

# Skyward User's Manual

## Skyward School Business Suite Time and Attendance Sheets

Prepared for  
Hernando County School District

*Date: September 12, 2019*  
*Version 1.0*



DOCUMENT CONTROL

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## Overview

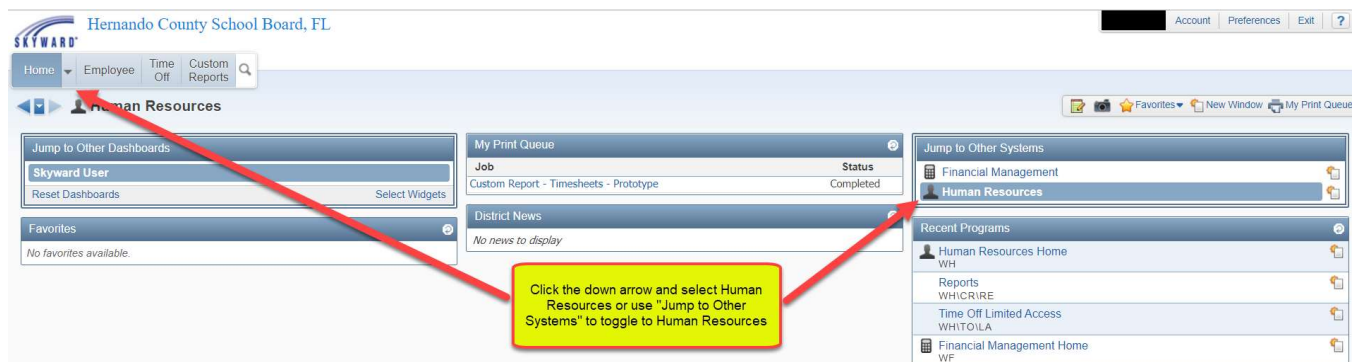
As required by policy each pay period you must create and print out Time and Attendance Sheets for employees at your cost center to sign in and out. This tutorial instructs you on how to print these from Skyward on a demand basis, and the form created replaces the green-bar spreadsheets that were sent to each cost center when the District was using TERMS. IF applicable to your cost center, if you have Food and Nutrition employees present at your site, a second copy of the Time and Attendance Sheets should be printed and left in their area for use.

As before once the pay period is over the filled out and signed Time and Attendance Sheets should be forwarded to Payroll for review and retention, and the Food Service sheets sent to Food Service.

## Step 1: Navigate to the Human Resources Main Screen

Time and Attendance Sheets are generated under the Human Resources Module. Verify that you are in the Human Resources Module.

### NAVIGATE TO THE HUMAN RESOURCES MODULE



### From the Main Screen

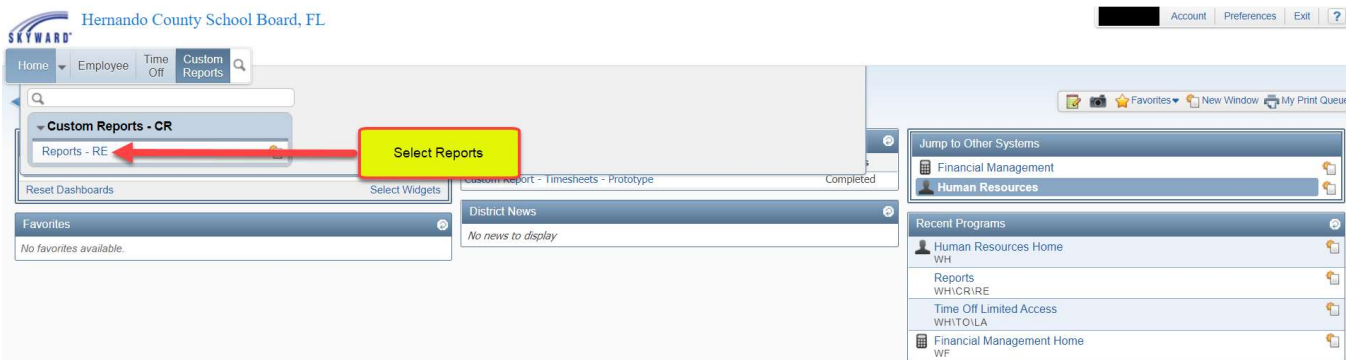
1a) Click on *JUMP TO OTHER SYSTEMS*: Human Resources or

1b) Click the  Button and select Human Resources from the selection of systems

Step 2: Navigate to Custom Reports Screen



1c) Select Custom Reports from the Human Resources Main Menu.



1d) Select *REPORTS*



1e) Select *Timesheets*

### Step 3: Run Timesheets



After selecting *Timesheets* then click *Run*

The following dialogue box will open for you to select parameters:

The screenshot shows the 'Prompt Values' dialog box for running the Timesheets report. The dialog contains the following fields and options:

- Report Name: Timesheets - Prototype
- Report Comment: (empty text area)
- Export Method: PDF Export Options (dropdown menu)
- Page Range: ☒ All, ☐ Page Range (radio buttons)
- From: 1 To: 1 (input fields)
- ☒ Create bookmarks from group tree (checkbox)
- Enter BuildingCode: (text input field)
- Selected Values: (empty list box)
- Select Date within Week for Reporting: (text input field with calendar icon)

Buttons on the right side of the dialog include Print, Reset, Back, Remove, and Remove All.



## Step 4: Select Parameters

The screenshot shows a web browser window titled 'Prompt Values - WH\CR\RE - 7068 - 05.19.06.00.07 - Google Chrome'. The URL is 'skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinhernandocofl/quickedit001.w?DWA=0x000000000000061da&DWASEC=nHclldfiaayldedc&isPopup=true'. The form is titled 'Prompt Values' and contains the following fields and steps:

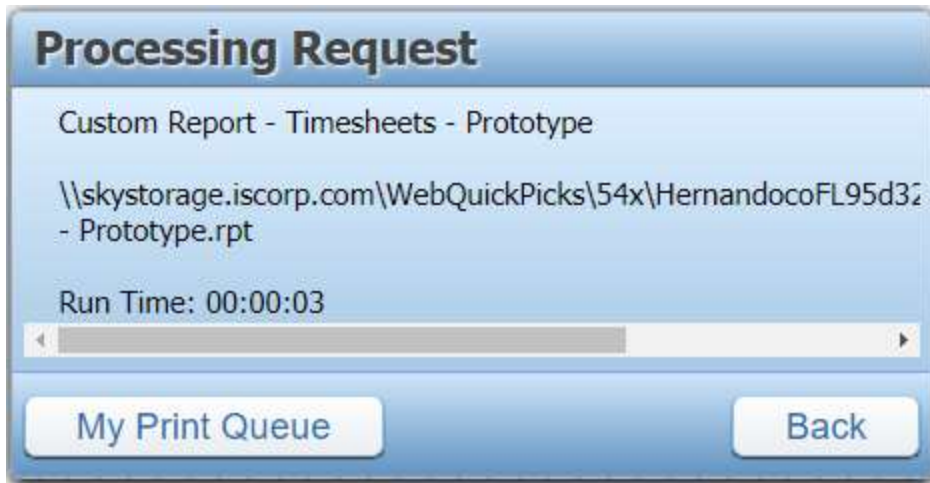
- Report Name:** Timesheets - Prototype
- Report Comment:** (empty text area)
- Export Method:** PDF Export Options (dropdown menu)
- Page Range:**
  - ☒ All
  - ☐ Page Range
  - From: 1 To: 1
  - ☒ Create bookmarks from group tree
- Enter Building Code:**
  - Enter a Value: (text input)
  - Selected Values: (list box)
  - Remove, Remove All (buttons)
- Select Date within Week for Reporting:**
  - Enter a Value: (text input)
  - Calendar icon (button)
- Buttons:** Print, Set, Back (top right)

Four steps are highlighted with yellow boxes and red arrows:

- Step 1: Enter Cost Center(s)** - Points to the 'Enter a Value' field under 'Enter Building Code'.
- Step 2: Click Here to Add Cost Center** - Points to the right arrow button next to the 'Enter a Value' field.
- Step 3: Click Here and Select Week to Print** - Points to the calendar icon button under 'Select Date within Week for Reporting'.
- Step 4: Click Print** - Points to the 'Print' button in the top right corner.

- 1) Enter the Cost Center(s) you would like to print.
- 2) Click  to Select the entered Cost Center.
- 3) Click  and select the Monday of the week you would like to print.
- 4) Click Print.

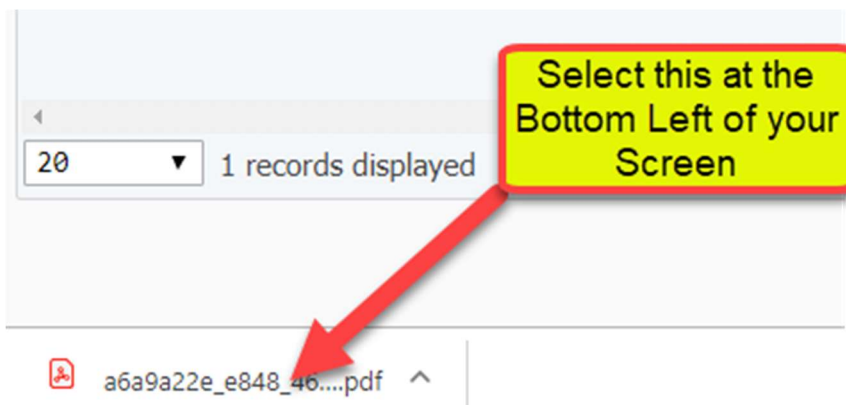
The following dialogue box will open to indicate you are creating the sheets:



When the process completes you will see the following:



5) Select *View Report*



6) Select the .pdf file box which appears at the bottom left hand of your screen.

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Step 5: Printing Sheets

The following screen will open:

a6a9a22e\_e848\_4688\_s946\_B2726d0d6bab.pdf1 / 438

0051 - Hernando High School

Hernando County School District  
Timesheet  
9/9/2019 thru 9/15/2019

Run Date: 9/12/2019  
Page 1 of 15

Name Emp ID	PayType Position - Description	Hrs/Day		Monday 09-09	Tuesday 09-10	Wednesday 09-11	Thursday 09-12	Friday 09-13	Saturday 09-14	Sunday 09-15	Comments/Employee Signature
AHRENS, FREDERICK P # 02704 53001 - TEACHER AGRINPRE	T1E 7:45		In								
			Lunch Out								
			Out								
ANDERSON, DAMON # 16408 81033 - TEACHER MATH-SH	T1E 7:45		In								
			Lunch Out								
			Out								
BAILEY, ROBIN E # 11450 53050 - PARAPROFESSIONAL CAREER & TECH ED	N1N 7:0		In								
			Lunch Out								
			Out								
BAINUM, MIKE D # 06759 53005 - TEACHER FAM/CONS	T1E 7:45		In								
			Lunch Out								
			Out								
BANCROFT, BERNADETTE E # 03695 53004 - TEACHER HEALTH ED	T1E 7:45		In								
			Lunch Out								
			Out								
BARCLAY, BRADLEY J # 16209 53014 - TEACHER OTH CAREER & TECH ED	T1E 7:45		In								
			Lunch Out								
			Out								
BENNETT, SARAH J # 07126 51114 - PARAPROFESSIONAL OTH BAS	N1N 7:45		In								
			Lunch Out								
			Out								

Employee signature at the completion of the time period certifies the time recorded is correct

Select Print

Select *Print* and print your sheets. **Please Note** the sheets are formatted for 11x14 paper.