

## True Time Status/History - Employee

Log in to Skyward Employee Access – contact the Help Desk at 801-567-8737 for login assistance

S K Y	WARD' Emp		istrict True FastTrack Ime Open Positio			Click UNSUBMIT find any unsubm denied time shee you to submit	itted or
	<u> ▼ True Time</u>	1		- My Tin	ne Sheets		
	Quick Entry My History My Setup Data Mining Reports			Unsubm History	itted	କ୍ଲ <b>୩</b> ୩	
			Click HISTORY to a Waiting for Appro Waiting for Payro History – shows c	oval – waitin II – schedule	g for the name liste ed for pay	d to approve	
My Ti	me Sheet H	istory 😭	·		TIME SHEET for tim	e sheet details	dow 🖷 My Print Queue
Views: Time Shee			·			ie sheet details 🍸 🏨 🗐 🖨	
			Can click on > or			le sheet details	View Time Sheet Resubmit Time
Views: Time Shee	et History	Filters: Skyward	Can click on b or Default Clone v	select VIEW	TIME SHEET for tim		View Time Sheet
Views: Time Shee	et History Week End	Filters: Skyward     (1)     Status	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for tim	(2) Status	View Time Sheet Resubmit Time
Views: Time Shee Week Start - 11/08/2021	et History Week End 11/14/2021	Filters: Skyward     Status     Waiting for Approval	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for tim	(2) Status Submitted	View Time Sheet Resubmit Time
Views: Time Shee Week Start ↓ ▶ 11/08/2021 ▶ 11/01/2021	et History Week End 11/14/2021 11/07/2021	Filters: Skyward     (1)     Status     Waiting for Approval     Waiting for Payroll	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for tim	(2) Status Submitted Approved	View Time Sheet Resubmit Time
Views: Time Shee Week Start ↓ ▶ 11/08/2021 ▶ 11/01/2021 ▶ 10/25/2021	Week End 11/14/2021 11/07/2021 10/31/2021	Filters: Skyward     Status     Waiting for Approval     Waiting for Payroll     Waiting for Payroll	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for tim	(2) Status Submitted Approved Approved	View Time Sheet Resubmit Time
Views: Time Shee Week Start ↓ 11/08/2021 11/01/2021 10/25/2021 10/18/2021	Week End 11/14/2021 11/07/2021 10/31/2021 10/24/2021	Filters: Skyward     (1)     Status     Waiting for Approval     Waiting for Payroll     Waiting for Payroll     Waiting for Payroll	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for tim	(2) Status Submitted Approved Approved	View Time Sheet Resubmit Time
Views: Time Shee Week Start 11/08/2021 11/01/2021 10/18/2021 10/18/2021 10/11/2021	Week End 11/14/2021 11/07/2021 10/31/2021 10/24/2021 10/17/2021	Filters: Skyward     Status     Waiting for Approval     Waiting for Payroll	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for tim	(2) Status Submitted Approved Approved Approved Approved	View Time Sheet Resubmit Time
Views: Time Shee Week Start ↓ 11/08/2021 11/01/2021 10/12/2021 10/18/2021 10/11/2021 10/04/2021	Week End           11/14/2021           11/07/2021           10/31/2021           10/24/2021           10/17/2021           10/10/2021	Filters: Skyward     (1)     Status     Waiting for Approval     Waiting for Payroll	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for tim	Contract decidits Contract deci	View Time Sheet Resubmit Time
Views: Time Shee Week Start ↓ 11/08/2021 11/01/2021 10/25/2021 10/18/2021 10/11/2021 10/04/2021 09/27/2021	t History Week End 11/14/2021 11/07/2021 10/31/2021 10/24/2021 10/17/2021 10/10/2021 10/03/2021	Filters: Skyward     (1)     Status     Waiting for Approval     Waiting for Payroll     History	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for tim	Submitted       (2)       Status       Submitted       Approved	View Time Sheet Resubmit Time
Views: Time Shee Week Start ↓ 11/08/2021 11/01/2021 10/25/2021 10/18/2021 10/11/2021 10/04/2021 09/27/2021 09/20/2021	Week End           11/14/2021           11/07/2021           10/31/2021           10/24/2021           10/17/2021           10/10/2021           10/03/2021           09/26/2021	Filters: Skyward     Status     Waiting for Approval     Waiting for Payroll     History     History	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for time (1) (1) Time Notes Check Date: 10/25/: Check Date: 10/25/:	(2)         Status         (2)         Status         Approved         Approved         Approved         Approved         Approved         Approved         2021 - Cl         Approved         2021 - Cl         Approved         2021 - Cl         Approved         2021 - Cl         Approved	View Time Sheet Resubmit Time
Views: Time Shee Week Start ↓ 11/08/2021 11/01/2021 10/25/2021 10/18/2021 10/04/2021 10/04/2021 09/27/2021 09/20/2021 09/13/2021	t History Week End 11/14/2021 11/07/2021 10/31/2021 10/24/2021 10/17/2021 10/10/2021 10/03/2021 09/26/2021 09/19/2021	Filters: Skyward     (1)     Status     Waiting for Approval     Waiting for Payroll     History     History     History	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for time (1) (1) Time Notes Check Date: 10/25/: Check Date: 10/25/: Check Date: 10/25/:	Image: Construction of the second sector of the sector of the second sector of the	View Time Sheet Resubmit Time
Views: Time Shee Week Start ↓ 11/08/2021 11/01/2021 10/18/2021 10/11/2021 10/04/2021 09/27/2021 09/27/2021 09/13/2021 09/13/2021 09/06/2021	t History Week End 11/14/2021 11/07/2021 10/31/2021 10/24/2021 10/17/2021 10/10/2021 10/03/2021 09/26/2021 09/19/2021 09/12/2021	Filters: Skyward     (1)     Status     Waiting for Approval     Waiting for Payroll     History     History     History     History	Can click on > or Default Clone > (1) Name	select VIEW	TINE SHEET for time	(2)         Submitted         Approved         Approved         Approved         Approved         Approved         Approved         2021 - Cl         Approved	View Time Sheet Resubmit Time
Views: Time Shee Week Start ↓ 11/08/2021 11/01/2021 10/12/2021 10/11/2021 10/11/2021 10/04/2021 09/27/2021 09/20/2021 09/13/2021 09/06/2021 09/06/2021	t History Week End 11/14/2021 11/07/2021 10/31/2021 10/24/2021 10/17/2021 10/10/2021 10/03/2021 09/26/2021 09/19/2021 09/12/2021 09/05/2021	Filters: Skyward     (1)     Status     Waiting for Approval     Waiting for Payroll     History     History     History     History	Can click on > or Default Clone > (1) Name	select VIEW	TINE SHEET for time (1) (1) Notes (1) (2) Notes (1) (2) Notes (1) (2) Notes (2) (2) (2) (2) (2) (2) (2) (2)	(2)         Submitted         Approved         Approved         Approved         Approved         Approved         Approved         2021 - Cl         Approved	View Time Sheet Resubmit Time
Views: Time Shee Veek Start ↓ 11/08/2021 11/01/2021 10/25/2021 10/18/2021 10/11/2021 10/04/2021 09/27/2021 09/20/2021 09/13/2021 09/06/2021 08/30/2021 08/30/2021	t History Week End 11/14/2021 11/07/2021 10/31/2021 10/24/2021 10/17/2021 10/10/2021 10/03/2021 09/26/2021 09/12/2021 09/05/2021 08/29/2021	Filters: Skyward     (1)     Status     Waiting for Approval     Waiting for Payroll     History     History     History     History     History     History     History	Can click on > or Default Clone > (1) Name	select VIEW	TIME SHEET for time Notes  (1) (1) Time Notes  (1) (1) Time Notes  (1) (1) Time Notes  (1) (1) Time Notes (1) (1) (1) (1) (1) Time Notes (1) (1) (1) (1) (1) (1) Time Notes (1) (1) (1) (1) (1) (1) (1) (1) Time Notes (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Image: Construction of the second sector of the sector	View Time Sheet Resubmit Time

*Questions regarding "Employee True Time History" should be directed to Payroll – 801/567-8154*