



# True Time - 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 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 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 23.
- 💰 **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.