

## FREQUENTLY ASKED QUESTIONS

1. What if my time card equals less than 40 hours?  
Enter a time off request for a half day (.5). Use comp time for anything less than ½ day.
2. Can a time off request be entered after the day off has passed?  
Yes, as long as the date in question hasn't been processed by payroll.
3. If I am out of sick days will my entry roll to personal days?  
No, you must enter personal day code and enter a description as sick.
4. What if I am out of sick and personal days?  
You must enter your days as sick or personal and the system will notify you that you will be unpaid for these days.
5. Can someone else enter my absence for me?  
Yes, your supervisor has the ability to add a time off request on your behalf; **however, it is your responsibility to make sure it is entered.**
6. How do I edit my time sheet?  
Only supervisors can edit time sheets. See Quick Entry – Edit the Existing Times tutorial.
7. What if I accidentally submitted my time sheet in error and it was short on hours?  
Notify your supervisor so they can deny the time sheet and enter your time off request. Then resubmit after the time off request has been approved.
8. When are time sheets due?  
Employees should submit time sheets to supervisors on Fridays before leaving for the day. Approved time sheets are due to payroll each Monday by 10 am.
9. Do I have to enter my absence in Skyward if I'm already using Frontline?  
Yes, everyone is required to enter ALL absences in Skyward's Timeoff. It is absolutely essential that every time you are out for any reason that you record it in Timeoff.
10. Am I required to use Frontline?  
Most classroom and clerical positions require substitute coverage. **If you are unsure, ask your supervisor.**