

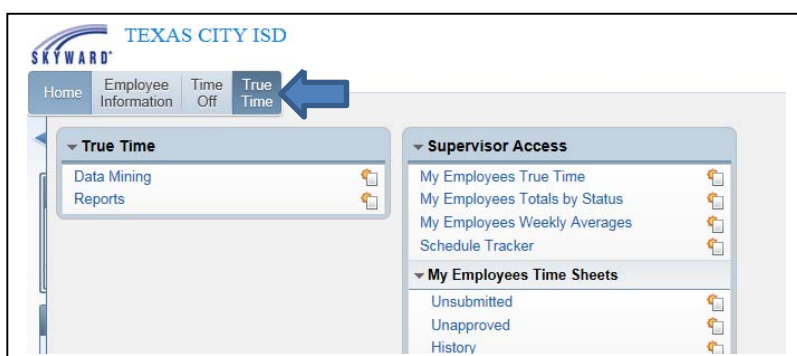
TEXAS CITY ISD – TIME SHEET APPROVALS



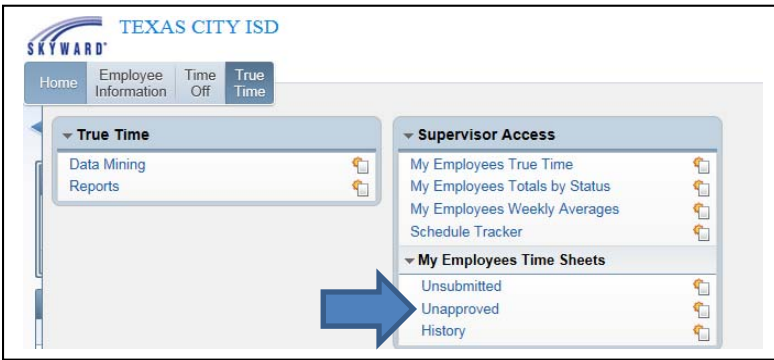
1. Go to TCISD's website: www.tcisd.org.
2. Choose "Staff".
3. Choose "Employee Access Center – Skyward".



4. Enter your Login ID.
 - a. Your Windows ID
 - b. For most users: First initial + Last Name
 - i. Joe Smith = jsmith
5. Enter your Password.
 - c. For most users: Same password used to log in to Windows (initials of first and last name + last six digits of social security number)
 - i. Margaret Lee 123-45-6789 = ml456789
6. In the Login Area, select "Employee Access" from the drop down box.
7. Click on the button.



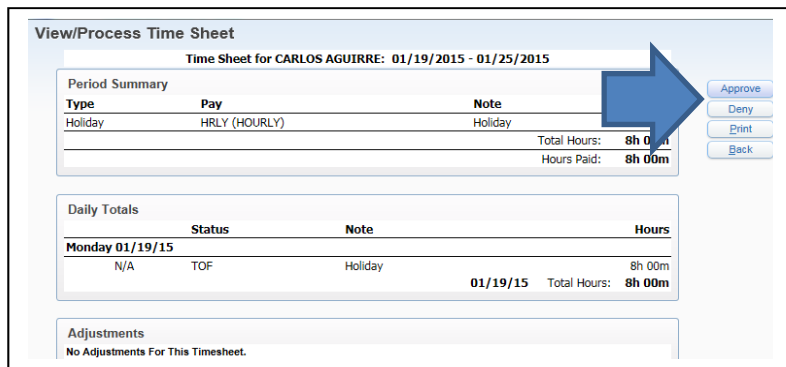
8. Select the "True Time" tab at the top of the screen.



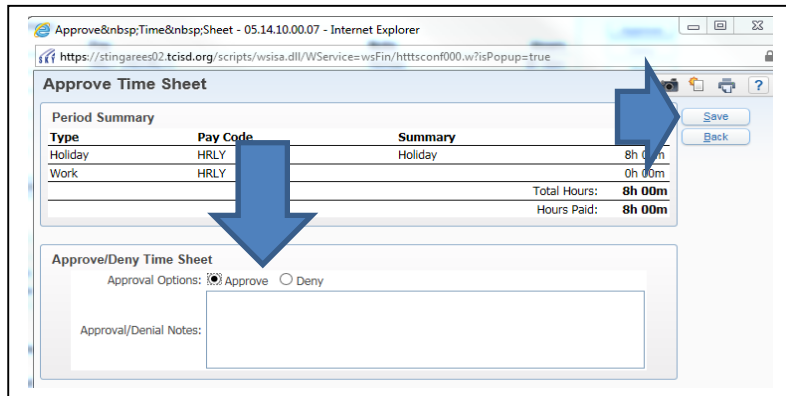
9. Choose “Unapproved “under My Employees Time Sheets.
 -You may also select “Unsubmitted” to see which employees have not submitted their time for approval.



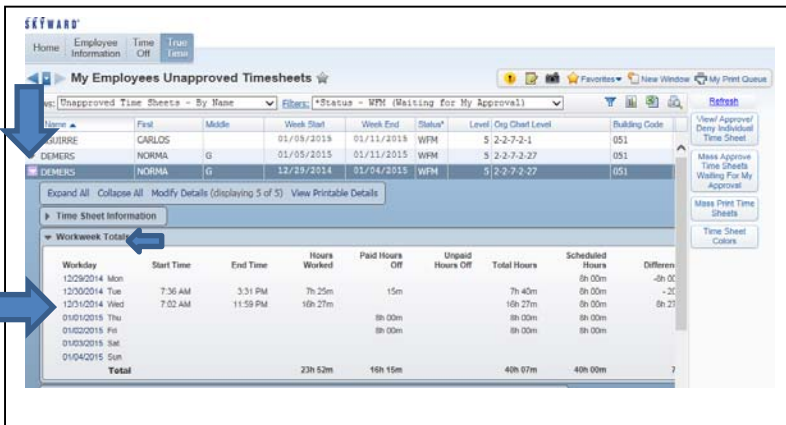
10. Highlight the line you want to approve/deny.
 11. Select “View/Approve/Deny Individual Time Sheet”.



12. Select “Approve” or “Deny”.



13. Choose “Approve” or Deny” at the bottom and then Select “Save” at the top right.
 After approval time sheets are automatically forwarded to payroll.



If you need to make a change to an employee’s time click on the arrow next to the employees name to expand the details. Find the section titled “Workweek Totals”. Select the date in blue font that needs to be edited.

True Time Quick Entry

Totals
 Wed 12/31/14 Total: **16h 27m**
 Scheduled Hours: **8h 00m**
 Lunch Total: **30m**
 Weekly Total: **40h 07m**

<Prev Day Wed 12/31/2014 Next Day> Current Day View/Submit Time Sheets

Transactions for Wednesday 12/31/2014 for DEMERNOR000 DEMERS, NORMA G

Status	Start Time	End Time	Duration	Note
IN	7:02 AM	3:15 PM	8h 13m	
LNCH	3:15 PM	3:45 PM	30m	Auto Create Lunch
IN	3:45 PM	11:59 PM	8h 14m	

Edit the Existing Times
 Add a Missing Record
 Delete
 Close

Highlight the incorrect record, select “Edit the Existing Times”.

True Time Quick Entry

Totals
 Wed 12/31/14 Total: **16h 27m**
 Scheduled Hours: **8h 00m**
 Lunch Total: **30m**
 Weekly Total: **40h 07m**

Transactions for Wednesday 12/31/2014 for DEMERNOR000 DEMERS, NORMA G

Status	Start Time	End Time	Duration	Note
IN	07:02 AM	03:15 PM	8h 13m	
LNCH	03:15 PM	03:45 PM	30m	Auto Create Lunch
IN	03:45 PM	11:59 PM	8h 14m	

Save
 Cancel

Type the correct time inside the appropriate box and select “Save”.

Message from webpage

The time sheet for the week 12/29/2014 to 01/04/2015 has already been submitted.
 If you continue the time sheet will be denied and will have to be resubmitted.

Are you sure you want to continue?

OK Cancel

You will receive this message. Select OK

True Time Quick Entry

Totals
 Wed 12/31/14 Total: **9h 28m**
 Scheduled Hours: **8h 00m**
 Lunch Total: **30m**
 Weekly Total: **33h 08m**

<Prev Day Wed 12/31/2014 Next Day> Current Day View/Submit Time Sheets

Transactions for Wednesday 12/31/2014 for DEMERNOR000 DEMERS, NORMA G

Status	Start Time	End Time	Duration	Note
IN	7:02 AM	3:15 PM	8h 13m	
LNCH	3:15 PM	3:45 PM	30m	Auto Create Lunch
IN	3:45 PM	5:00 PM	1h 15m	

Edit the Existing Times
 Add a Missing Record
 Delete
 Close

Select Close. Timesheet is returned to employee for resubmission.

Questions?

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