### How To Clock In- Web

#### Login to Skyward

Click on "clock" sign in your tool bar \*\*\*\* or "True Time" – "Quick Entry"

Employee Access - 05.18.02.00.08 - Internet Explore	rer		to famous Management Alone Horage	C	
https://skyward.iscorp.com/scripts/wsisa.dll/WSe	ervice=wsfinbloomingt	tonmn/se	mhom01.w		
BLOOMINGTON PB C	SCH DIST 271	, MN			Patricia Weiss Accour
Home V Information Off Time	⊸ My Tin	ne Shee	ts		🔘 📝 📾 🎓 Favorites 🔹 🏠
Quick Entry My History	Unsubmi	itted	<b>1</b>		ner Systems
My Setup					/ee Access
Data Mining	1				al Management
Reports					arame
No favorites available.		-	Wide Check Summary Report with Check Number/Vendor/Invoice	Completed	Employee Access Home
			Check Summary Report with Invoice/Accounting Detail	Completed	Financial Management Home
			District News	0	Invoice Entry WF\AP\IE\IE
			No news to display		

### Click "In"



# How to Clock Out

#### Login to Skyward

Click on "clock" sign in your tool bar \*\*\*\* or "True Time" – "Quick Entry"

Employee Access - 05.18.02.00.08 - Internet fft https://skyward.iscorp.com/scripts/wsisa	et Explorer .dll/WService=wsfinbloomingtonmn	/semhom01.w	0	Datii
Home Employee Time True	BBC SCH DIST 271, MI	N		
Quick Entry My History My Setup Data Mining Reports	My Time SP Unsubmitted History	neets		her Systems ree Access al Management
No favorites available.		Wide Check Summary Report with Check Number/Vendor/Invoice	Completed	grams
		Check Summary Report with Invoice/Accounting Detail	Completed	Financial Management Ho
		District News	0	Invoice Entry WF\AP\IE\IE
		No news to display		User Preferences

### Click on "Gone for the Day"

True Time Quick Entry - 05.18.02.00.08 - Internet Explorer	to Amountain Second Managers	of Acres Street	
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinb	loomingtonmn/httemmain000.w		
BLOOMINGTON PBLC SCH DIS	ST 271, MN		
True Time Quick Entry			
	Come for the day	Table	Refrech
	Current Status	Wed 05/02/18 Total: 7h 00m *	Lincan
	Start Time: 7:00 AM	Scheduled Hours: 8h 00m	
	Current Time: 2:24 PM	Lunch Total:	
	Duration: 7h 24m	Weekly Total: 23h 00m *	
	Scheduled Return:		
	<prev 02="" 05="" 2018="" day="" td="" wednesday<=""><td>Next Day&gt; View/Submit Time Sneets</td><td></td></prev>	Next Day> View/Submit Time Sneets	
	Transactions for Wednesday 05/02/2018 for	WEISSPAT000 WEISS, PATRICIA	
	Status Start Time   IN 7:00 AM (7:04)	End Time Duration Note 7h 24m	Edit Notes
		$\sim$	
	<	>	
	* The daily and weekly total hours reflect 3	Om that have been deducted for lunch because	
	you are scheduled to have an auto lunch fro will be added to your day when you select (	om 12:00 PM until 12:30 PM. The lunch record	
	The second to your day when you select t	Solid for the Duy.	

## How to Submit my Electronic Time sheet

Once you have click "Gone for the Day" on the last day of the work week (Friday)

Click "View/Submit Time Sheets"



Look at the Total number of Hours, if you agree with the number then click "Submit TimeSheet"

	i 🛱 ?
🖲 🗟	Filter Options
	Sheet
	Submit Time Sheet
	Close

ps://skyward.is	corp.com/scrip	pts/wsisa.dll/WService=wsfinbl	oomingtonmn/htttssubt000.w?i	sPopup=true			
w Time Sh	eet						
	Time	Sheet for PATRICIA WEIS	s: 04/29/2018 - 05/05/201	.8			
Period Sum	mary					Print	
Туре	Pay		Note		Hours	Back	
TIMEOFF	SEMIM	(SEMI MONTHLY)	SICK LEAVE		0h 15m		
WORK	SEMIM	(SEMI MONTHLY)			22h 45m		
				Total Hours:	23h 00m		
				Hours Paid:	23h 00m		
Daily Totals		Status	Note		Hours		
Monday 04/3	30/18	General	Note				
7:00 /	AM ( 6:59) -	12:00 PM (12:00) IN			5h 00m		
12:00 P	PM (12:00) -	12:30 PM (12:30) LNCH	AUTO CREATE LUNCH		0h 30m		
12:30 P	M (12:30) -	3:30 PM ( 3:31) IN			3h 00m		
			04/30/18	Total Hours:	8h 00m		
Tuesday 05/	01/18						
	N/A	TOF	SICK LEAVE		0h 15m		
7:00 /	AM ( 7:04) -	12:00 PM (12:00) IN			5h 00m		
12:00 P	M (12:00) -	12:30 PM (12:30) LNCH	AUTO CREATE LUNCH		0h 30m		
12:30 P	יM (12:30) -	3:15 PM ( 3:15) IN			2h 45m		
			05/01/18	Total Hours:	8h 00m		
Wednesday (	)5/02/18						
7:00 /	AM ( 7:04) -	IN			7h 33m		
			05/02/18	Total Hours:	7h 00m		
Adjustments							
No Adjustment	, s For This Time	sheet.					
107.030000							

## You may also "View your Timesheet" prior to submission