

TEXAS CITY ISD – TRUE TIME INSTRUCTIONS



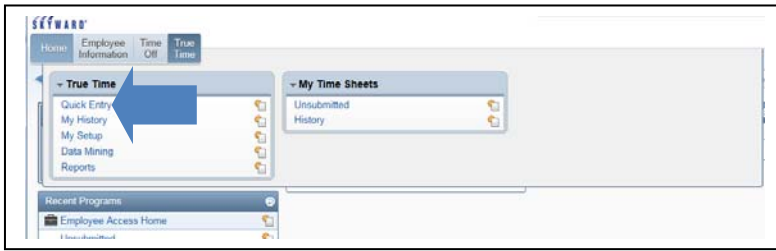
1. Go to TCISD's website: www.tcisd.org.
2. Choose "Staff".
3. Choose "Employee Access Center – Skyward".



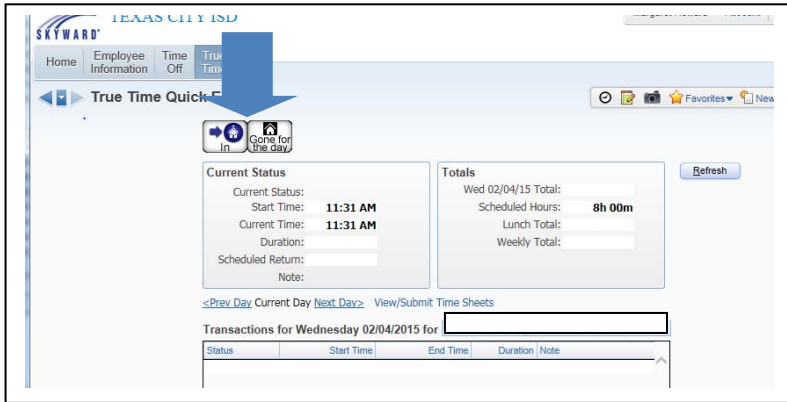
4. Enter your Login ID.
 - a. Your Windows ID
 - b. For most users: First initial + Last Name
 - i. Joe Smith = jsmith
5. Enter your Password.
 - c. For most users: Same password used to log in to Windows (initials of first and last name + last six digits of social security number)
 - i. Margaret Lee 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.

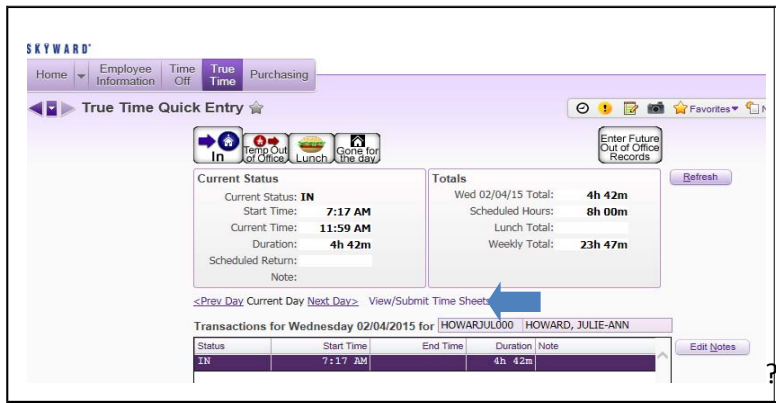


9. In the True Time box, choose “Quick Entry”.



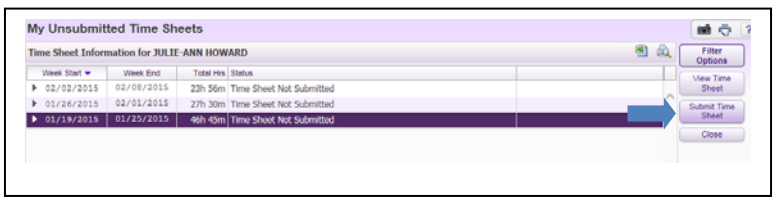
10. Click the  button to clock in or the  button to clock out.

Your time will appear in the box listed under transactions.



Every Monday morning you must submit your time sheet for approval to your supervisor. This is done electronically.

11. Select “View/Submit Time Sheets”.



12. Highlight appropriate week.

13. Choose “Submit Time Sheet”.

View/Submit This Weeks Time Sheet

Time Sheet for JULIE-ANN HOWARD: 01/19/2015 - 01/25/2015

Period Summary			
Type	Pay	Note	Hours
NON-WORK	003 (CONTRACT PAY)		8h 00m
WORK	003 (CONTRACT PAY)		46h 45m
Total Hours:			54h 45m
Non-Work Hours:			8h 00m
Original Hours Paid:			47h 00m
Requested Comp Time Clock Hours:			15h 00m
Adjusted Hours Paid:			32h 00m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals				
Time Off Code	Days or Hours	Clock Hours Requested	Comp Time Factor	Time Off Allocated
Comp	Hours	7h 00m * 1.5	=	10h 30m
Comp	Hours	8h 00m * 1	=	8h 00m
Totals		15h 00m		18h 30m

Daily Totals			
Status	Note	Hours	
Monday 01/19/15			
	01/19/15	Total Hours: 0h 00m	Non-Work Hours: 8h 00m
Tuesday 01/20/15			
7:37 AM - 6:01 PM IN	01/20/15	Total Hours: 10h 24m	Hours Paid: 10h 30m
Wednesday 01/21/15			
7:42 AM - 5:42 PM IN	01/21/15	Total Hours: 10h 00m	Hours Paid: 10h 00m
Thursday 01/22/15			
7:28 AM - 5:23 PM IN	01/22/15	Total Hours: 9h 55m	Hours Paid: 10h 00m
Friday 01/23/15			
7:33 AM - 11:59 PM IN	01/23/15	Total Hours: 16h 26m	Hours Paid: 16h 30m

Adjustments
No Adjustments For This Timesheet.

Employee: _____ Date: _____

13. Select "Submit Time Sheet". You may also choose "Print" to keep a copy for your records.

Time Sheet Submission Information - 05.14.10.00.07 - Internet Explorer

https://stingarees02.tcisd.org/scripts/wsisa.dll/WSservice=wsFin/httpsalt000.w?isPopup=true

Time Sheet Submission Information

The Time Sheet for 01/19/15 - 01/25/15 has been successfully submitted by JULIE-ANN HOWARD on 02/04/2015 at 12:17 PM.

The Time Sheet is currently Waiting for the Approval of MARGARET R LEE.

You can add any additional information about this time sheet in the Notes field below. These notes will be tied to the time sheet and be viewable by Payroll.

Notes:

Save

14. Click the "Save" button.

My Unsubmitted Time Sheets

Time Sheet Information for JULIE-ANN HOWARD

Week Start	Week End	Total Hrs	Status
02/02/2015	02/08/2015	26h 46m	Time Sheet Not Submitted

Filter Options
View Time Sheet
Submit Time Sheet
Close

16. Choose "Close" to exit.

Questions?

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