

Employee Access & True Time

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Training Outline

Today we will cover the following topics:

Annualized Pay (Page 3)

Employee Access (Pages 4-8)

True Time (Pages 9-14)

Time Off (Pages 15-17)



Annualized Pay



Every permanent employee at Dripping Springs ISD has an annualized pay.

What is an annualized pay? An annualized pay is your income for the school year based on your hourly or daily rate of pay. It is paid to you over a full 12 months in **even installments**.

An example of this calculation is below.

$187 \text{ work days} \times 8 \text{ hrs per day} \times \$12.00 \text{ hrly rate} = \$17952.00 \text{ yearly salary}$

$\$17952.00 / 24 \text{ payments} = \$748.00 \text{ per check (paid on the 10th \& 25th of each month)}$

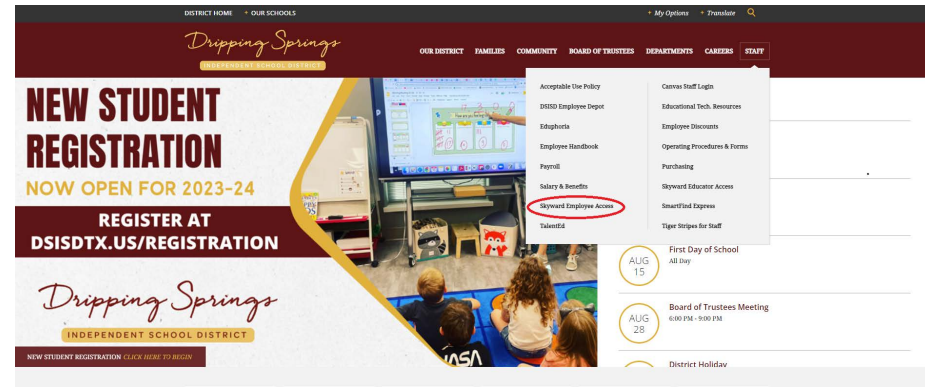
Why is my pay annualized? This payment method facilitates payment of your insurance and other deductions through your paychecks all 12 months.

Can I choose not to have my pay annualized? No, all district employees have annualized pay.

Am I guaranteed to receive all of the annualized pay? No, if you resign, you will be paid only for the total number of days that you worked in the school year at your daily/hourly rate.

EMPLOYEE ACCESS

What is Employee Access?



SkyWard Employee Access is a valuable tool that allows you to be in control of your information.


To get logged into Skyward Employee Access you will start by navigating to our district website. www.dsisdtx.us

Hover over the "Staff" Tab and then click “SkyWard Employee Access”

Your login ID will be firstname.lastname (Ex: tony.tiger) You will be emailed with a temporary password. At your first login, you will be required to reset your password to one of your choosing.

This is what you will see when you are redirected to your Skyward Employee Access login page:

Welcome to Skyward
Business Management, HR & Employee Access


DRIPPING SPRINGS ISD


Login ID:

Password:

[Forgot your Login/Password?](#)

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Login Area:

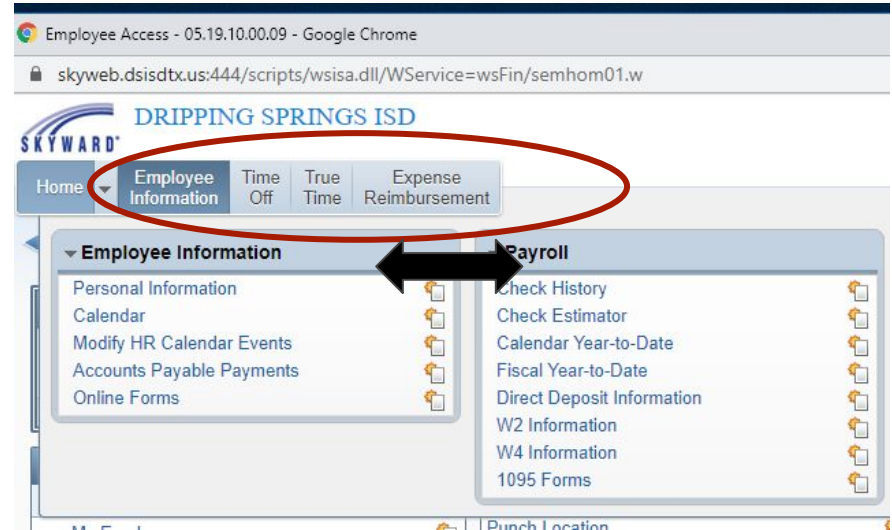


Click here to go to the School's webpage: <https://www.dsisdtx.us/>
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Navigating Employee Access

By clicking on the tabs at the top of the page you can access various information.

When you click on the **Employee Information Tab** two additional boxes will appear. The Employee Information box holds all of your personal information. While the Payroll box is where you can locate your check stubs, W2 and direct deposit details.



Access your Check History, Direct Deposit information, W2 and W4 here.





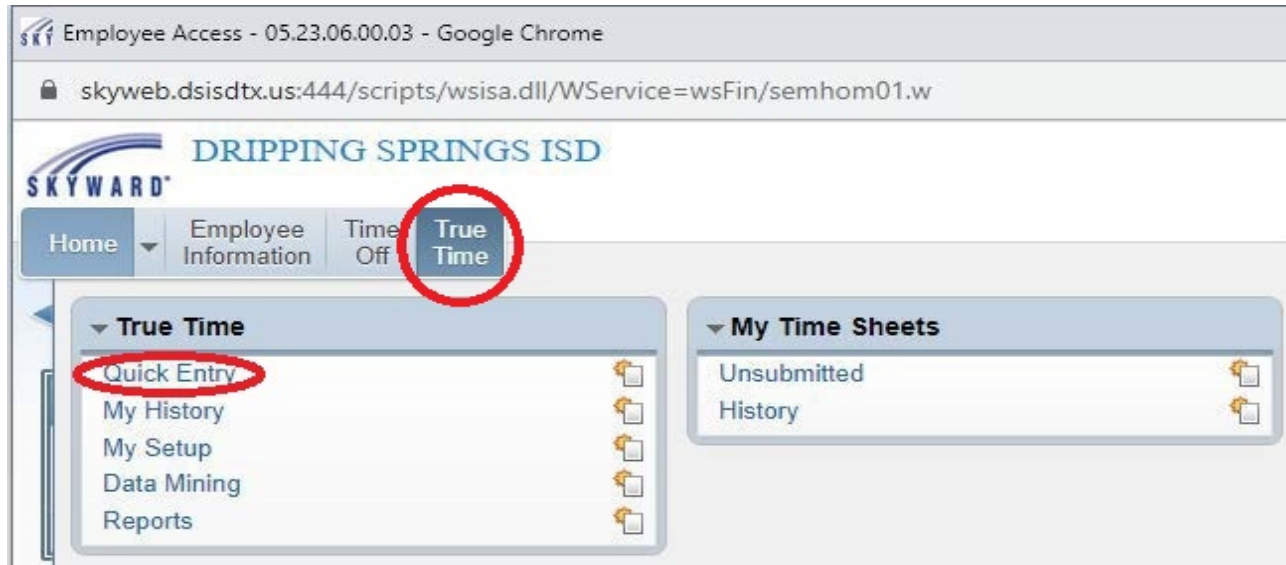
Pays

Note: For each paycheck your Gross Pay is your *Calculated Contract I Annual Salary* amount divided by 12 or 24, depending on your paycheck frequency.

Your Gross *Pay* should remain consistent in each paycheck - providing you with a good monthly checkpoint!

TRUE TIME TAB

True Time is the district's time keeping system. This tab allows you to edit your clock in's and out's and look at your past time sheets. Some employees can access this on their computer. Alternatively, there are manual clocks that allow you clock in/out with your fingerprint at each campus. We will explore each of these options in the following slides.






*Click on the True Time tab and then Quick Entry to manually clock in/out on a computer



This window will open once you click on Quick Entry. If you have more than one job/pay code listed, make sure to click the box on the left that corresponds with which job you are clocking in/out for.

Job Selection - 05.23.06.00.03 - Google Chrome





skyweb.dsisdtx.us:444/scripts/wsisa.dll/WService=wsFin/httemjobs000.w?isPopup=true

Job Selection

Select Job for True Time Entry  

Select ▲	Primary	Pay Code	Description
<input checked="" type="checkbox"/>	Yes	AID	AIDE
<input type="checkbox"/>	No	EXSUP	EXTRA SUPPLEMENTAL
<input type="checkbox"/>	No	SUMSC	SUMMER SCHOOL

    3 records displayed

Select Back



Quick Entry Screen

This is your “go to” screen. You can clock in/out, edit, submit your time sheet and check hours worked for the day and the week at a glance.

The buttons at the top can be used to change your status.

Note the view/submit time sheet link. This is where you can look at and submit your past or current time sheet.

**TIME SHEETS ARE REQUIRED TO BE
SUBMITTED EVERY WEEK.**

Quick Entry ★

⌂ 📅 📷 ⭐ Favorites ▾

In **Lunch** **Gone for the day**

Current Status
Current Status: **IN**
Start Time: **7:46 AM**
Current Time: **12:13 PM**
Duration: **4h 27m**
Scheduled Return:
Note:

Totals
Thu 02/13/20 Total: **4h 27m**
Scheduled Hours:
Lunch Total:
Weekly Total: **28h 58m**

[Refresh](#)

<Prev Day 02/13/2020 📅 **Thursday** Next Day> [View/Submit Time Sheets](#)

Transactions for Thursday 02/13/2020 for

Status	Start Time	End Time	Duration	Note
IN	7:46 AM		4h 27m	

[Edit the Existing Times](#)
[Add a Missing Record](#)
[Delete](#)



How to edit your time sheet

The “**Edit Existing Times**” button is used to change a time that is already showing up on your time sheet. Once you click the button you can highlight the time to be changed and type in the correct time - click save.

The “**Add a Missing Record**” button is used to add a record that is not already displayed. When this button is used an additional box is opened for you to add the missing record - click save.

The “**Delete**” button will delete a record.

Please note: ANYTIME you make an adjustment, edit your clock in/out times or have a manual entry, you MUST enter a comment providing an explanation in the note field on that entry

Entry ☆

⌚ 📄 📷 ☆ Favorites ▾

In Lunch Gone for the day

Current Status

Current Status: **IN**

Start Time: **7:46 AM**

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Duration: **4h 27m**

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Note:

Totals

Thu 02/13/20 Total: **4h 27m**

Scheduled Hours:

Lunch Total:

Weekly Total: **28h 58m**

Refresh

<Prev Day 02/13/2020 Thursday Next Day> View/Submit Time Sheets

Transactions for Thursday 02/13/2020 for SPROCME000 SPROCKETT, MELYNDA ANN

Status	Start Time	End Time	Duration	Note
IN	7:46 AM		4h 27m	

Edit the Existing Times

Add a Missing Record

Delete

Analyzing your time sheet

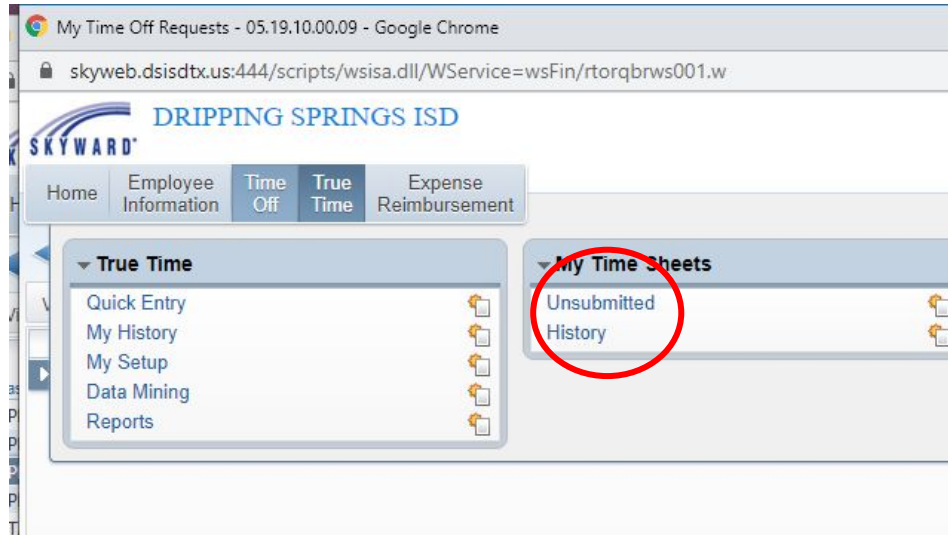
Total Hours vs Hours Paid - True Time calculates the total hours as each minute you worked so far in the week. The hours paid is rounded to the nearest 15 minutes and the time you will be compensated for. This is very important to look at when determining how much time off you need to ask for.



type	Pay	Note	Hours
WORK	AID (AIDE)		28h 35m
			Total Hours: 28h 35m
			Hours Paid: 28h 30m
Daily Totals			
	Status	Note	Hours
Monday 02/10/20			
7:54 AM - 1:24 PM	IN		5h 30m
1:24 PM - 1:54 PM	LNCH	FORGET TO CLOCK IN FOR LUNCH	0h 30m
1:54 PM - 4:30 PM	IN	ADJUSTMENT FOR LUNCH	2h 36m
			02/10/20 Total Hours: 8h 06m
Tuesday 02/11/20			
7:55 AM - 1:03 PM	IN		5h 08m
1:03 PM - 1:33 PM	LNCH		0h 30m
1:33 PM - 4:35 PM	IN		3h 02m
			02/11/20 Total Hours: 8h 10m
Wednesday 02/12/20			
7:55 AM - 12:48 PM	IN		4h 53m
12:48 PM - 1:19 PM	LNCH		0h 31m
1:19 PM - 4:41 PM	IN		3h 22m
			02/12/20 Total Hours: 8h 15m
Thursday 02/13/20			
7:46 AM -	IN		4h 04m
			02/13/20 Total Hours: 4h 04m

Unsubmitted - This link will display your unsubmitted time sheets. **History**

- Lists all your past time sheets



Understanding your work schedule and how that affects time off and pay.

Each employee has a minimum amount of hours they are required to work each week. Most work schedules are 40 hours per week. The paid hours line on your time sheet should always be at least 40 hours (or the total for your position). If it is less than that, a time off request needs to be made to fill in the amount missing. Once the time off is approved and your time sheet total is correct you may submit your time sheet.

If your time sheet has time off and totals more than 40 hours **you must reverse the time off request with a negative request (Must choose the same time off code/reason as your initial request). This will then be submitted for approval from your Supervisor.** Once that reversed/negative time off request has been approved, the time off will be credited back to your leave "bank." You can't have over 40 hours in a week that you also used time off. Your time sheet will be denied if you don't make this adjustment before you submit your time sheet. Feel free to contact your campus/department supervisor or payroll if you have questions about this process. (Ex: Suzy has a normal working schedule of 40 hours per week. She has asked off for Friday but has worked more than 8 hours per day leading up to Friday. This added to her 8 hours of time off on Friday, will put Suzy in an overtime status. Suzy will need to add a negative time off request for the amount of time that she is over 40 hours. This should bring her down to 40 hours for the week).

Time Off Request

* Time Off Code: LOCAL LEAVE - Hours ▼ Hours per Day: 8h 00m

* Reason: LOCAL LEAVE ▼ [Detail...](#)

Description: LOCAL LEAVE

Maximum characters: 200, Remaining characters: 200

* Start Date: 07/25/2023 📅 Tuesday

Hours: -0 hours ▼ 30 minutes

Start Time: 08:00 AM

Asterisk (*) denotes a required field

Save

Back

TIME OFF TAB

This tab is where you will go to request time off. These requests also populate your time sheet to fulfill your required hours worked per week.

My Status - Lists how much time off you have taken and have left to use.

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
COMP TIME		3h 00m		3h 00m			3h 00m
LOCAL LEAVE		20h 00m	4h 15m	15h 45m			15h 45m
STATE PERSONAL		20h 00m	8h 00m	12h 00m			12h 00m
UNPAID LEAVE HOURS				0h 00m			0h 00m



My Requests - This is where you will enter the details of your time off request. By clicking on the small “add” button to the right of the page, the screen below will pop up. Use the drop down boxes to choose the code/type **and reason** (these should match.)

The start date is the date that you need to be out or are short time.

The hours and minutes field must be filled in using time in 15 minute increments.

The start time field is not used.

For more information on types of leave, use, and roll or loss of leave, please refer to your Employee Handbook.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COMP TIME	3h 00m			3h 00m			
LOCAL LEAVE	15h 45m			15h 45m			
STATE PERSONAL	12h 00m			12h 00m			
UNPAID LEAVE HOURS	0h 00m			0h 00m			

Time Off Request

* Time Off Code: LOCAL LEAVE - Hours Hours per Day: 8h 00m

* Reason: LOCAL LEAVE Detail...

Description: LOCAL LEAVE

Maximum characters: 200, Remaining characters: 200

* Start Date: 02/13/2020 Thursday

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

Save Back

Asterisk (*) denotes a required field



Using the Manual Time Clock

You will get individualized training on the time clock. At that time, both your index fingerprints will be programmed into the clock.

You should clock in and out on the timeclock or in the computer. Manual edits should be kept to a minimum and a **note should be added if a manual change is necessary.**

If you have multiple Supervisors, it is very important to make to make sure that the appropriate Supervisor is assigned to the corresponding job.

Supervisor Selection - 05.23.06.00.03 - Google Chrome

skyweb.dsisdtx.us:444/scripts/wsisa.dll/WService=wsFin/httpsel000.w?isPopup=true

Supervisor Selection

Supervisor Selection for CARLA FRY

Please select a supervisor for each job:

Supervisor	Pay Code	Primary	Description
GLENN CHAPIN	CT226	Yes	Ct226
GLENN CHAPIN	GWREG	No	Game Worker Reg
GLENN CHAPIN	GWPST	No	Game Worker Pst
JENNIFER MINIGH	EVFAC	No	Event Facilitator

Continue

Back