

Submitting Electronic Time Sheet using the Time Clock

Hold your card to the left hand side of the reader

Verify your Weekly totals, if you agree with the number

Click “GONE FOR THE DAY SUBMIT TIMESHEETS” (2nd Option)

Note: You will want to take note how many hours you have in for the today and the week. Your time is linked to your time off in Skyward. If you do not have 40 hours on Friday make sure you have time in Skyward before submitting.

