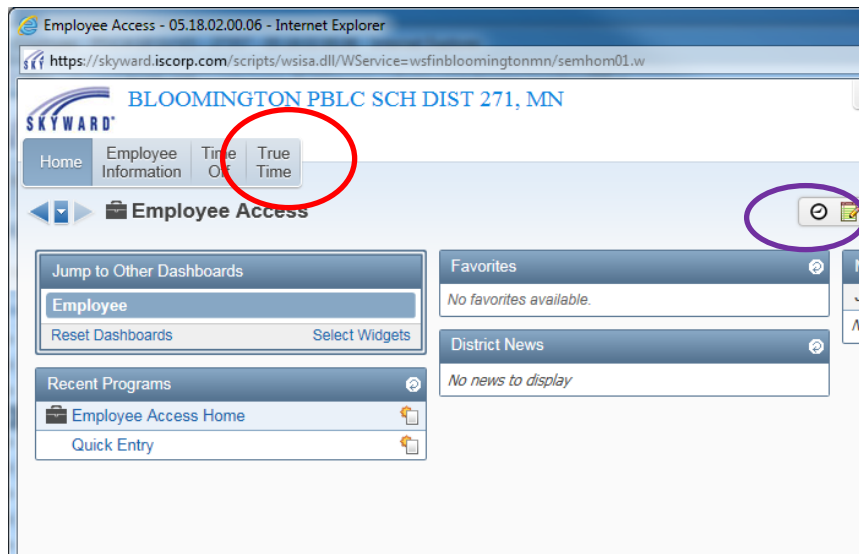# How to Submit your Timesheet –Web Clock In/Out
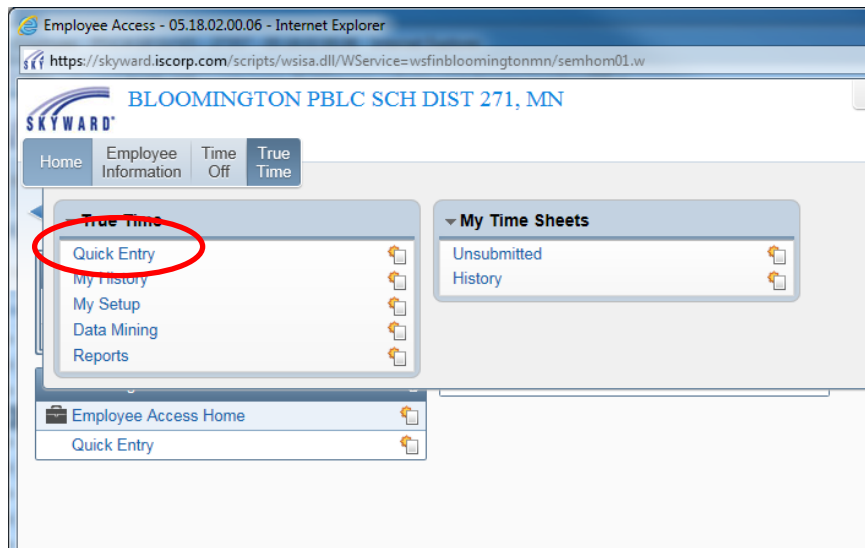
Log in to Skyward (if you are not already)

Go to "Employee Access"

Click the True Time
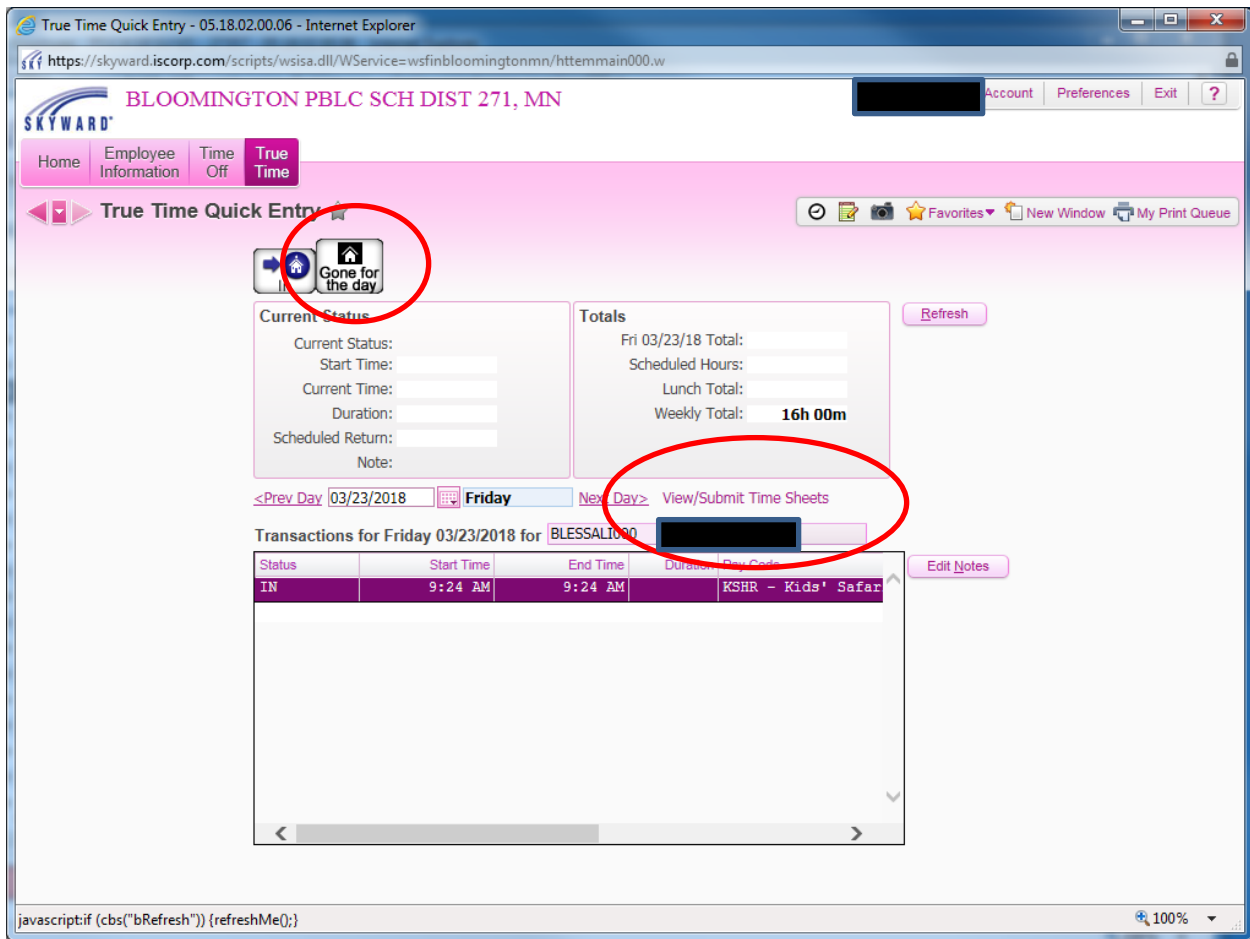

Click "Quick Entry"
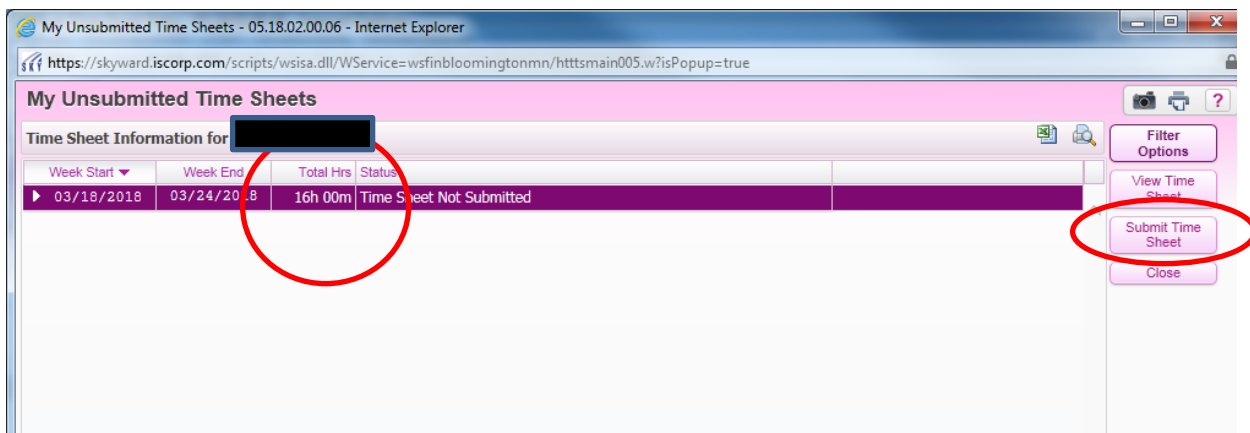

Click "Gone for the Day"

Then click "View/Submit Time Sheets"

Confirm that the Total Hours is the Total hours you worked this week

Click "Submit Time Sheet"

***If you do not agree with the Total hours to be paid, do not submit your Time sheet and talk to your Supervisor