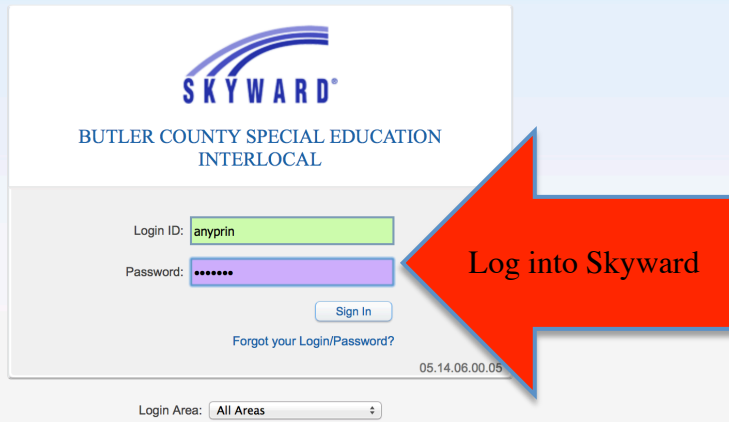


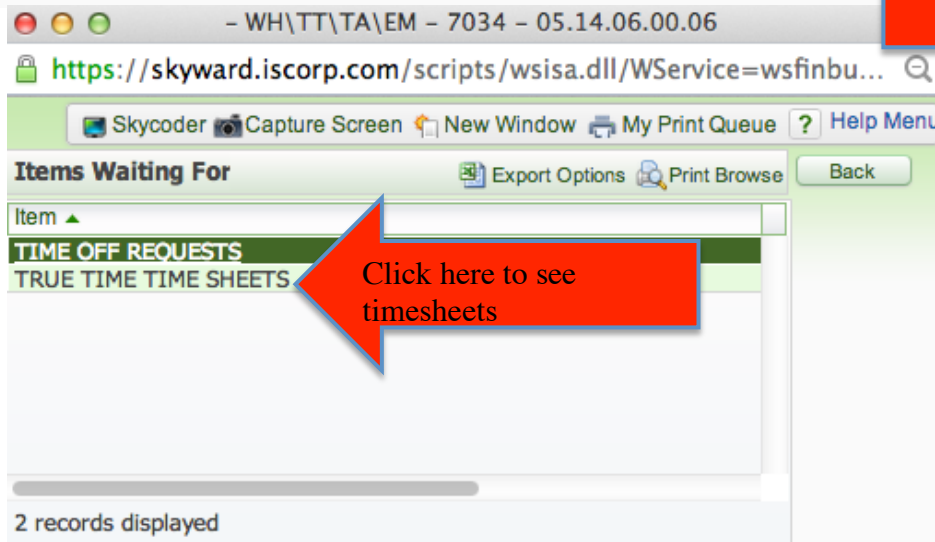
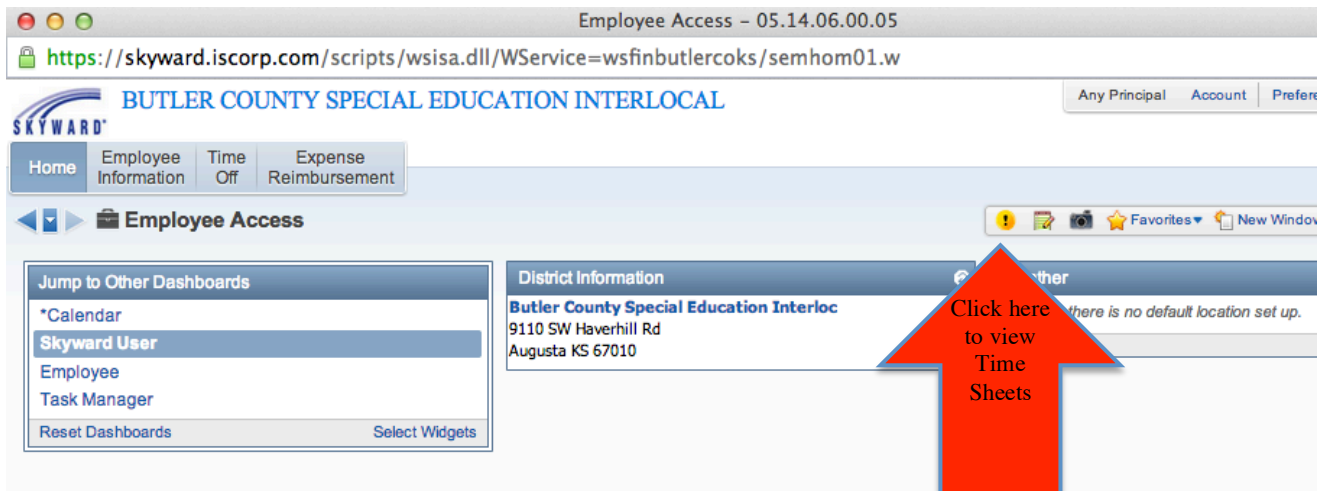


How to Approve Time

Please submit time sheets weekly. They will need to be approved by supervisors by noon every Monday.



Log into Skyward and click on the tab for Time Off.



My Employees Unapproved Timesheets - 05.14.06.00.06

https://skyward.iscorp.com/scripts/wsa.dll/WService=wsfinbutlercocks/httpsprv005.w

BUTLER COUNTY SPECIAL EDUCATION INTERLOCAL

Any Principal Account Preferences Exit ?

Home Employee Information Time Off True Time Expense Reimbursement

My Employees Unapproved Timesheets

Views: Unapproved Time Sheets - By Name Filters: *Status - All Unapproved Refresh

Last Name	First	Middle	Week Start	Week End	Status	Level	Org Chart Level	Building Code	Building Description
Body	Any		08/03/2014	08/09/2014	WFM	3	1-2-1	184	Sunflower Andover

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

Time Sheet Information

Week Start: 08/03/2014
Week End: 08/09/2014
Status: Waiting for approval from Any Principal
Hours: 17h 21m
Paid: 17h 21m
Unpaid Hours Off:
Paid Hours Off:
Note:

Week Totals

Day	Start Time	End Time	Hours Worked	Paid Hours	Unpaid Hours Off	Total Hours	Difference
08/04/2014 Sun							
08/04/2014 Mon	8:00 AM	2:30 PM	6h 30m	6h 30m		6h 30m	-6h 30m
08/06/2014 Tue							
08/06/2014 Wed	7:00 AM	1:49 PM	4h 49m	4h 49m		4h 49m	-1h 41m
08/07/2014 Thu	9:00 AM	2:15 PM	1h 25m	1h 25m		1h 25m	-8h 05m
08/08/2014 Fri	7:00 AM	2:15 PM	4h 37m	4h 37m		4h 37m	-1h 53m
08/09/2014 Sat							
Total			17h 21m	17h 21m		32h 30m	-15h 09m

Time Sheet Detail

Day	Total Hours	10 Month Hourly	Hours Paid
08/04/2014 Mon	6h 30m	6h 30m	6h 30m
08/06/2014 Wed	4h 49m	4h 49m	4h 49m
08/07/2014 Thu	1h 25m	1h 25m	1h 25m
08/08/2014 Fri	4h 37m	4h 37m	4h 37m
Total	17h 21m	17h 21m	17h 21m

Time Sheet History

Status	Name	Date	Time	Note
Submitted	Principal, Any Body, Any	08/15/2014	12:22 PM	

Adjustments

No Adjustment Information Available. Employee is in a Timekeeping Rule that is set to not display Adjustment Information.

20 1 records displayed Last Name: ABC

Click on any of these arrows to expand to look

Select this drop down to see various views

Click on each person's line to View Approve Deny

Please exit to end session

https://skyward.iscorp.com/scripts/wsa.dll/WService=wsfinbutlercocks/httpsprv000.w?isPopup=

View/Process Time Sheet

Time Sheet for Any Body: 08/03/2014 - 08/09/2014

Period Summary	Type	Pay	Note	Hours
Work	10MH (10 Month Hourly)			17h 21m
Total Hours:				17h 21m
Hours Paid:				17h 21m

Daily Totals

Status	Note	Hours
Monday 08/04/14		
8:00 AM - 2:30 PMIN		6h 30m
	08/04/14 Total Hours:	6h 30m
Wednesday 08/06/14		
7:00 AM - 11:30 AMIN		4h 30m
1:30 PM - 1:49 PMIN		0h 19m
	08/06/14 Total Hours:	4h 49m
Thursday 08/07/14		
9:00 AM - 10:25 AMIN		1h 25m
2:15 PM - 2:15 PMIN		0h 00m
	08/07/14 Total Hours:	1h 25m
Friday 08/08/14		
7:00 AM - 11:30 AMIN	Edited due to Auto-Lunch	4h 30m
11:30 AM - 12:00 PMLNCH	Auto Create Lunch	0h 30m
2:08 PM - 2:15 PMIN		0h 07m
	08/08/14 Total Hours:	4h 37m

Employee: _____ Date: _____

Approved By: _____ Date: _____

Approve Deny Print Back

Verify then click on Approve or Deny then Save

Please realize the supervising teacher is the only one looking at timesheets so if one is approve with extra hours your a cutting into the Interlocal budget and your own future income.

Deny all inaccurate timesheets please!

Blue lines on a timesheet show when your para is manually adding time. Please advise all para's with to much blue on their timesheet to clock in and out when they arrive and leave. Those entries will show in black.