



SKYWARD QMLATIV TRANSITION TRUE TIME & TIME OFF APRIL 2026

True Time that is not approved and paid on April 23 will not carry over to Skyward Qmlativ.



April 19: Last day for employees to enter and submit True Time through April 19 to be paid on April 23.

April 20: Last day for approvers to approve all True Time through April 19 in Skyward SMS to be paid on April 23.

April 20-May 10: Skyward SMS will be unavailable during this window. Employees must manually track True Time. A time card for tracking TT is available on [Payroll's website](#) in a [PDF](#) or on a [Google sheet](#) (or locations can create their own). Employees will record this data into Skyward Qmlativ once it opens on May 11.

April 23 – The “Big” Paycheck (final payday in Skyward SMS): This includes the normal True Time through April 5 PLUS an early payout for April 6-19 True Time.

April 23: Last day to enter and approve time off in Skyward SMS. Time off must be manually tracked after this until May 11.

**** Skyward SMS Finance will be down April 24-May 10. This means Payroll cannot issue paychecks during this time.**