SKYWARD
EDIT TIMESHEETS

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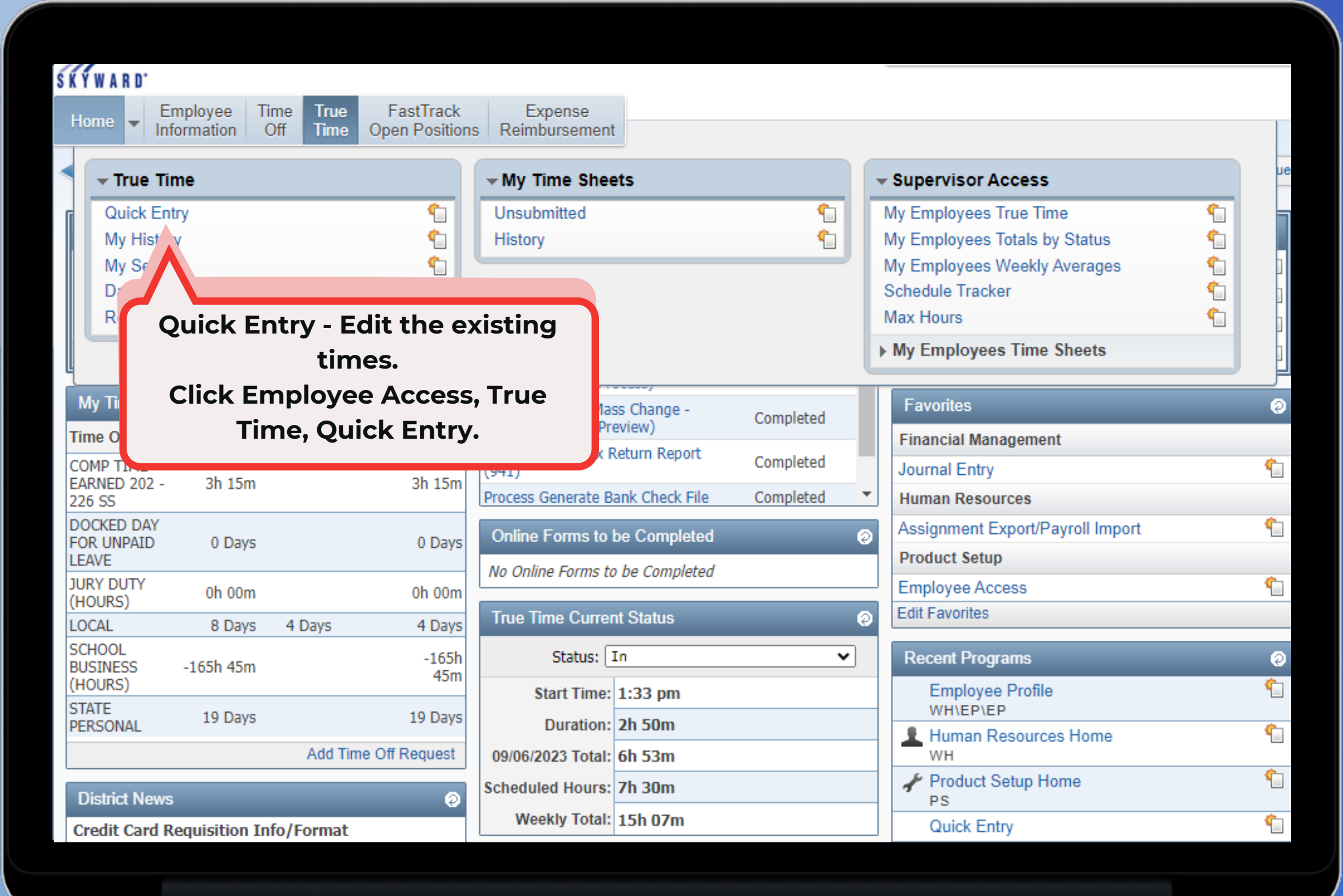
Where can I update?

- Skyward Employee Access
  HTTPS://SKYWARD.ISCORP.COM/SCRIPTS/WSISA.DLL/WSERVICE=WSFINGREGPORTTX/SEPLOG01.W

- 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

TIME CLOCK
ADD/EDIT TIMESHEETS

Tap **History.**

Wednesday, May 22, 2019

12:03:59 PM

🕐 21

👤 Danielle Coleman
⏱ Not Working
📋

	Today	Weekly
🧑‍💼 Work	0h 1m	0h 17m
☕ Break	0h 0m	
🍴 Lunch	0h 0m	

Break

Lunch

In

Enroll 🪪

Exit ⊠

History 🗓

Submit Time 🕐

TIME CLOCK
ADD/EDIT TIMESHEETS

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

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.
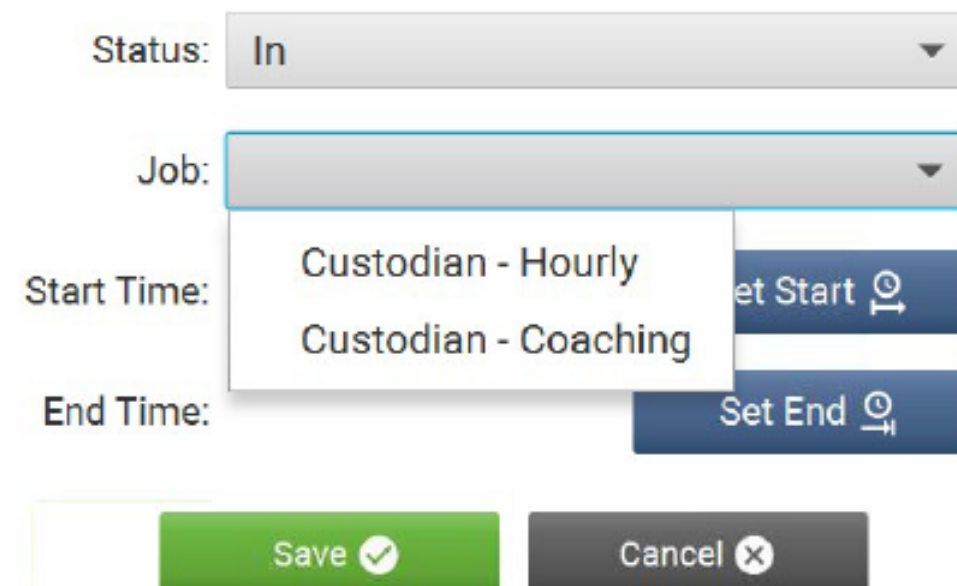
TIME CLOCK
ADD/EDIT TIMESHEETS

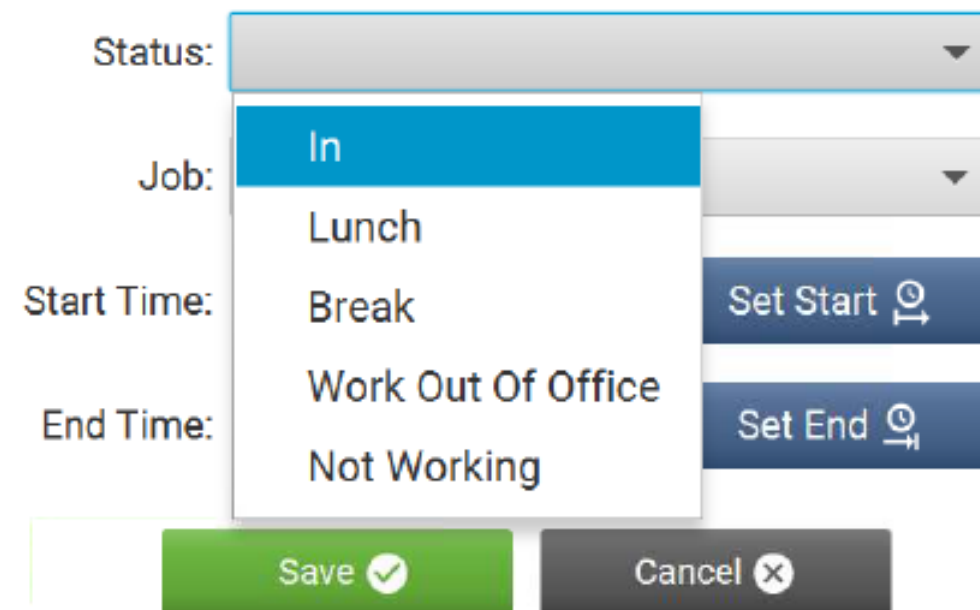2. To change the time status, select the Time status from the dropdown menu.

Status:
- In
- Lunch
- Break
- Work Out Of Office
- Not Working

Job:

Start Time: Set Start

End Time: Set End

Save ✓   Cancel ✗

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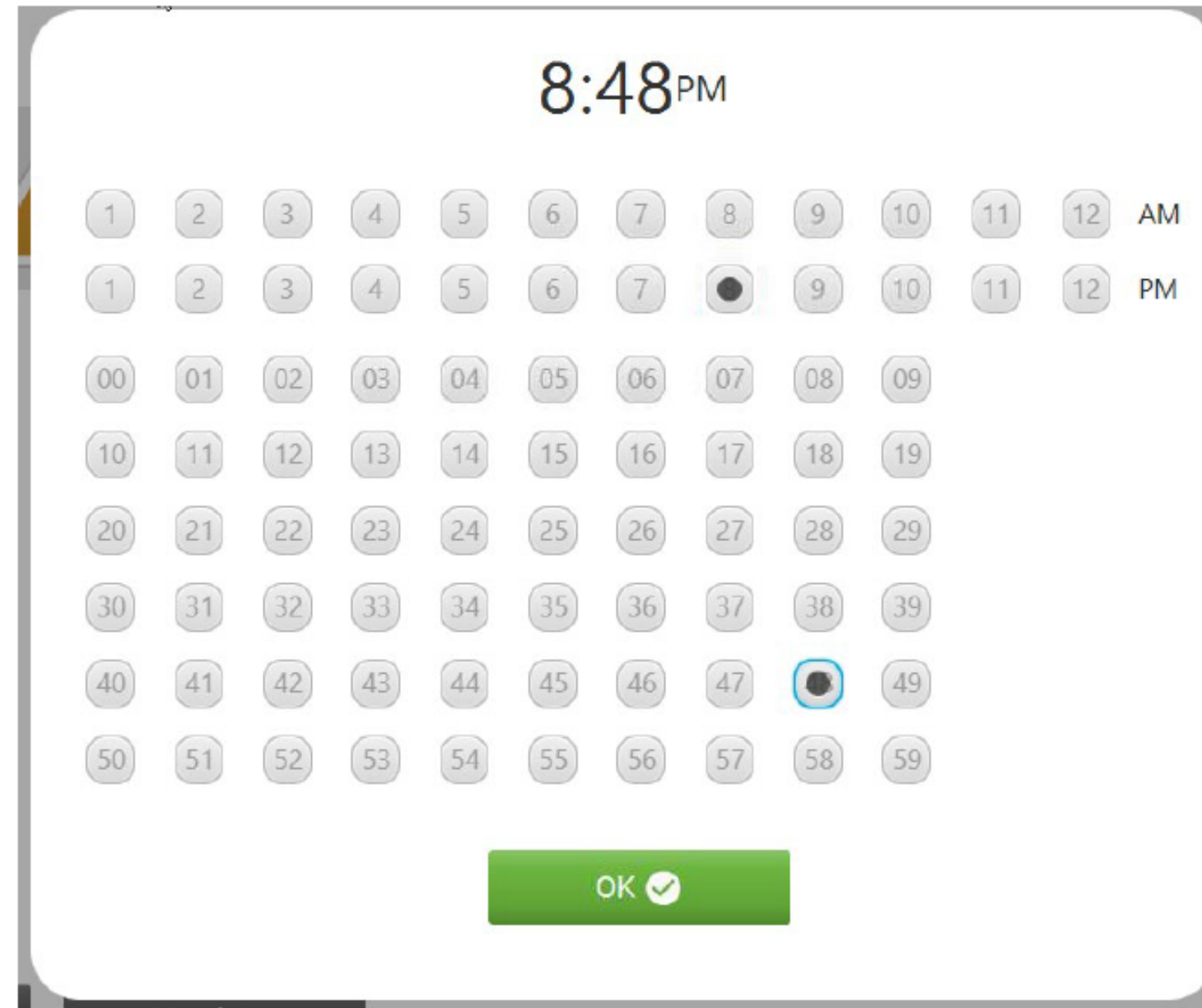
Status: In

Job:
- Custodian - Hourly
- Custodian - Coaching

Start Time: Set Start

End Time: Set End

Save ✓   Cancel ✗

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

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

6. Click **Save**.