board of Education Meeting'.

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On the Skyward Login screen, enter your Login ID and Password.

Your login ID is the first 6 letters of your last name, followed by the first three letters of your first name (ie. johnsocla for Clark Johnson).

Your password is initially set to your birthdate in MMDDYYYY format (ie. 03271982 for March 27, 1982). Note that the first time you login to Skyward, this screen will ask you to change your password to something only you know. If you have forgotten your Skyward password, call the BOE office at 540-1506 and ask for a Skyward password reset.

Once you have entered your Login ID and Password, press the Sign In Button.



The screenshot shows the Skyward login interface. At the top, there is a logo consisting of three blue curved lines above the word "SKYWARD" in blue capital letters. Below the logo, the text "Effingham CUSD #40" and "Effingham, IL BU/PA Pass 1IL" is displayed in blue. The login area has a light gray background. It contains two input fields: "Login ID:" with a light green box containing the text "johnscla", and "Password:" with a light purple box containing seven black dots. Below the password field is a "Sign In" button with rounded corners. Underneath the button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the version number "05.19.06.00.02" is displayed.

# SKYWARD – How to enter Time Sheet Information

When you have logged into the Skyward Employee Access System, you should see the screen shown below

Click on **True Time**

**SKYWARD**

Home Employee Information Time Off **True Time** Work Requests Online Open Enrollment

Employee Access

Jump to Other Dashboards

- \*Calendar
- Skyward User
- Employee**
- Task Manager

Reset Dashboards Select Widgets

My Time Off Status

AP Payments

Payment Date	Payment Ref. Number	Direct Deposit	Amount	
10/24/2016	44107	15.23	Show Invoice(s)	
08/27/2015	41520	40.31	Show Invoice(s)	
01/26/2015	40165	18.04	Show Invoice(s)	

District News

No news to display

Calendar Events

02/10/2017	PAYDAY
02/24/2017	PAYDAY
03/10/2017	PAYDAY
03/24/2017	PAYDAY
04/07/2017	PAYDAY
04/21/2017	PAYDAY
05/05/2017	PAYDAY
05/19/2017	PAYDAY
05/30/2017	TEACHER INSTITUTE/WORKSHOP
06/02/2017	PAYDAY
06/16/2017	PAYDAY
06/30/2017	PAYDAY
07/14/2017	PAYDAY
07/28/2017	PAYDAY
08/11/2017	PAYDAY
08/25/2017	PAYDAY

Jump to Other Systems

- Employee Access
- Financial Management

Favorites

No favorites available.

Insurance Tracking Unsubmitted OE records

No Insurance Tracking OE records require action at this time

Recent Programs

- Employee Access Home
- Unsubmitted
- Quick Entry
- My Requests
- Personal Information
- My Status
- Check History
- History

My Print Queue

Job	Status
No items available.	

Online Forms to be Completed

No Online Forms to be Completed

My Personnel Activity Reports

You do not have any Personnel Activity Reports waiting for your submission

Click on **Quick Entry**

**SKYWARD**

Home Employee Information Time Off **True Time** Work Requests Online Open Enrollment

True Time

- Quick Entry**
- My History
- Employee Locator
- My Setup
- Data Mining
- Reports

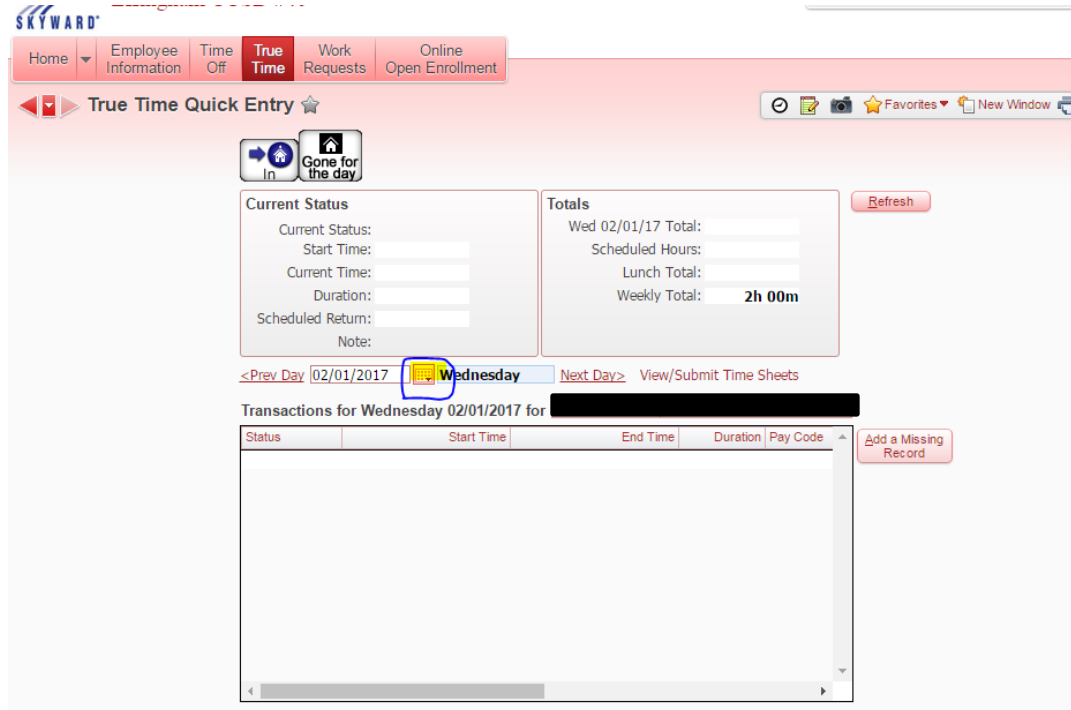
My Time Sheets

- Unsubmitted
- History

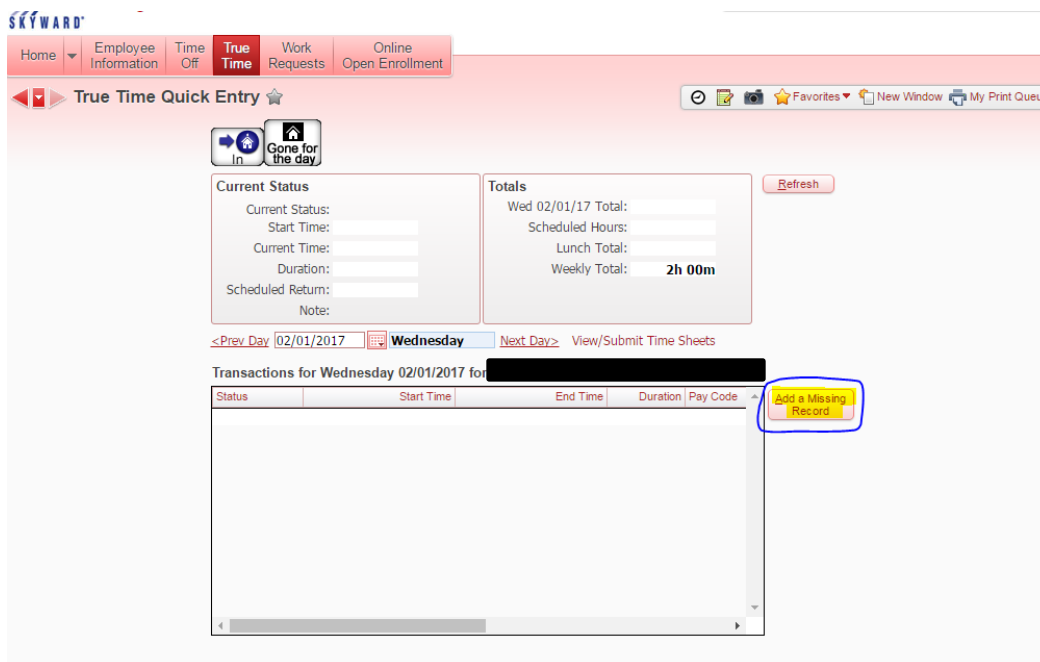
# SKYWARD – How to enter Time Sheet Information

If you are entering time for a previous or future date, click on the calendar icon and click on the date worked.

If you are entering time for today's date, skip this step



Click on the **Add a Missing Record** button



# SKYWARD – How to enter Time Sheet Information

Enter your **Start Time**

Enter **AM/PM**

Enter your **End Time**

Enter **AM/PM**

Click the **check box** next to the Job you are entering time for

Click the **Save** button

### Add True Time Entry

Date: **Wednesday 02/01/2017** Note:

Start Time: **01:00 PM**

End Time: **02:00 PM**

Status: **IN**

**Select Job for Corrective Transaction**

Select ▲	Primary	Pay Code	Description
<input type="checkbox"/>	No	STCIN	STIPEND INSURAN
<input type="checkbox"/>	No	STIEP	IEP'S
<input type="checkbox"/>	No	STPAC	ACADEMIC LAB
<input type="checkbox"/>	No	STPHB	HOMEBOUND
<input checked="" type="checkbox"/>	No	STPIS	INHOUSE SUB
<input type="checkbox"/>	No	STPIS	LATE STAY

6 records displayed

View of Wednesday Workday Schedule for [REDACTED]

Workday	Work Start	Work End	Lunch Start	Lunch End Detail	Hours
N	12:00 AM	12:00 AM	12:00 AM	12:00 AM	

# SKYWARD – How to enter Time Sheet Information

When you have finished entering all of your time for the week, it must be submitted for approval.

Click on **True Time**

The screenshot shows the SKYWARD Employee Access dashboard. The navigation menu at the top includes Home, Employee Information, Time Off, True Time (highlighted with a blue circle), Work Requests, and Online Open Enrollment. The main content area is divided into several sections: Jump to Other Dashboards (with links for Calendar, Skyward User, Employee, Task Manager, and Reset Dashboards), My Time Off Status, AP Payments, District News, Calendar Events (listing dates from 02/10/2017 to 08/25/2017 with corresponding events like PAYDAY and TEACHER INSTITUTE/WORKSHOP), My Print Queue, Online Forms to be Completed, Jump to Other Systems (with links for Employee Access and Financial Management), Favorites, Insurance Tracking Unsubmitted OE records, and Recent Programs (listing various system functions like Quick Entry, Unsubmitted, My Requests, etc.).

In the My Time Sheets section, Click on **Unsubmitted**

The screenshot shows the SKYWARD True Time section. The navigation menu at the top includes Home, Employee Information, Time Off, True Time (highlighted with a blue circle), Work Requests, and Online Open Enrollment. The main content area is divided into two sections: True Time (with links for Quick Entry, My History, Employee Locator, My Setup, Data Mining, and Reports) and My Time Sheets (with links for Unsubmitted and History). The Unsubmitted link in the My Time Sheets section is highlighted with a blue circle.

# SKYWARD – How to enter Time Sheet Information

Click on the **View Time Sheet** button

The screenshot shows the SKYWARD web application interface. At the top, there is a navigation menu with options: Home, Employee Information, Time Off, True Time (highlighted), Work Requests, and Online Open Enrollment. Below the menu, the page title is 'My Unsubmitted Time Sheets'. A table displays time sheet information for a specific week. The table has columns for Week Start, Week End, Total Hrs, and Status. The data row shows: Week Start: 01/29/2017, Week End: 02/04/2017, Total Hrs: 2h 00m, Status: Time Sheet Not Submitted. To the right of the table, there are buttons for 'Filter Options', 'View Time Sheet' (highlighted with a blue circle), and 'Submit Time Sheet'.

Review the Time to be Submitted

Click the **Back** button

The screenshot shows the 'Period Summary' and 'Daily Totals' sections of the SKYWARD web application. The 'Period Summary' table has columns for Type, Pay, Note, and Hours. The data rows are: WORK, STPAC (ACADEMIC LAB), 1h 00m; WORK, STPIS (INHOUSE SUB), 1h 00m. Summary rows show Total Hours: 2h 00m and Hours Paid: 2h 00m. To the right of this table is a 'Print' button and a 'Back' button (highlighted with a blue circle). Below this is the 'Daily Totals' section, which is a table with columns for Status, Pay/Note, and Hours. It is organized by day: Monday 01/30/17 and Tuesday 01/31/17. For Monday, there is one entry: 3:30 PM ( 3:30) - 4:00 PM ( 4:00) IN, ACADEMIC LAB, 0h 30m. For Tuesday, there are two entries: 11:00 AM (11:00) - 12:00 PM (12:00) IN, INHOUSE SUB, 1h 00m; and 3:30 PM ( 3:30) - 4:00 PM ( 4:00) IN, ACADEMIC LAB, 0h 30m.

Click the **Submit Time Sheet** button

The screenshot shows the SKYWARD web application interface, similar to the first screenshot. The 'View Time Sheet' button is no longer visible, and the 'Submit Time Sheet' button is now highlighted with a blue circle. The table below the navigation menu still shows the same time sheet information: Week Start: 01/29/2017, Week End: 02/04/2017, Total Hrs: 2h 00m, Status: Time Sheet Not Submitted.