

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, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enrollment. The "True Time" menu is expanded, showing options like Quick Entry, My History, Employee Locator, My Setup, Data Mining, and Reports. The "My Time Sheets" menu is also expanded, showing Unsubmitted and History. The "Supervisor Access" menu is expanded, showing My Employees True Time, My Employees Totals by Status, My Employees Weekly Averages, Schedule Tracker, and My Employees Time Sheets (Unsubmitted, Unapproved, History). A yellow callout box contains the following text:

**Mass Approve 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 Mass Approve their employees' UnapprovedTimesheets.

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

Slide 2 - Slide 2

My Employees Unapproved Timesheets - 05.12.10.00.07 - Mozilla Firefox

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

Skyward School District

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: Unapproved Time Sheets - By Name Filters: \*Status - All Unapproved

	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	WFM	3	3-7-2	0
3	MILLERSCR	ERIK		9898	10/14/2012	10/20/2012	WFM	3	3-7-2	0

To approve time sheets for several employees, click Mass Approve Time Sheets Waiting For My Approval.

20 3 records displayed Last Name: ABC

Slide 3 - Slide 3

The screenshot shows a web browser window with the URL `localhost/scripts/cgiip.exe/WService=wsFLORIDA/httsbrws001.w?isPopup=true`. The page title is "Mass Approve Time Sheets". Below the title, there are view and filter options: "Views: Time Sheet Information - By Name" and "Filters: \*Skyward Default".

Select	Last Name	First	Middle	SSN	Week Start	Week End	Total Hrs	Hrs Paid	Overtime
1	ALLENSWORTHSCR	LULA	K	0758	10/21/2012	10/27/2012	44h 00m	44h 00m	4h 00m
2	MILLERSCR	ERIK		9898	10/21/2012	10/27/2012	36h 49m	36h 49m	
3	MILLERSCR	ERIK		9898	10/14/2012	10/20/2012	45h 32m	45h 32m	5h 32m

On the right side of the interface, there are several buttons: "Select All Displayed Time Sheets", "Unselect All Displayed Time Sheets", "Mass Approve Selected Time Sheets", "Print Selected Time Sheets", and "Close".

Two callout boxes provide instructions:

- Callout 1:** "A list of Time Sheets will display. Time Sheets can be mass approved by **individually** selecting each time sheet or by using the **Select All/Unselect All Displayed Time Sheets** buttons."
- Callout 2:** "Once the time sheets are selected, click the **Mass Approve Selected Time Sheets** button. Click the **Print Selected Time Sheets** button to print a hard copy of the time sheets (optional). **Note:** Time Sheets that have employee notes attached cannot be mass approved. These time sheets will need to be **individually** approved."

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

Slide 4 - Slide 4

The screenshot shows the Skyward School District web application interface. The main heading is "My Employees Unapproved Timesheets". The interface includes a navigation menu with options like 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 current view is "Time Sheet Information - By Name" with a filter set to "\*Status - All Unapproved".

The main data table displays the following information:

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									
<b>Total</b>				<b>1h 00m</b>	<b>44h 00m</b>				<b>44h 00m</b>	

Below the main table, there are three sections:

- Time Sheet Detail:** A table showing daily breakdowns for days 10/22/2012 through 10/26/2012, including Total Hours, Bus Dr. 4 Hr, and Hours Paid.
- Time Sheet History:** A table showing approval history with columns for Status, Name, Date, Time, and Note. It shows a record for "Waiting for Approval" by SMTHSCR, ALAN M and a "Submitted" record approved by LULA K on 10/26/2012 at 9:14 AM.
- Adjustments:** A table with columns for Adjusted, Original, and Date.

A yellow callout box points to the Time Sheet History section with the text: "The Time Sheet History area will display the approval history of the time sheet. This concludes the tutorial."

At the bottom of the page, it indicates "3 records displayed" and a search field for "Last Name:".