

# SKYWARD EDIT TIMESHEETS

Employees are now required to revise their time sheets prior to submission. The following information will demonstrate how to do so.

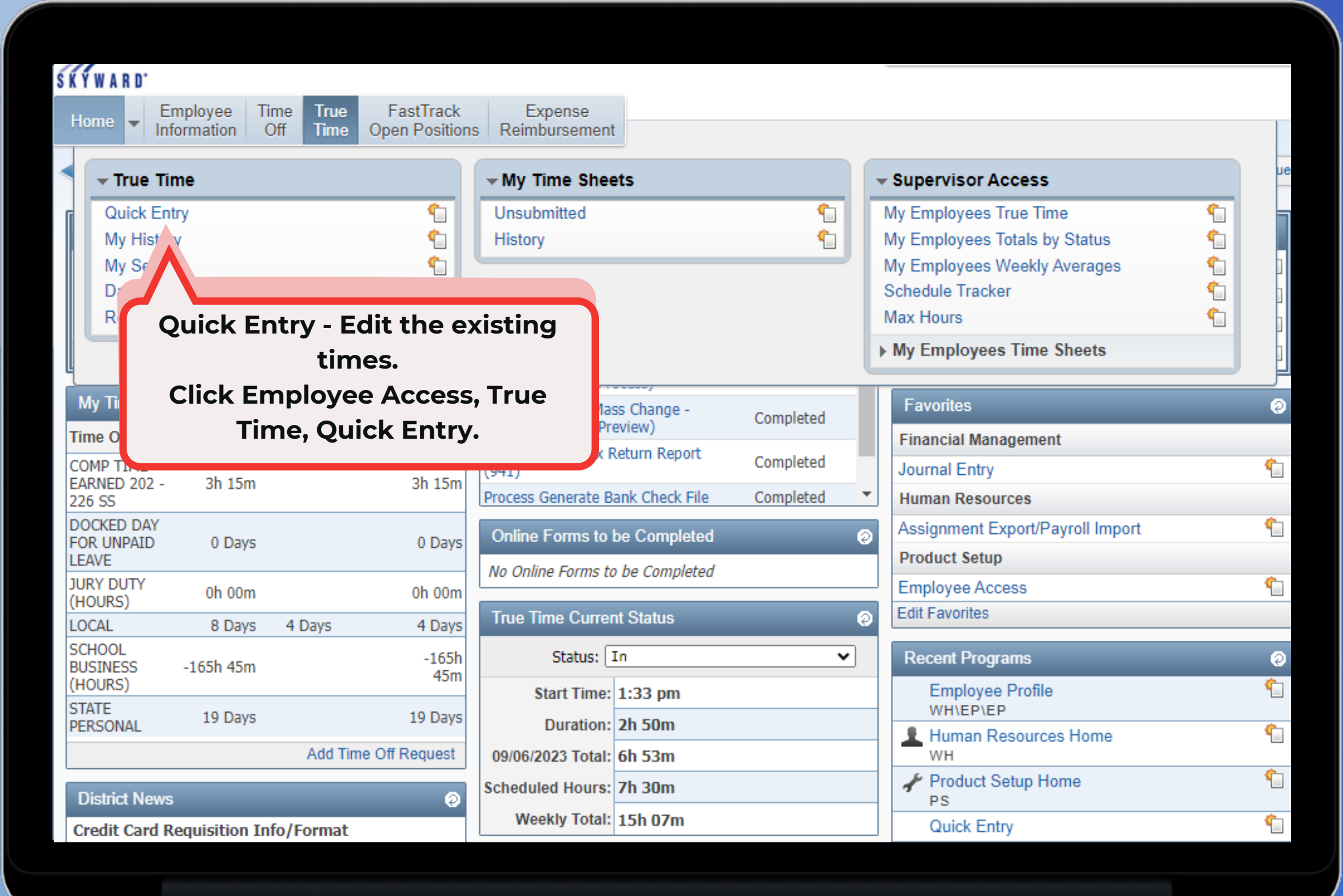
## Where can I update?

- Skyward Employee Access  
[HTTPS://SKYWARD.ISCORP.COM/SCRIPTS/WSISA.DLL/WSERVICE=WSFINGREGPORTTX/SEPLOG01.W](https://skyward.iscorp.com/scripts/wsisa.dll/wservice=wsfingregporttx/seplog01.w)
- Skyward App – Only in the Browser Section
- On district time clocks – can only add/edit. Will still need to add note in employee access.



# SKYWARD

## EDIT TIMESHEETS






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skywardcorp.com/scripts/wisdom/vbService/workingreports/attendancecontrol.php?true

True Time Quick Entry



Current Status

Current Status: **IN**

Start Time: **8:06 AM**

Current Time: **10:12 AM**

Duration: **2h 06m**

Scheduled Return:

Note:

Totals

Thu 09/07/23 Total: **2h 06m**

Scheduled Hours: **7h 30m**

Lunch Total:

Weekly Total:

Refresh

<Prev Day 09/07/2023 Thursday Next Day>

Transactions for Thursday 09/07/2023 for

Status	Start Time	End Time	Duration	Note
IN	8:06 AM		2h 06m	

Edit the Existing Times

Add a Missing Record

Delete

Close

Highlight the record that needs to be adjusted and click Edit the Existing Times

# SKYWARD

## EDIT TIMESHEETS

True Time Quick Entry - WH - 10657 - 05.23.06.00.07 - Google Chrome

skyward.iscorp.com/scripts/wsis.dll/WService=wsfingregporttx/httemmain000.w

True Time Quick Entry

In

Lunch

Gone for the day

Current Status

Current Status: **IN**

Start Time: **8:06 AM**

Current Time: **10:17 AM**

Duration: **2h 11m**

Scheduled Return:

Note:

Totals

Thu 09/07/23 Total: **2h 11m**

Scheduled Hours: **7h 30m**

Lunch Total:

Weekly Total: **18h 07m**

Refresh

Adjust Start Time, End Time and Pay Code if necessary

Wednesday 09/07/2023 for

Start Time	End Time	Duration	Note
08:06 AM		2h 11m	

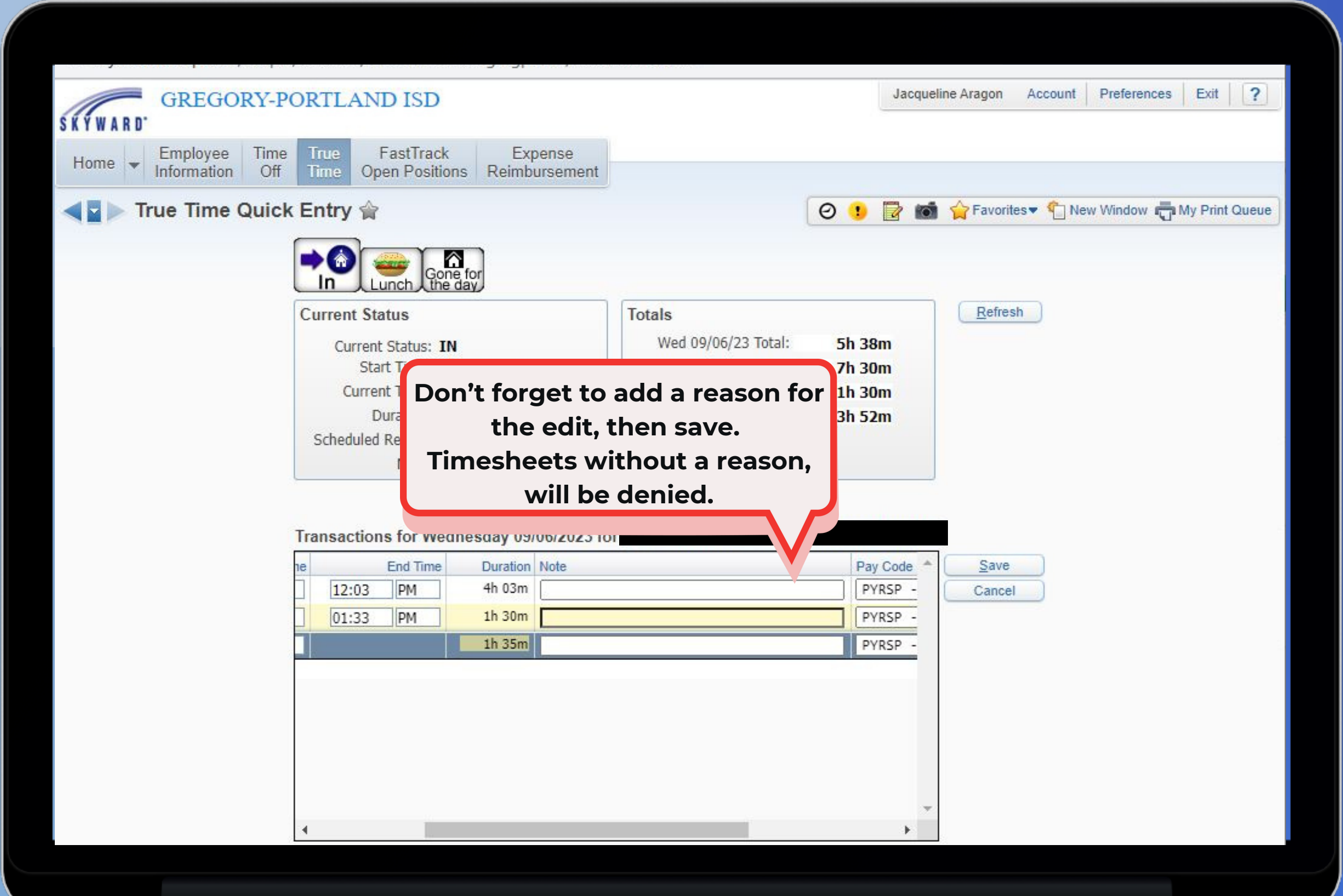
Save

Cancel



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True Time Quick Entry - WH - 10657 - 05.23.06.00.07 - Google Chrome

skyward.iscorp.com/scripts/wsis.dll/WService=wsfingregporttx/httemmain000.w

True Time Quick Entry

Totals

Mon 09/04/23 Total: 1h 30m

Scheduled Hours: 7h 30m

Lunch Total:

Weekly Total: 19h 15m

<Prev Day

09/04/2023

Monday

Next Day>

Cu

Transactions for Monday 09/04/2023 for

Status	Start Time	End Time	Duration	
IN	11:09 AM	11:39 AM	30m	
	11:39 AM	4:30 PM	4h 51m	Add Record
IN	4:30 PM	5:30 PM	1h 00m	

Add a Missing Record

Delete

Close

If the changes result in a time gap, you can add a missing record if needed.

# SKYWARD

## EDIT TIMESHEETS

Add True Time Entry - WH - 10657 - 05.23.06.00.07 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingregporttx/httedtime000.w?isPopup=true

Add True Time Entry

Add True Time Entry

Date:

Start Time:  10:33  AM

End Time:  11:09  AM

Status:  LUNCH

Meeting at Campus then went to lunch

Save

Back

Add the missing record, enter reason in the note sections and don't forget to save.

View of Monday Workday Schedule for

Workday	Work Start	Work End	Lunch Start	Lunch End Detail	Hours
Y	8:00 AM	4:30 PM	12:00 PM	1:00 PM	7h 30m

# SKYWARD

## EDIT TIMESHEETS

True Time Quick Entry - WH - 10657 - 05.23.06.00.07 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingregporttx/httemmain000.w

True Time Quick Entry

Totals

Mon 09/04/23 Total: 3h 21m

Scheduled Hours: 7h 30m

Lunch Total: 1h 00m

Weekly Total: 21h 27m

<Prev Day 09/04/2023

Monday

Next

Transactions for Monday 09/04/2023 for [REDACTED]

Status	Start Time	End Time	
IN	11:09 AM	11:39 AM	
LNCH	11:39 AM	12:39 PM	1h 00m Campus Meeting then w
IN	12:39 PM	3:30 PM	2h 51m

Edit the Existing Times

Add a Missing Record

Delete

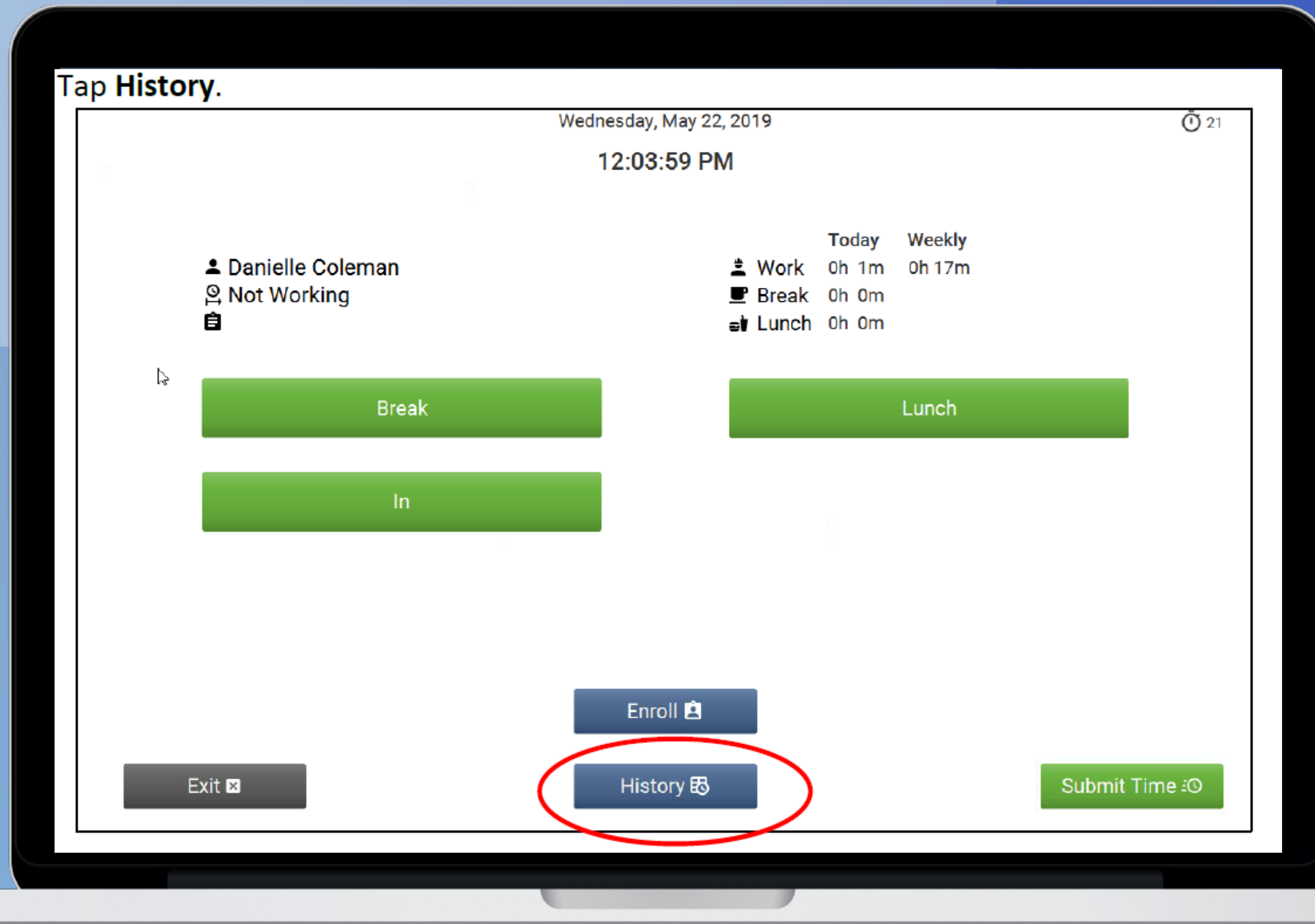
Close

Check if all the edits are correct, if so, you can close or go back and make any other adjustments.



# TIME CLOCK

## ADD/EDIT TIMESHEETS



# TIME CLOCK

## ADD/EDIT TIMESHEETS

Highlight a specific day and tap **View Day** to display a specific day's timesheets.

Tuesday, May 28, 2019 114

8:45:54 AM

Timesheet History

May 19 - June 1, 2019

◀ 5/21/2019 ▶

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Totals
	5/19	5/20	5/21	5/22	5/23	5/24	5/25	5/19 - 5/25
Work			.27	.08				.35
Out of Office								
Break								
Lunch								
			.27	.08				.35
	5/26	5/27	5/28	5/29	5/30	5/31	6/1	5/26 - 6/1
Work								
Out of Office								
Break								
Lunch								

Exit ✕ Back ⌂ View Day 🔍

# TIME CLOCK

## ADD/EDIT TIMESHEETS

Perform **Steps 1-3** under *Managing Timesheets*. Tap a specific entry to highlight, then tap **Edit** to edit its details.

Wednesday, May 22, 2019 3:07:36 PM

Timesheet Entries


May 12, 2019

Status	Job	Start	End	Duration
In		8:14 PM	8:15 PM	0h 1m
In		8:18 PM	8:20 PM	0h 2m
In		8:20 PM	8:20 PM	0h 0m

Total: 0h 3m

Add Edit Delete

Exit Back

 Edit Time Entry

Status: In

Job:

Start Time: 8:14 PM Set Start

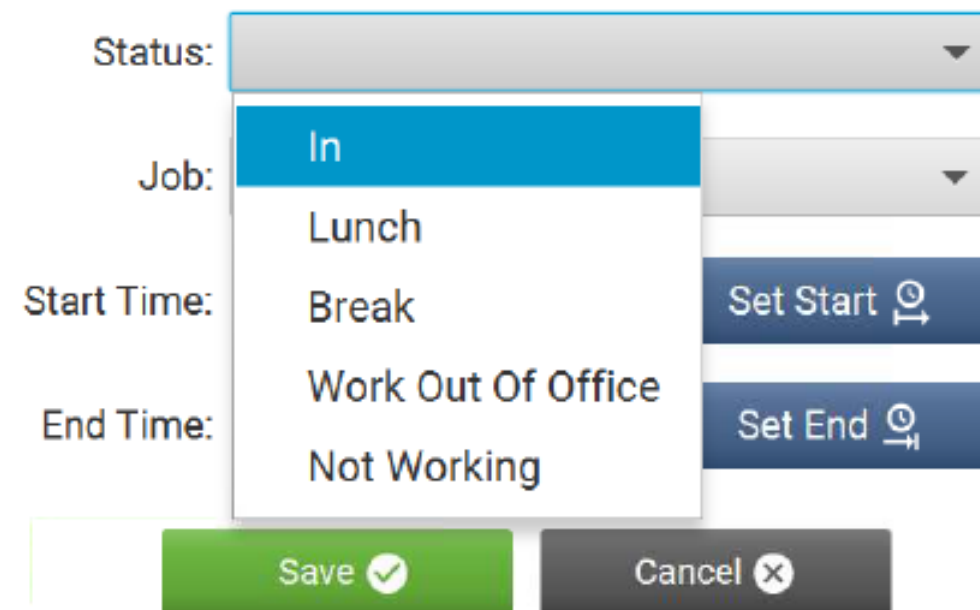
End Time: 8:15 PM Set End

Save Cancel

# TIME CLOCK

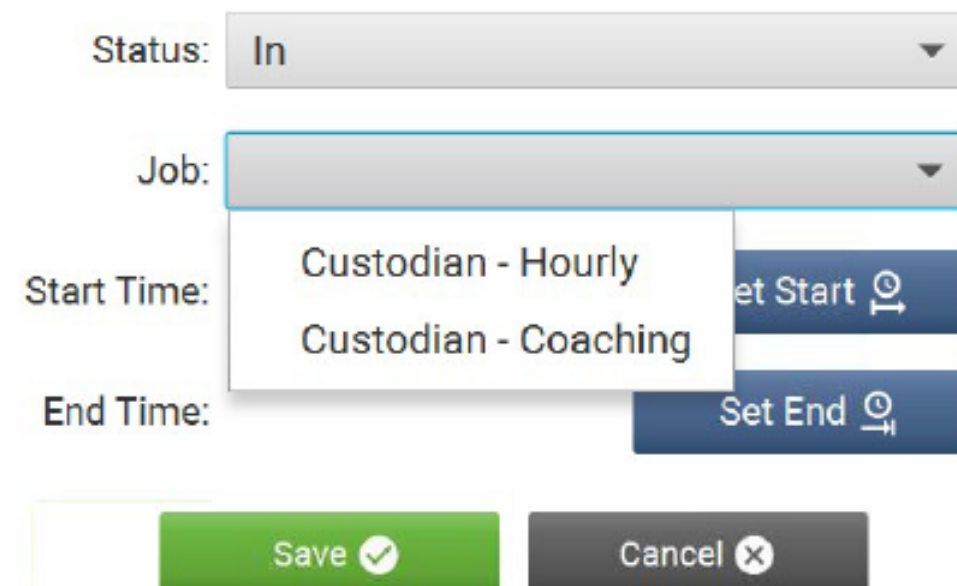
## ADD/EDIT TIMESHEETS

2. To change the time status, select the Time status from the dropdown menu.



The screenshot shows the 'Status' dropdown menu open, displaying five options: 'In' (highlighted in blue), 'Lunch', 'Break', 'Work Out Of Office', and 'Not Working'. The 'Job' dropdown menu is also visible, showing a single option. The 'Start Time' and 'End Time' fields are empty, with 'Set Start' and 'Set End' buttons next to them. At the bottom, there are 'Save' and 'Cancel' buttons.

3. To change the job classification, select the job classification from the dropdown menu.



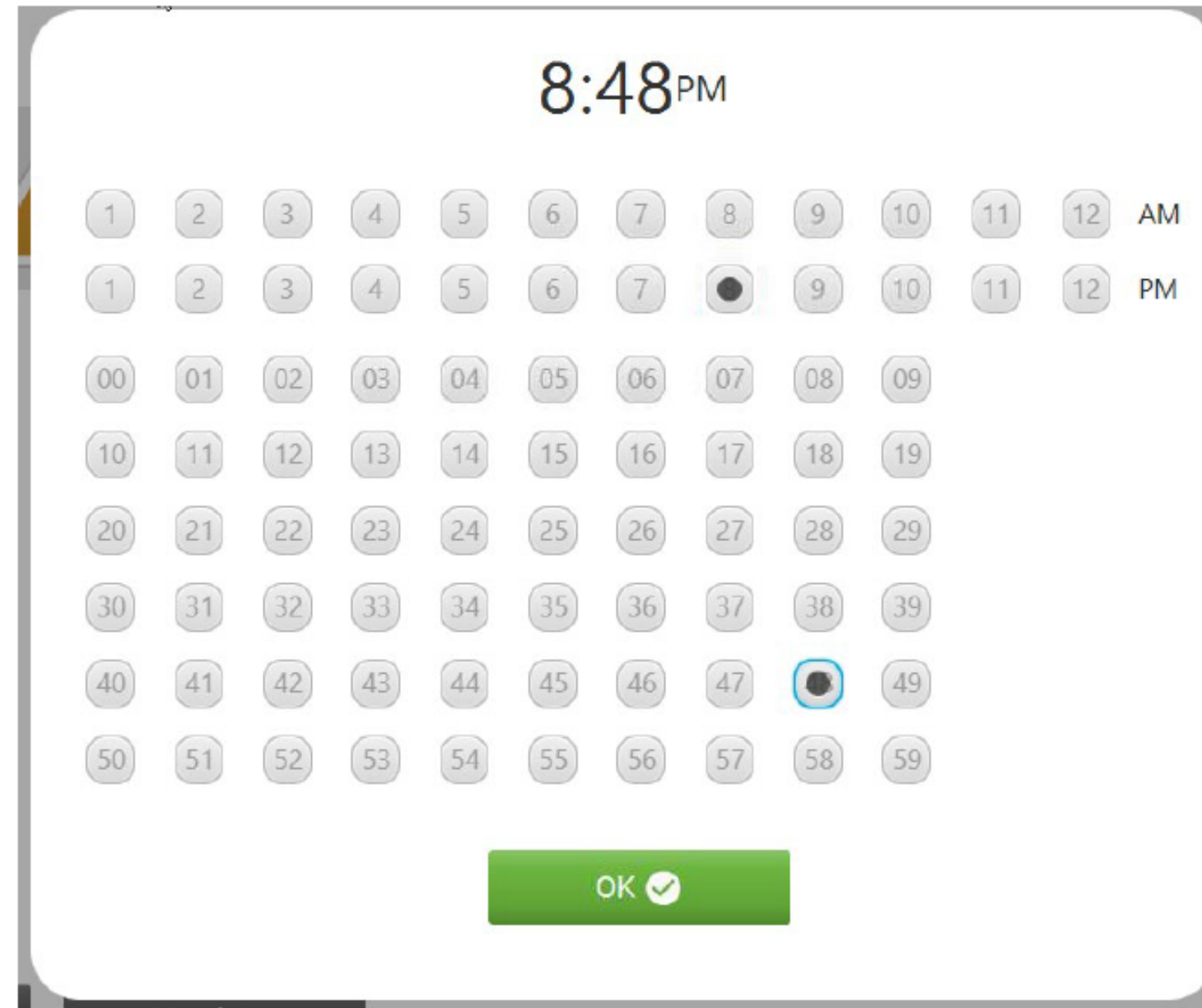
The screenshot shows the 'Job' dropdown menu open, displaying two options: 'Custodian - Hourly' and 'Custodian - Coaching'. The 'Status' dropdown menu is also visible, showing a single option. The 'Start Time' and 'End Time' fields are empty, with 'Set Start' and 'Set End' buttons next to them. At the bottom, there are 'Save' and 'Cancel' buttons.



# TIME CLOCK

## ADD/EDIT TIMESHEETS

4. To change the start or end time, tap that button.



The screenshot shows a time selection dialog box. At the top, the current time is displayed as 8:48 PM. Below this is a numeric keypad with two rows of buttons for the hour (1-12) and two rows for the minutes (00-59). The '8' button in the first row is highlighted with a black dot, and the '48' button in the third row is highlighted with a blue circle. To the right of the keypad are 'AM' and 'PM' buttons. At the bottom of the dialog is a green 'OK' button with a checkmark icon.

5. Enter the new time by tapping the appropriate buttons, then tap **OK**.

6. Click **Save**.