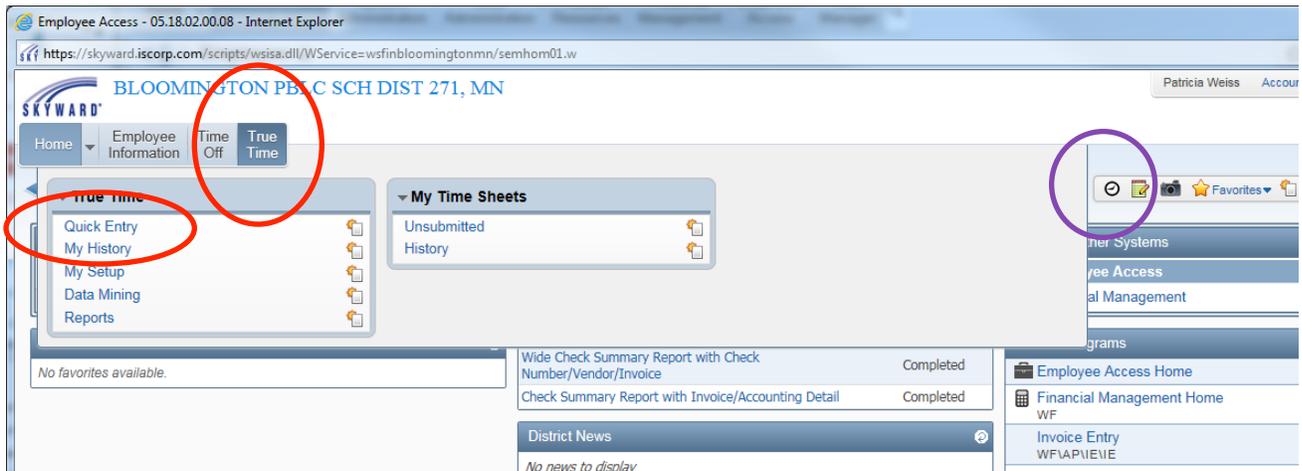


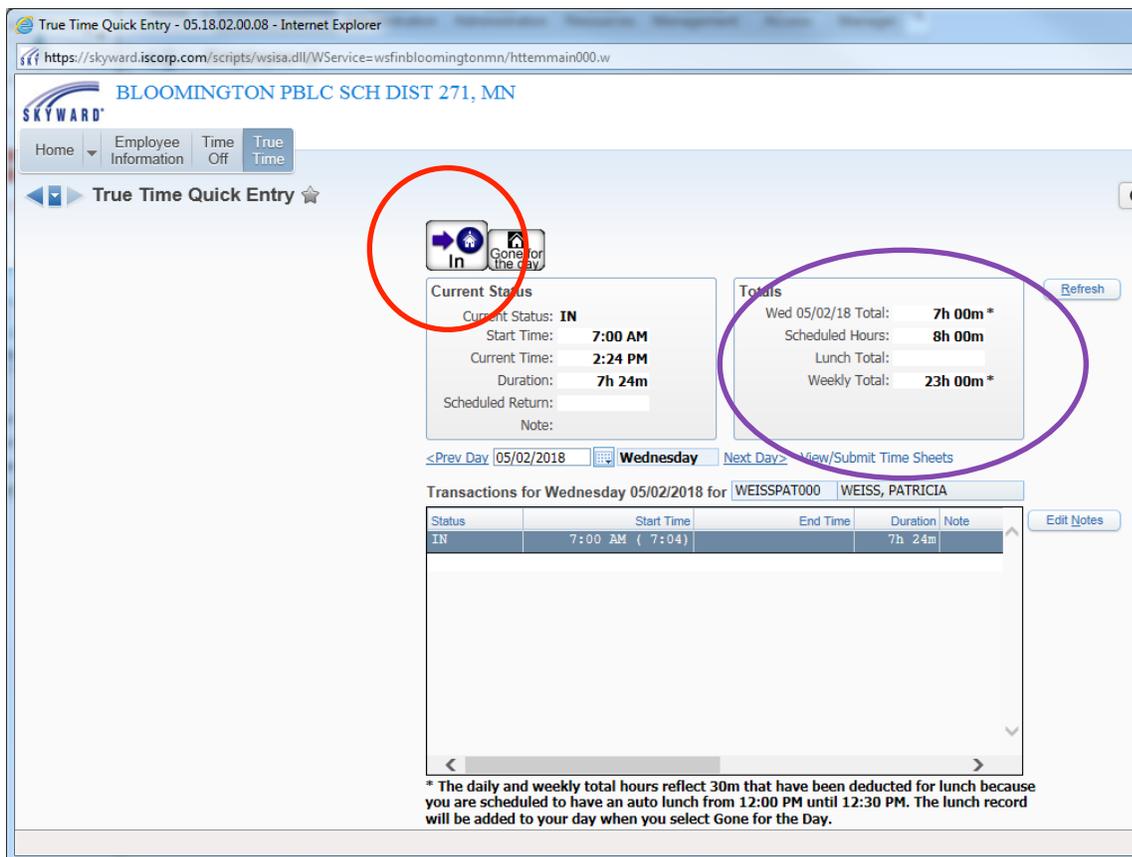
# How To Clock In- Web

Login to Skyward

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



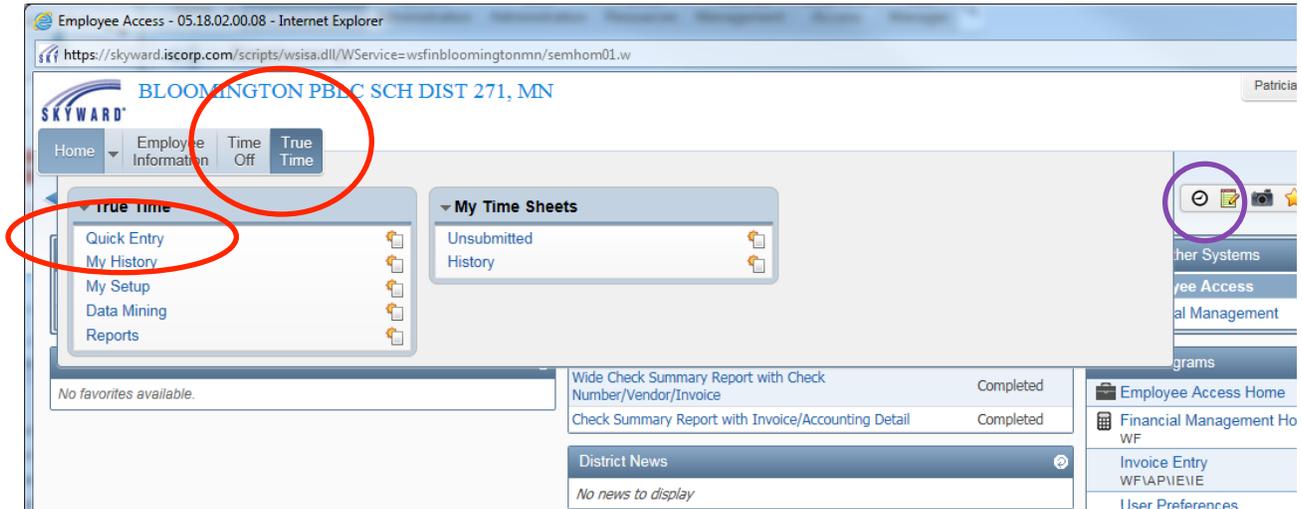
Click “In”



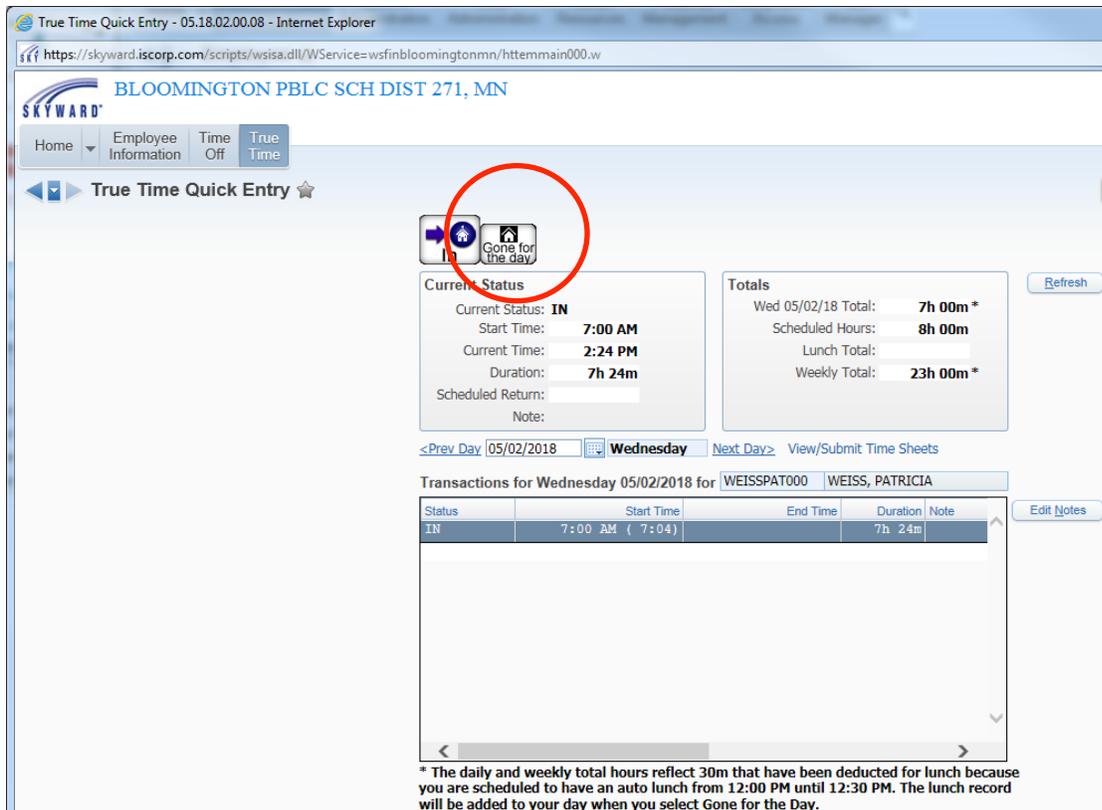
# How to Clock Out

Login to Skyward

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



Click on “Gone for the Day”



## 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”

True Time Quick Entry - 05.18.02.00.08 - Internet Explorer  
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbloomingtonmn/httemmain000.w

BLOOMINGTON PBLC SCH DIST 271, MN

Home Employee Information Time Off True Time

True Time Quick Entry

Current Status  
Current Status: **IN**  
Start Time: **7:00 AM**  
Current Time: **2:24 PM**  
Duration: **7h 24m**  
Scheduled Return:  
Note:

Totals  
Wed 05/02/18 Total: **7h 00m \***  
Scheduled Hours: **8h 00m**  
Lunch Total:  
Weekly Total: **23h 00m \***

<Prev Day 05/02/2018 Wednesday Next Day> View/Submit Time Sheets

Transactions for Wednesday 05/02/2018 for WEISSPAT000 WEISS, PATRICIA

Status	Start Time	End Time	Duration	Note
IN	7:00 AM ( 7:04)		7h 24m	

\* The daily and weekly total hours reflect 30m that have been deducted for lunch because you are scheduled to have an auto lunch from 12:00 PM until 12:30 PM. The lunch record will be added to your day when you select Gone for the Day.

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

My Unsubmitted Time Sheets - 05.18.02.00.08 - Internet Explorer  
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbloomingtonmn/httsmain005.w?isPopup=true

My Unsubmitted Time Sheets

Time Sheet Information for PATRICIA WEISS

Week Start	Week End	Total Hrs	Status
04/29/2018	05/05/2018	23h 00m	Time Sheet Not Submitted

Filter Options  
View Time Sheet  
Submit Time Sheet  
Close

You may also "View your Timesheet" prior to submission

View Time Sheet - 05.18.02.00.08 - Internet Explorer

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbloomingtonmn/httssub000.w?isPopup=true

### View Time Sheet

**Time Sheet for PATRICIA WEISS: 04/29/2018 - 05/05/2018**

[Print](#)

[Back](#)

Period Summary			
Type	Pay	Note	Hours
TIMEOFF	SEMIM (SEMI MONTHLY)	SICK LEAVE	0h 15m
WORK	SEMIM (SEMI MONTHLY)		22h 45m
Total Hours:			<b>23h 00m</b>
Hours Paid:			<b>23h 00m</b>

Daily Totals			
	Status	Note	Hours
<b>Monday 04/30/18</b>			
7:00 AM ( 6:59) -	12:00 PM (12:00)	IN	5h 00m
12:00 PM (12:00) -	12:30 PM (12:30)	LNCH	AUTO CREATE LUNCH
			0h 30m
12:30 PM (12:30) -	3:30 PM ( 3:31)	IN	3h 00m
<b>04/30/18</b>			<b>Total Hours: 8h 00m</b>
<b>Tuesday 05/01/18</b>			
N/A	TOF	SICK LEAVE	0h 15m
7:00 AM ( 7:04) -	12:00 PM (12:00)	IN	5h 00m
12:00 PM (12:00) -	12:30 PM (12:30)	LNCH	AUTO CREATE LUNCH
			0h 30m
12:30 PM (12:30) -	3:15 PM ( 3:15)	IN	2h 45m
<b>05/01/18</b>			<b>Total Hours: 8h 00m</b>
<b>Wednesday 05/02/18</b>			
7:00 AM ( 7:04) -		IN	7h 33m
<b>05/02/18</b>			<b>Total Hours: 7h 00m</b>

Adjustments	
No Adjustments For This Timesheet.	

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

javascript:if (cbs("bPrint")) {printMe()} 100%