

Time Tracking in Skyward

There are 3 areas to look at
Clock In/Out, Unsubmitted Timesheet Weeks, and Timesheet Week History.



To track your time you will use the Clock In/Out button each day that you work.



When you click that button you will see this:
Please note you will only be able to clock in from your assigned location (school).

IN OUT

CURRENT **TOTALS**

Status Not Working Wed 09/04/2024 59m

Start Time Break

Duration Lunch

Weekly 4h 45m

TIME TRANSACTIONS

← Previous Day 09/04/2024 Wednesday .31 Next Day →

Edit

TIME TRANSACTIONS

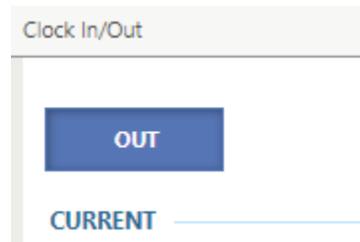
↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Position Type	Comment
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If you are not in your assigned location (or not using the district wifi) you will see that the clock in button will be there but it will be grayed out. It will also give you an error message above the punch buttons:

You must clock in/out from an approved location. | Ranges.



If you do not see a clock in button at all and only see an out button, please contact Sierra Ardrey .

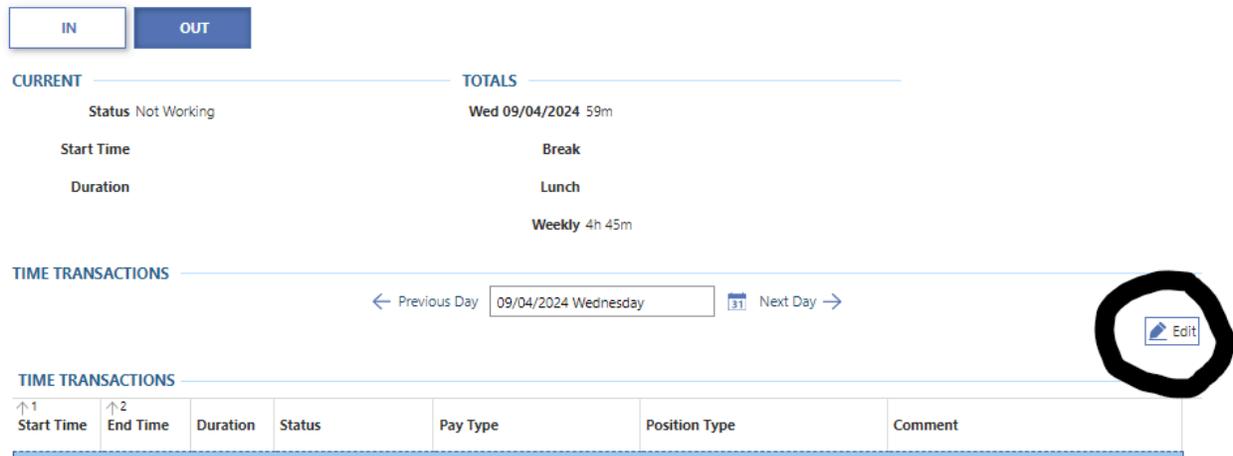


Please make sure you:

- **Clock in when you get to work.**
- **Clock out when you take your lunch break.**
- **Clock back in when you are back from your lunch break.**
- **Lastly, clock out at the end of the workday.**

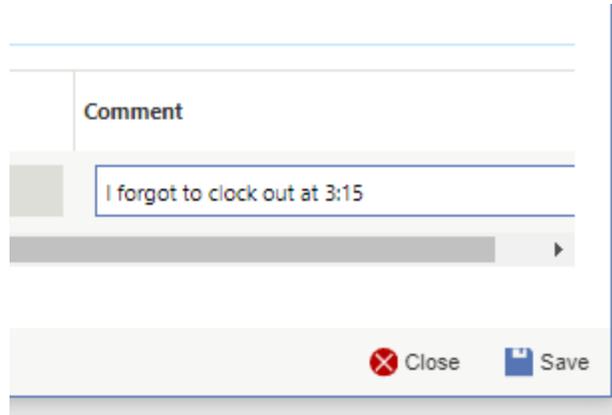
That being said, accidents happen.

If you forget to clock in or out, just do it when you remember and click on the edit button:

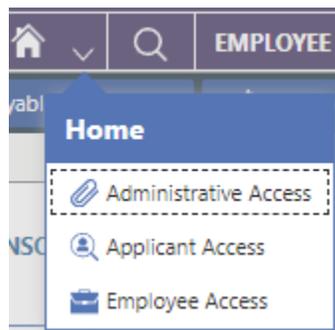


The screenshot shows the time tracking interface. At the top, there are 'IN' and 'OUT' buttons. Below them is the 'CURRENT' status, which is 'Not Working'. To the right is the 'TOTALS' section, showing 'Wed 09/04/2024 59m'. Below that is the 'TIME TRANSACTIONS' section, which includes a date selector for '09/04/2024 Wednesday' and a calendar icon. An 'Edit' button is circled in black. At the bottom, there is a table with columns for 'Start Time', 'End Time', 'Duration', 'Status', 'Pay Type', 'Position Type', and 'Comment'.

This will give you the ability to leave a comment so that your principal will know that it needs to be corrected. Don't forget to click save!



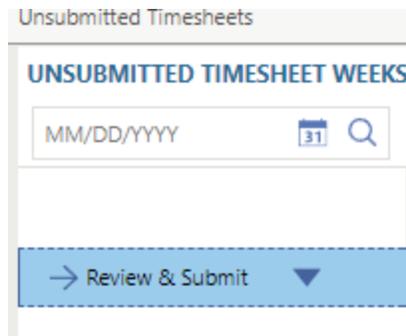
If you are on the homescreen of Skyward and nothing is showing up or the time tracking options aren't showing up please click the arrow next to the home button and check that you're in Employee Access, not in one of the other options.



At the end of each week, or at the latest on the following Monday when you're back at work again, you'll click on the Unsubmitted Timesheets button:



Click review and submit and check to make sure everything looks right. Make sure you contact your principal or leave a comment if you notice something is wrong with the times. If you receive an error, please contact [Sierra Ardrey](#) and include a screenshot of the error message.



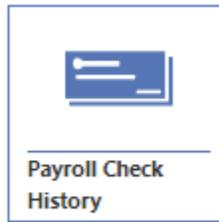
The timesheet week history button:



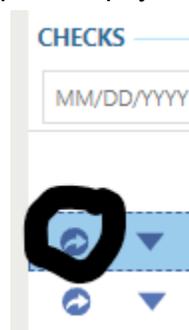
Will show you all of the timesheets you've submitted and if they are approved or waiting for approval.

Remember:

The bulk of your pay is annualized and broken into 12 equal payments. Any overtime/docked time will be considered an exception and will be processed in the following month. To check which timesheet weeks are used in that month's calculation you will click payroll check history:



Open the paycheck



And then select timesheets



This will show you all of the timesheets that are reflected in the exceptions.

If you have any questions, please contact Sierra Ardrey
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303-646-6786

Thank you.