

Slide 1 - Slide 1

The screenshot shows the Skyward School District web application interface. The browser title is "My Employees Unapproved Timesheets - 05.12.10.00.07 - Mozilla Firefox". The URL is "localhost/scripts/cgiip.exe/WService=wsFLORIDA/httssprv005.w". The user is logged in as "Alan Smithscr". The navigation menu includes: Home, Employee Information, Time Off, True Time (selected), FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enroll.

Three main sections are visible:

- True Time:** Quick Entry, My History, Employee Locator, My Setup, Data Mining, Reports.
- My Time Sheets:** Unsubmitted, History.
- Supervisor Access:** My Employees True Time, My Employees Totals by Status, My Employees Weekly Averages, Schedule Tracker, My Employees Time Sheets (Unsubmitted, Unapproved, History).

A yellow callout box is overlaid on the interface with the following text:

Individually Approving Unapproved Time Sheets

Navigate to Employee Access, TrueTime, My Employees Time Sheets, Unapproved.

Who, What, When, Why?

Supervisors (as identified by the True Time Org Chart) will have access to review and approve/deny their employees' UnapprovedTimesheets.

At the bottom of the page, there is a pagination control showing "20" and "3 records displayed", and a "Last Name:" search field with "ABC" buttons.

Slide 2 - Slide 2

The screenshot shows the Skyward School District web application interface. The title bar reads "My Employees Unapproved Timesheets - 05.12.10.00.07 - Mozilla Firefox". The browser address bar shows "localhost/scripts/cgiip.exe/WService=wsFLORIDA/httssprv005.w". The application header includes the Skyward logo and the text "Skyward School District". A navigation menu contains various options: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. The main content area is titled "My Employees Unapproved Timesheets" and includes a "Views" dropdown set to "Unapproved Time Sheets - By Name" and a "Filters" dropdown set to "*Status - All Unapproved". A table displays the following data:

	Last Name	First	Middle	SSN	Week Start	Week End	Status	Level	Org Chart Level	
1	ALLENSWORTHSCR	LULA	K	0758	10/21/2012	10/27/2012	WFM	3	3-7-3	0
2	MILLERSCR	ERIK		9898	10/21/2012	10/27/2012				
3	MILLERSCR	ERIK		9898	10/14/2012	10/20/2012				

A yellow callout box with a speech bubble icon contains the text: "To individually approve or deny a time sheet, highlight the time sheet in the browse and click View/Approve/Deny Individual Time Sheet." On the right side of the interface, there are several buttons: "View/ Approve/ Deny Individual Time Sheet", "Mass Approve Time Sheets Waiting For My Approval", "Mass Print Time Sheets", and "Time Sheet Colors". At the bottom left, a dropdown menu shows "20" and the text "3 records displayed". At the bottom right, there is a "Last Name:" search field and "ABC" buttons.

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The Period Summary, Daily Totals, and Adjustments of the time sheet will display.
Click the **Approve** button to approve the time sheet.
Click the **Print** button to print a hard copy of the time sheet.

View/Process Time Sheet
Time Sheet for LULA AL

Period Summary

Supervisor	Type	Pay	Note	Hours
ALAN SMITHSCR	Work	PT408 (Bus Driver - Hourly)	Approved by Supervisor	44h 00m
				Total Hours: 44h 00m
				Hours Paid: 44h 00m

Daily Totals

	Status	Note	Hours
Monday 10/22/12			
8:00 AM (8:00) -	5:00 PM (5:00) IN		9h 00m
			10/22/12 Total Hours: 9h 00m
Tuesday 10/23/12			
7:30 AM (7:30) -	4:30 PM (4:30) IN		9h 00m
			10/23/12 Total Hours: 9h 00m
Wednesday 10/24/12			
8:00 AM (8:00) -	5:00 PM (5:00) IN		9h 00m
			10/24/12 Total Hours: 9h 00m
Thursday 10/25/12			
8:00 AM (8:00) -	12:00 PM (12:00) IN		4h 00m
12:00 PM (12:00) -	1:00 PM (1:00) LNCH		1h 00m
1:00 PM (1:00) -	5:00 PM (5:00) IN		4h 00m
			10/25/12 Total Hours: 8h 00m
Friday 10/26/12			
8:00 AM (8:00) -	5:00 PM (5:00) WOOF	Working out of office	9h 00m
			10/26/12 Total Hours: 9h 00m

Approve
Deny
Print
Back

Slide 4 - Slide 4

The screenshot shows a web browser window with the title "My Employees Unapproved Timesheets - 05.12.10.00.07 - Mozilla Firefox". The main page is titled "View/Process Time Sheet" and displays a "Time Sheet for LULA ALLENSWORTHSCR (XXXX-XX-0758): 10/21/2012 - 10/27/2012". The supervisor is listed as ALAN SMITHSCR. A table shows daily totals for Monday through Friday. A dialog box titled "Approve Time Sheet" is open, showing a "Period Summary" table with columns for Supervisor, Type, Pay Code, Summary, and Hours. The dialog also has radio buttons for "Approve" and "Deny", and a text area for "Approval/Denial Notes". A yellow callout bubble contains the text: "Set the Approval Options to either Approve or Deny. Approval/Denial Notes can also be entered. Click Save when finished." Buttons for "Save" and "Back" are visible in the dialog.

Time Sheet for LULA ALLENSWORTHSCR (XXXX-XX-0758): 10/21/2012 - 10/27/2012

Supervisor: ALAN SMITHSCR

Supervisor	Type	Pay Code	Summary	Hours
ALAN SMITHSCR	Work	PT408		44h 00m

Approval Options: Approve Deny

Approval/Denial Notes:

10/26/12 Total Hours: 9h 00m

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My Employees Unapproved Timesheets - 05.12.10.00.07 - Mozilla Firefox

localhost/scripts/cgiip.exe/WService=wsFLORIDA/httssprv005.w

We value your feedback

Alan Smithscr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Budget Management Purchasing Inventory Requisitions Expense Reimbursement Online Open Enroll

My Employees Unapproved Timesheets

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

Last Name	First	Middle	SSN	Week Start	Week End	Status	Total Hrs	Hrs Paid	Overtime	Pc
10/23/2012	Tue	7:30 AM	4:30 PM		9h 00m				9h 00m	
10/24/2012	Wed	8:00 AM	5:00 PM		9h 00m				9h 00m	
10/25/2012	Thu	8:00 AM	5:00 PM	1h 00m	8h 00m				8h 00m	
10/26/2012	Fri	8:00 AM	5:00 PM		9h 00m				9h 00m	
10/27/2012	Sat									
Total				1h 00m	44h 00m				44h 00m	

Time Sheet Detail

Day	Total Hours	Bus Dr. 4 Hr	Hours Paid
10/22/2012 Mon	9h 00m	9h 00m	9h 00m
10/23/2012 Tue	9h 00m	9h 00m	9h 00m
10/24/2012 Wed			
10/25/2012 Thu			
10/26/2012 Fri			
Total			
Overtime			

Time Sheet History

Status	Name	Date	Time	Note
Waiting for Approval	SMTHSCR, ALAN M			
Submitted	ALLENSWORTHSCR, LULA K	10/26/2012	9:14 AM	Approved by Supervisor

Adjustments

Adjusted	Original	Date

20 3 records displayed Last Name: [] ABC