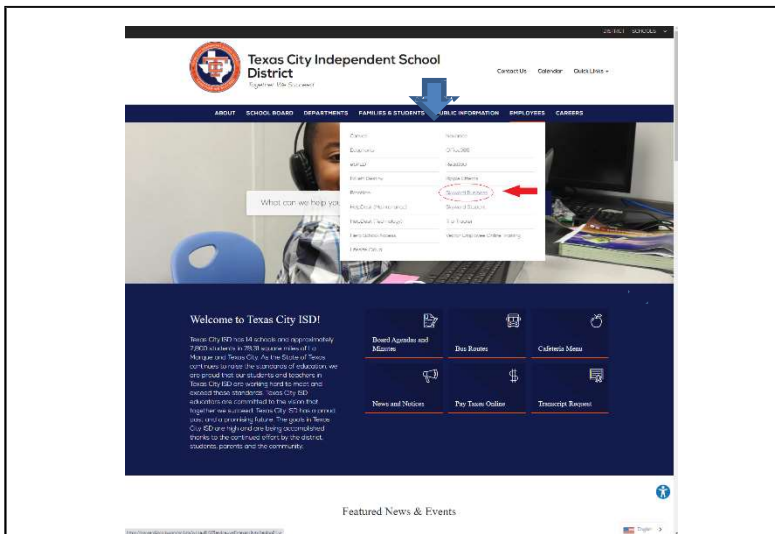


TEXAS CITY

INDEPENDENT SCHOOL DISTRICT

TOGETHER WE SUCCEED

TRUE TIME INSTRUCTIONS



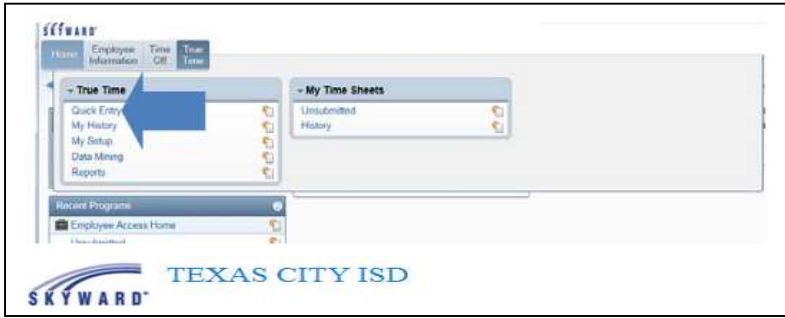
1. Go to TCISD's website: www.tcisd.org.
2. Choose "Employees".
3. Choose "Skyward Business".



4. Enter your Login ID.
 - a. Your Windows/email ID
For most users: First initial + Last Name
i. Joe Smith = jsmith
5. Enter default Password. (*first time login*)
 - a. **stings1** (Make sure you enter lowercase "s".)
System will prompt you to change default password to your password of choice
6. In the Login Area, select "Employee Access" from the drop-down box.
7. Click on the button.
(If these logins do not work call 409-916-0132)





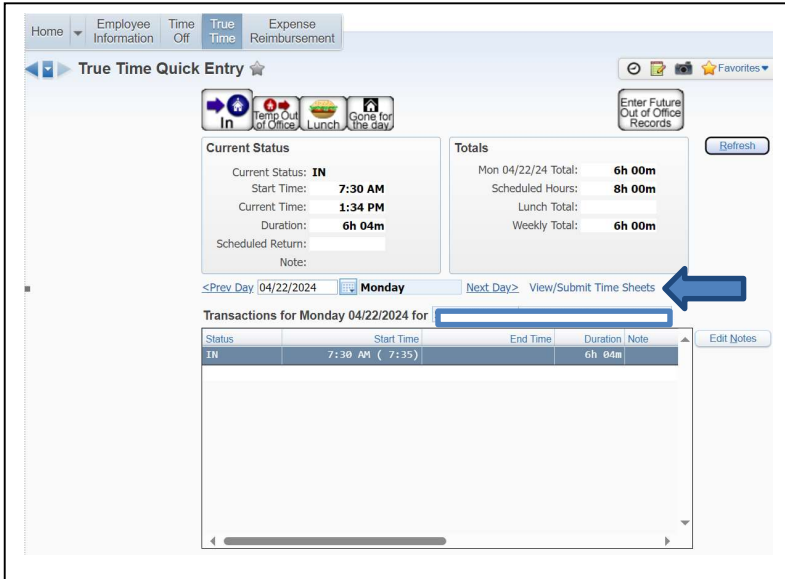
8. Select the "True Time" tab at the top of the screen.



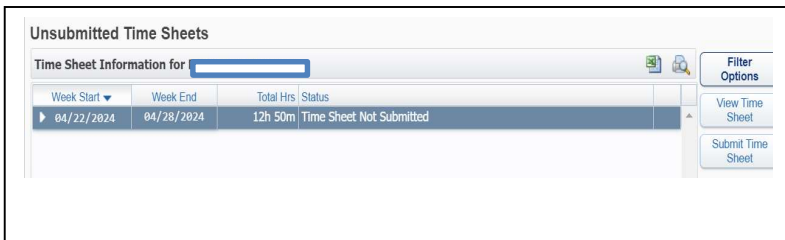
9. In the Time Off box, choose “Quick Entry”.



10. Click the  button to clock in or the  button to clock out.
Your time will appear in the box listed under transactions.



Every Friday afternoon/Monday morning you must submit your time sheet for approval to your supervisor. This can be done in Skyward Business or on the time clock.
11. Select “View/Submit Time Sheets”.



12. Highlight appropriate week.
13. Choose “Submit Time Sheet”.

Payroll/Time Sheets/Skyward questions:

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