

# SUBMITTING TIME SHEETS WITH TRUE TIME



|                       |         |                     |         |
|-----------------------|---------|---------------------|---------|
| <b>Current Status</b> |         | <b>Totals</b>       |         |
| Current Status:       | IN      | Fri 09/04/09 Total: | 4h 45m  |
| Start Time:           | 1:00 PM | Scheduled Hours:    | 7h 00m  |
| Current Time:         | 1:50 PM | Lunch Total:        | 1h 00m  |
| Duration:             | 50m     | Weekly Total:       | 32h 45m |
| Scheduled Return:     |         |                     |         |
| Note:                 |         |                     |         |

Refresh

<Prev Day Current Day Next Day> [View/Submit Time Sheets](#)

**CLICK HERE**

Transactions for Friday 09/04/2009 :

| Status | Start Time       | End Time         | Duration | Note |
|--------|------------------|------------------|----------|------|
| IN     | 8:00 AM ( 7:52)  | 12:00 PM (12:00) | 4h 00m   |      |
| LNCH   | 12:00 PM (12:00) | 1:00 PM ( 1:03)  | 1h 00m   |      |
| IN     | 1:00 PM ( 1:03)  |                  | 50m      |      |

- Edit the Existing Times
- Add a Missing Record
- Delete

**\*\*\*\*\*NEW SCREEN OPENS!!!\*\*\*\*\***

0 - 04.09.06.01.00 - Microsoft Internet Explorer provided by San Felipe Del Rio C.I.S.D.

https://skywarderma.iscorp.com/cgi-bin/cgip.exe/WService=wsermasanfelipedelriotx/httsmain005.w?isPopup=true

Home Page | True Time | True Time Quick Entry | My Unsubmitted Time Sheets

Time Sheet Information for [redacted]

| Week Start | Week End   | Total Hrs | Comp Time | Hrs Paid | Overtime | Pd Hrs Off | Status                   |
|------------|------------|-----------|-----------|----------|----------|------------|--------------------------|
| 08/29/2009 | 09/04/2009 | 32h 45m   |           |          |          |            | Time Sheet Not Submitted |

- Filter Options
- View Time Sheet
- Submit Time Sheet
- Back

**CLICK HERE**

**\*\*\*\*\*NEW SCREEN OPENS!!!\*\*\*\*\***

Period Summary

| Type         | Pay Code | Summary | Hours   |
|--------------|----------|---------|---------|
| WORK         | CLERK    |         | 33h 00m |
| Total Hours: |          |         | 33h 00m |
| Hours Paid:  |          |         | 33h 00m |

Daily Totals

| Monday 08/31/09                    | Status | Note | Hours  |
|------------------------------------|--------|------|--------|
| 8:00 AM ( 7:56) - 12:00 PM (12:00) | IN     |      | 4h 00m |
| 12:00 PM (12:00) - 1:00 PM ( 1:05) | LNCH   |      | 1h 00m |

- Request Comp Time
- Submit Time Sheet
- Print
- Back

**CLICK HERE**

*Printing is not required by Payroll Dept.*

**\*\*\*\*\*NEW SCREEN OPENS!!!\*\*\*\*\***

0 - 04.09.06.01.00 - Microsoft Internet Explorer provided by San Felipe Del Ri...

https://skywarderma.iscorp.com/cgi-bin/cgip.exe/WService=wsermasanfelipedelriotx/httsalrt000.w?isPopup=...

... | View/Submit This Weeks Time Sheet | Time Sheet Submission Information

**Time Sheet Submission Information**

The Time Sheet for 08/29/09 - 09/04/09 has been successfully submitted by [redacted] on 09/04/2009 at 1:59 PM.

The Time Sheet is currently Waiting for the Approval of MARIA ISABEL ZAMORA.

You can add any additional information about this time sheet in the Notes field below. These notes will be tied to the time sheet and be viewable by Payroll.

Notes: **\*\*Example: Adjusted time on Monday due to computer down.**

Save

**CLICK HERE**

**If you need to explain something on your timesheet type it in here!!**