



## True Time Approvers – Transition to Qmlativ

All True Time data must be finalized before the migration. True Time that has not been fully approved and paid will not carry over to Qmlativ.

- **April 19:** Last day to enter/submit all True Time in Skyward SMS for time worked through April 19. This will be paid on April 23.
- **April 20:** Last day to approve all True Time through April 19 in Skyward SMS.
- 💰 **April 23 – The “Big” Paycheck** (Final Payday in Skyward SMS): This includes your normal True Time through April 5 **PLUS** an early payout for April 6-19.
- **April 23:** Last day to enter/approve time off in Skyward SMS. Time off must be manually tracked after this until May 11.
- 📄 **April 20 – May 10:** The Skyward SMS system will be **down** during this window. **Employees must manually track True Time.** A time card will be available on Payroll’s website ([payroll.jordandistrict.org](http://payroll.jordandistrict.org)) for tracking TT (or each location can create their own). Employees will record this data into the new Qmlativ system once it opens on May 11.

Welcome to the new system! True Time is now officially called Time Tracking.

- **May 11:** Qmlativ opens for all users to enter/submit Time Tracking. Time Tracking from Apr 20-May 3 must be submitted today to be paid on May 22.
- **May 12:** Time Tracking first approvals due for Apr 20-May 3.
- **May 13:** Time Tracking final approvals due for Apr 20-May 3.
- 💰 **May 22 – The “Small” Paycheck** (First Payday in Skyward Qmlativ): This covers Time Tracking for Apr 20-May 3 will be paid. Because the Apr 6-19 period was already paid out in April, this check will be smaller than usual.

Please contact Payroll with questions:  
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