# Time Tracking - Employees


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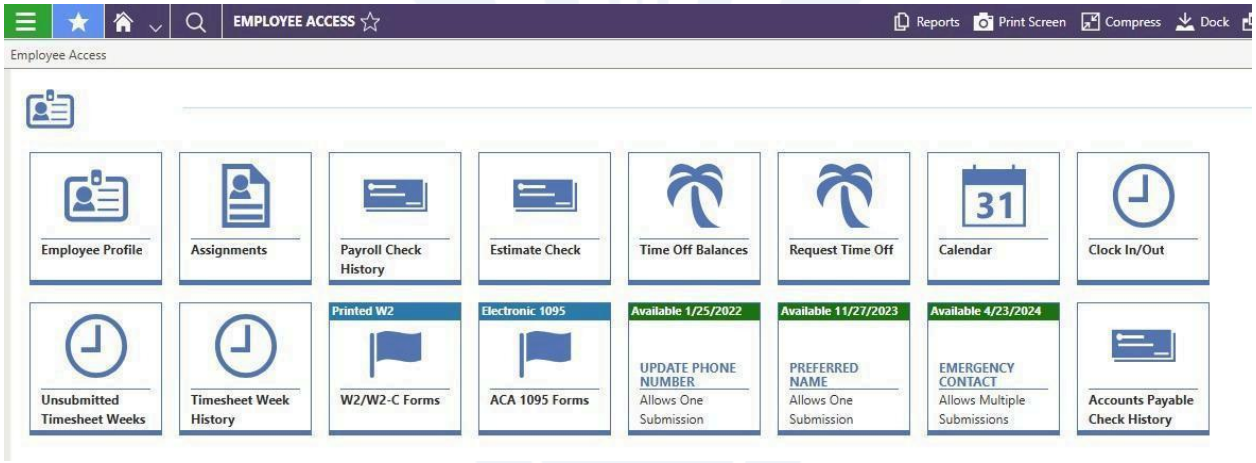
# Time Off Entry in Skyward

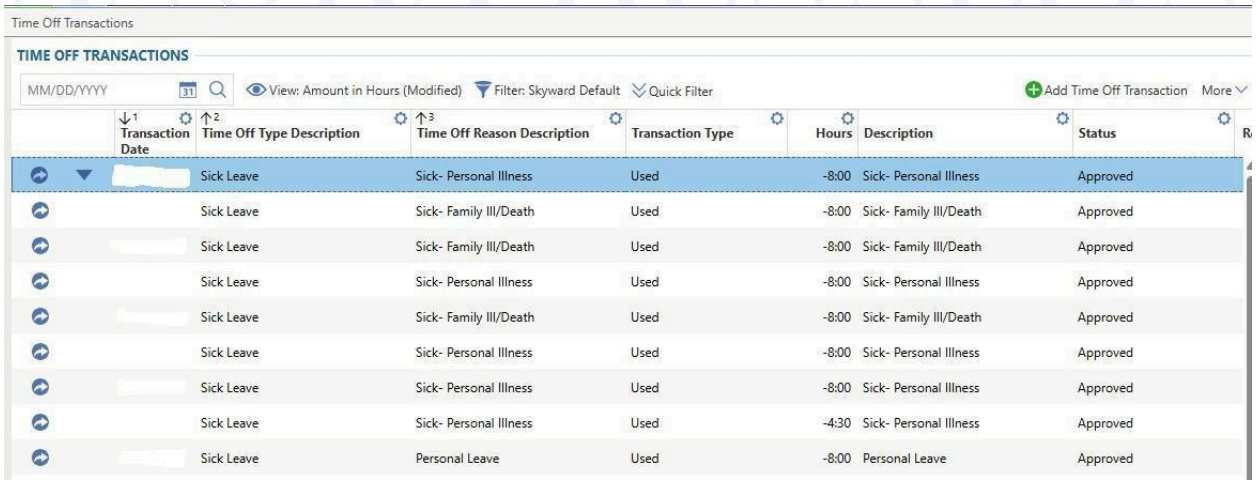
**All time off requests must start in Skyward.** It's very important for Time Tracking employees to enter their time off in Skyward and get it approved *before* submitting their timesheet for that week. If time off is entered *after* the timesheet for that week has already been submitted, the time off won't be paid.

**Here's how to request time off:**

1. First, log in to AH Connect.
2. Once logged in, click the Skyward icon.
3. After Skyward opens, you'll see a screen with different tiles. Click on the "Request Time Off" tile.




After clicking on the Request Time Off Tile, you are brought to the Time Off Transactions screen. This will show the history of time you have been allocated and the time you have requested off. To request a new Time Off Transaction, select the Add Time Transaction button in the top right corner.




| Transaction Date | Time Off Type Description | Time Off Reason Description | Transaction Type | Hours | Description | Status |
|---|---|---|---|---|---|---|
| | Sick Leave | Sick- Personal Illness | Used | -8:00 | Sick- Personal Illness | Approved |
| | Sick Leave | Sick- Family Ill/Death | Used | -8:00 | Sick- Family Ill/Death | Approved |
| | Sick Leave | Sick- Family Ill/Death | Used | -8:00 | Sick- Family Ill/Death | Approved |
| | Sick Leave | Sick- Personal Illness | Used | -8:00 | Sick- Personal Illness | Approved |
| | Sick Leave | Sick- Family Ill/Death | Used | -8:00 | Sick- Family Ill/Death | Approved |
| | Sick Leave | Sick- Personal Illness | Used | -8:00 | Sick- Personal Illness | Approved |
| | Sick Leave | Sick- Personal Illness | Used | -8:00 | Sick- Personal Illness | Approved |
| | Sick Leave | Sick- Personal Illness | Used | -4:30 | Sick- Personal Illness | Approved |
| | Sick Leave | Personal Leave | Used | -8:00 | Personal Leave | Approved |

From the Add Time Off Transaction screen, you need to fill out the following information:

**Start Date:** Date of absence

**Assignment:** In the assignment field, you need to select the assignment for which you will be absent. The drop-down will list all of your current assignments you have with the District. Ensure you select the one from which you will be absent.

**Supervisors:** Based on the selected assignment, the respective Time Off Approver will show in the Supervisor screen. If no supervisor is generated after selecting your assignment email Payroll.Help@ahschools.us.

**Employee Time Off Type:** Select either OtherHrs, Sick, UnpdHrs or Vacation. See below for the Time Off reasons that fall under each Time Off Type.

**OtherHrs**

C21 – District Meeting
C22 – In District Training
C23 – Out of District Training
C24 – Building Meeting
C26 – Field Trip
C27 – Athletic/Activities
C29 – Jury Duty or Election Judge
C30 – Association Leave
C32 – Military Leave
C61 – Work Comp Approved Absence

**Sick**

S01 – Sick – Personal Illness
S02 – Sick – Family Ill/Death
S04 – Personal Leave
S06 – AP 4th personal leave day
S07 – 10th Year Day (Personal Leave)

**UnpdHrs**

C33 – Without Pay – Dock

**Vacation**

V50 – Vacation

**Time Off Reason:** Select the correct one for your absence

**Hours/Days:** Enter the number of hours/Days you are requesting to use

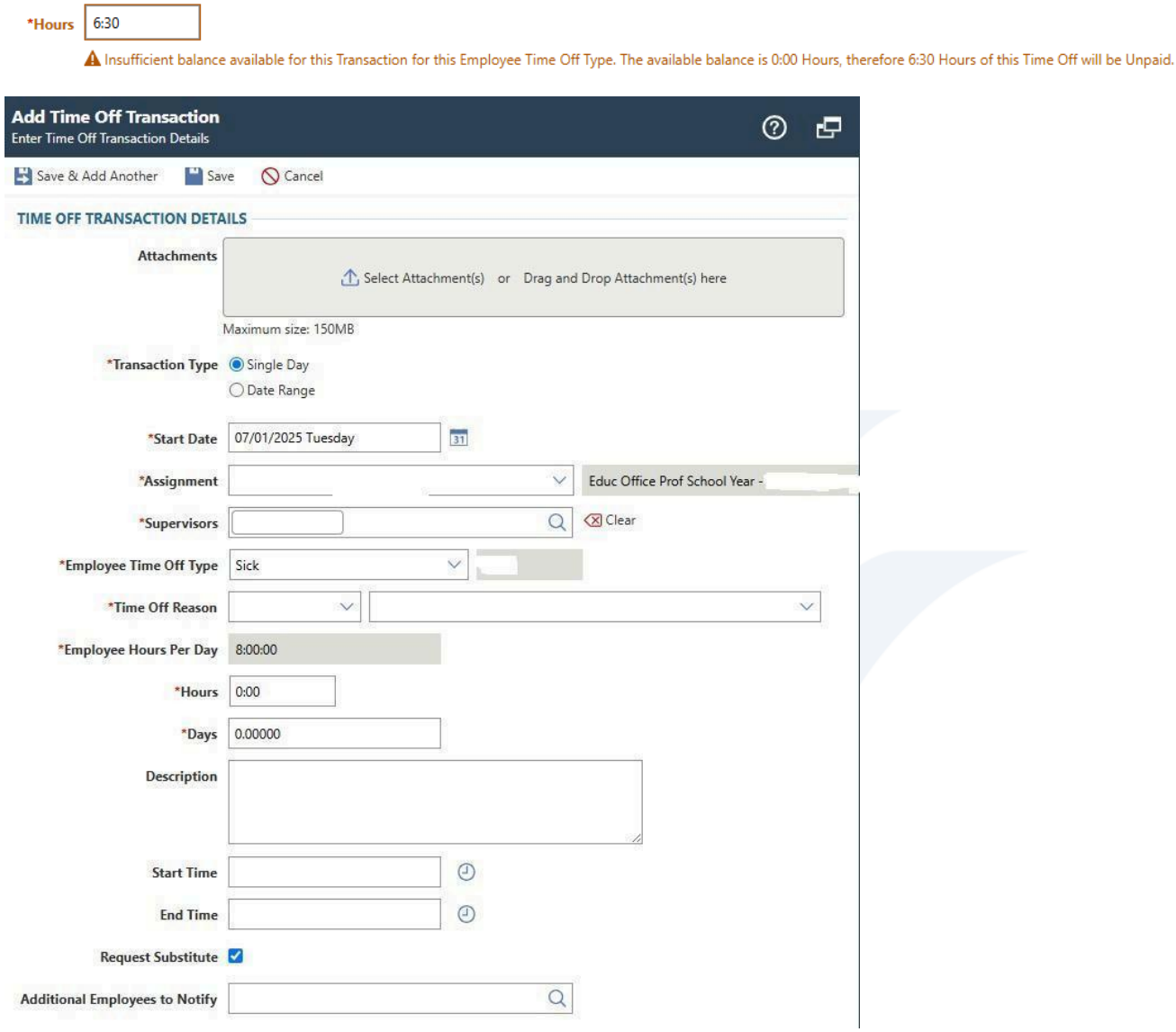
**Start Time/End Time:** To provide your supervisor with more information regarding your absence, you can enter your start time here in situations where it is not a full-day absence.

**Request Substitute:** If this absence will result in a substitute being needed, leave this box checked. This will then redirect you to Red Rover to enter the necessary information for requesting a Sub.

Click Save at the top of the screen

Note: If you receive an orange error message stating you are requesting more time off than you are scheduled, click Save again to submit your request. This is just a warning.

Additionally, you may receive a warning message regarding insufficient hours. The District wants you to enter absences for the true reason you missed work even if you are out of sick time so in these situations you should select save again and it will then enter your absence in.




If Request Substitute was left selected, this will then redirect you to Red Rover. You should enter the same information that was entered into Skyward now into Red Rover to request a substitute. If you do not require a sub for your absence, then you can just exit Red Rover.

Once your absence is entered in Skyward, you can see the Status of the Time off Transaction on the Time Off Transaction Screen.

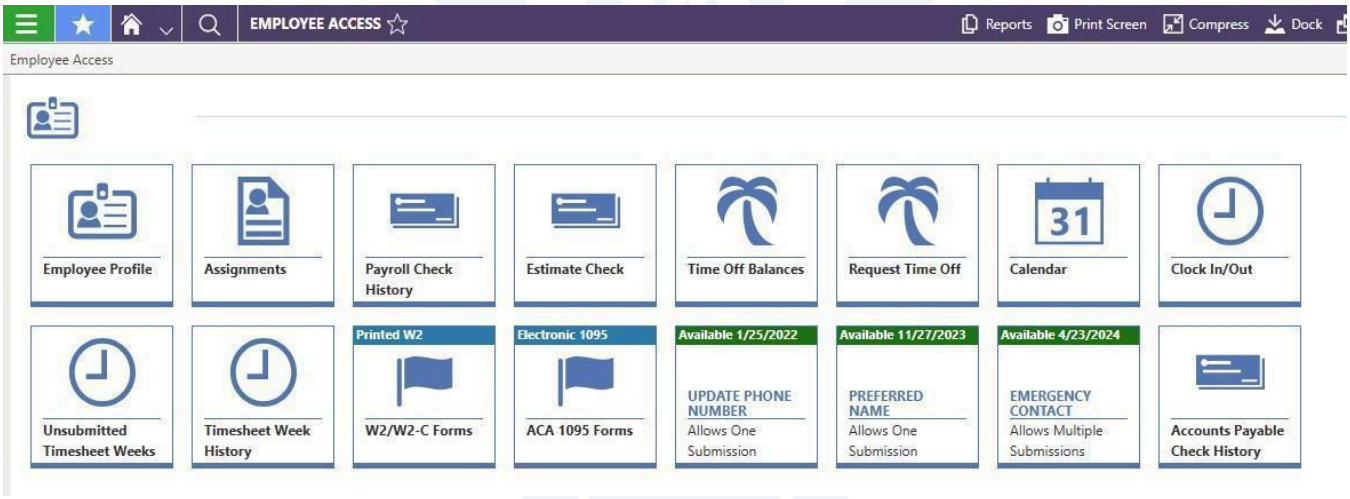
To see who needs to approve your Time Off request next, click the arrow on the left side of the transaction. The name listed as "assigned to" is the person it's currently waiting for. Please note that Cory McIntyre might appear as someone the transaction is "available to" on all requests, but your time off will likely only need approval from a few supervisors before it's fully approved. You'll receive an email and a Skyward message once your Time Off has been approved.

# Time Off Entry in Skyward for Teacher

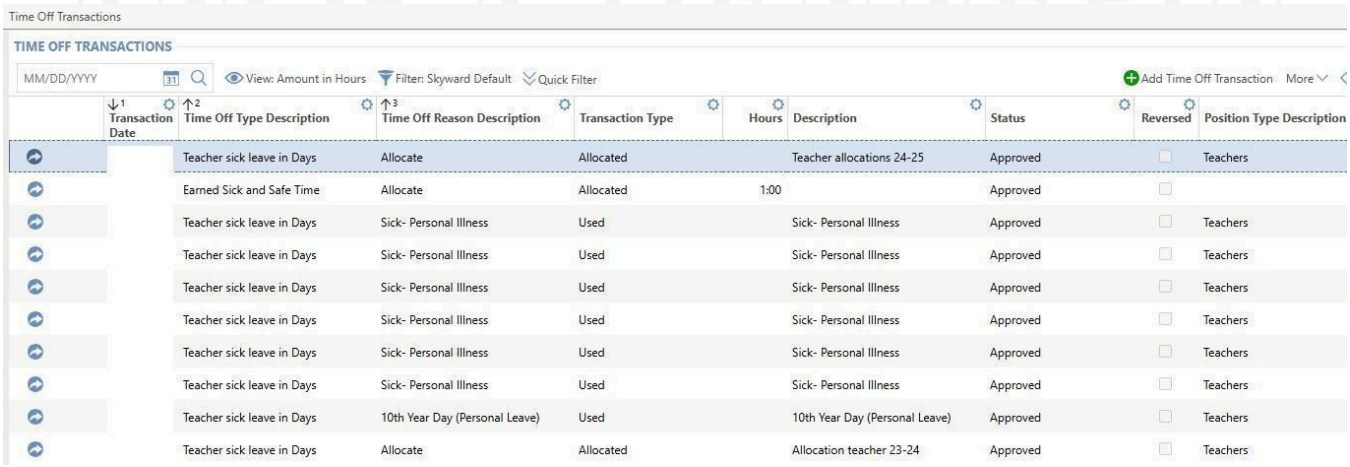
**All time off requests must start in Skyward.** If a sub is required, there is a functionality to redirect you to Red Rove to add the absence. Transactions should no longer originate in Red Rover.

**Here's how to request time off:**

1. First, log in to AH Connect.
2. Once logged in, click the Skyward icon.
3. After Skyward opens, you'll see a screen with different tiles. Click on the "Request Time Off" tile.




After clicking on the Request Time Off Tile, you are brought to the Time Off Transactions screen. This will show the history of time you have been allocated and the time you have requested off. To request a new Time Off Transaction, select the Add Time Transaction button in the top right corner.




| Transaction Date | Time Off Type Description | Time Off Reason Description | Transaction Type | Hours | Description | Status | Reversed | Position Type Description |
|---|---|---|---|---|---|---|---|---|
| | Teacher sick leave in Days | Allocate | Allocated | | Teacher allocations 24-25 | Approved | | Teachers |
| | Earned Sick and Safe Time | Allocate | Allocated | 1:00 | | Approved | | |
| | Teacher sick leave in Days | Sick- Personal Illness | Used | | Sick- Personal Illness | Approved | | Teachers |
| | Teacher sick leave in Days | Sick- Personal Illness | Used | | Sick- Personal Illness | Approved | | Teachers |
| | Teacher sick leave in Days | Sick- Personal Illness | Used | | Sick- Personal Illness | Approved | | Teachers |
| | Teacher sick leave in Days | Sick- Personal Illness | Used | | Sick- Personal Illness | Approved | | Teachers |
| | Teacher sick leave in Days | Sick- Personal Illness | Used | | Sick- Personal Illness | Approved | | Teachers |
| | Teacher sick leave in Days | Sick- Personal Illness | Used | | Sick- Personal Illness | Approved | | Teachers |
| | Teacher sick leave in Days | 10th Year Day (Personal Leave) | Used | | 10th Year Day (Personal Leave) | Approved | | Teachers |
| | Teacher sick leave in Days | Allocate | Allocated | | Allocation teacher 23-24 | Approved | | Teachers |

From the Add Time Off Transaction screen, you need to fill out the following information:

**Start Date:** Date of absence

**Assignment:** In the assignment field, you need to select the assignment for which you will be absent. The drop-down will list all of your current assignments you have with the District. Ensure you select the one from which you will be absent.

> **Note:** For teachers who work multiple teaching assignments for the District, please put in an absence for each building you are missing for the specific date in Skyward so each building is notified of your absence.

**Supervisors:** Based on the selected assignment, the respective Time Off Approver will show in the Supervisor screen. If no supervisor is generated after selecting your assignment email Payroll.Help@ahschools.us.

**Employee Time Off Type:** Based on the reason you are going to be absent, select either OtherDay, SickTchr, or UnpdDay. See the list below for the Time Off reasons that are under each Time Off Type.

**OtherDay**

- C21 – District Meeting
- C22 – In District Training
- C23 – Out of District Training
- C24 – Building Meeting
- C26 – Field Trip
- C27 – Athletic/Activities
- C29 – Jury Duty or Election Judge
- C30 – Association Leave
- C32 – Military Leave
- C61 – Work Comp Approved Absence

**SickTchr**

- S01 – Sick – Personal Illness
- S02 – Sick – Family Ill/Death
- S04 – Personal Leave
- S06 – AP 4th personal leave day
- S07 – 10th Year Day (Personal Leave)

**UnpdDay**

- C33 – Without Pay – Dock

**Time Off Reason:** Select the correct one for your absence

**Employee Hours Per Day:** This field totals the number of hours that you are scheduled on the date requested for the Time Off transaction. A 1.0 FTE teacher will have 7:10:00 listed in this box.

**Hours/Days:** Teachers are allowed to put Time Off transactions in units of ½ day. Therefore, either enter 0.5 or 1.0 in the **Days** field.

> **Note:** If you work at multiple buildings in the day, please enter the absence of ½ day for 2 of the buildings and enter other School Office Supervisors, Principals, or other staff that may need to be notified of your absence in Skyward that you will be absent on that date.

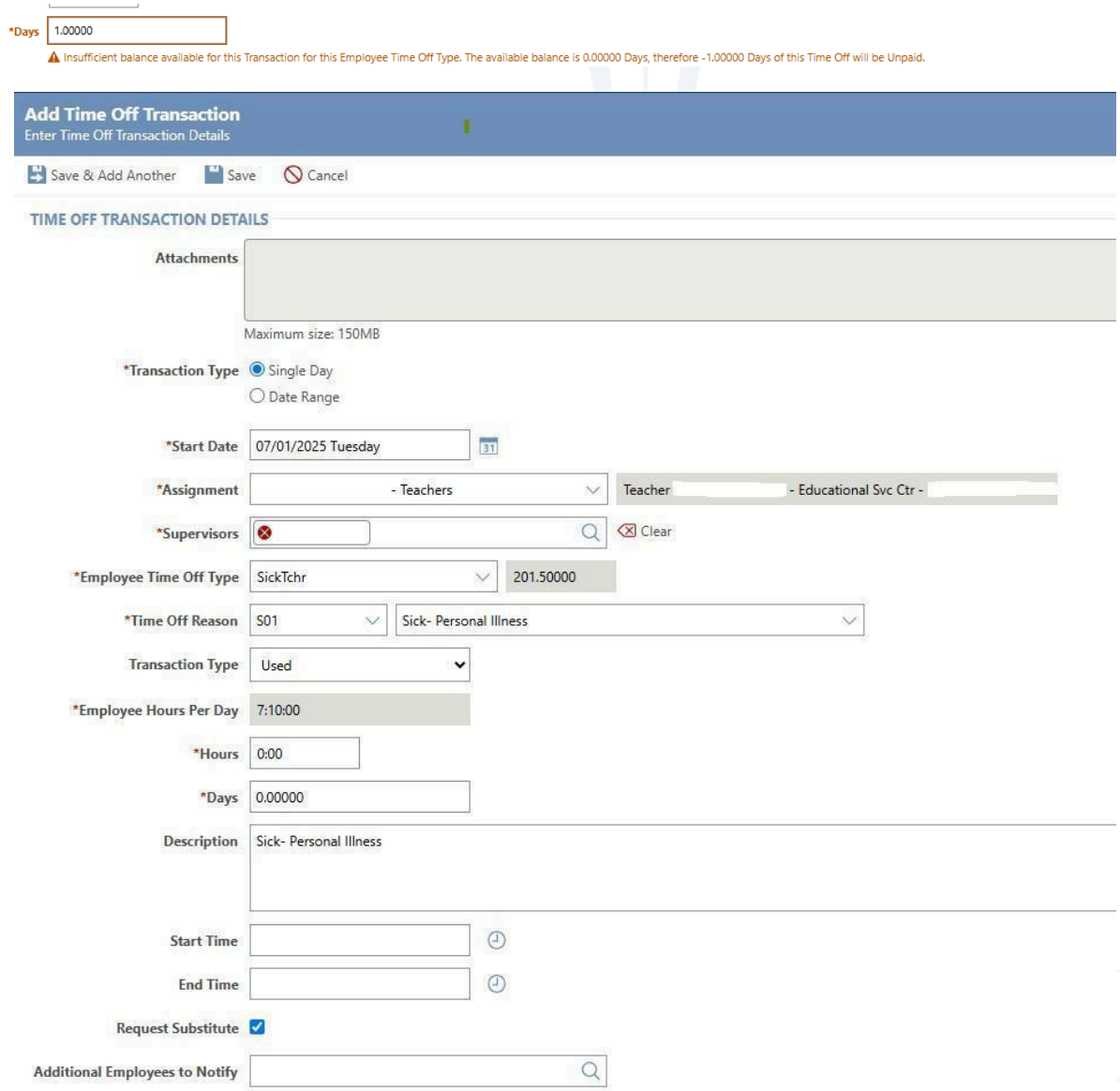
**Start Time/End Time:** This is available to provide your supervisor with more information regarding your absence. You can enter your start time here in situations where it is not a full-day absence.

**Request Substitute:** If this absence will result in a substitute being needed, leave this box checked. This will then redirect you to Red Rover to enter the necessary information for requesting a Sub.

Click Save at the top of the screen

Note: If you receive an orange error message stating you are requesting more time off than you are scheduled, click Save again to submit your request. This is just a warning.

Additionally, you may receive a warning message regarding insufficient balance. The District wants you to enter absences for the true reason you missed work, even if you are out of sick time, so in these situations, you should select save again and it will then enter your absence in.




If Request Substitute was left selected, this will then redirect you to Red Rover. You should enter the same information that was entered into Skyward now into Red Rover to request a substitute. If you do not require a sub for your absence, then you can just exit Red Rover.

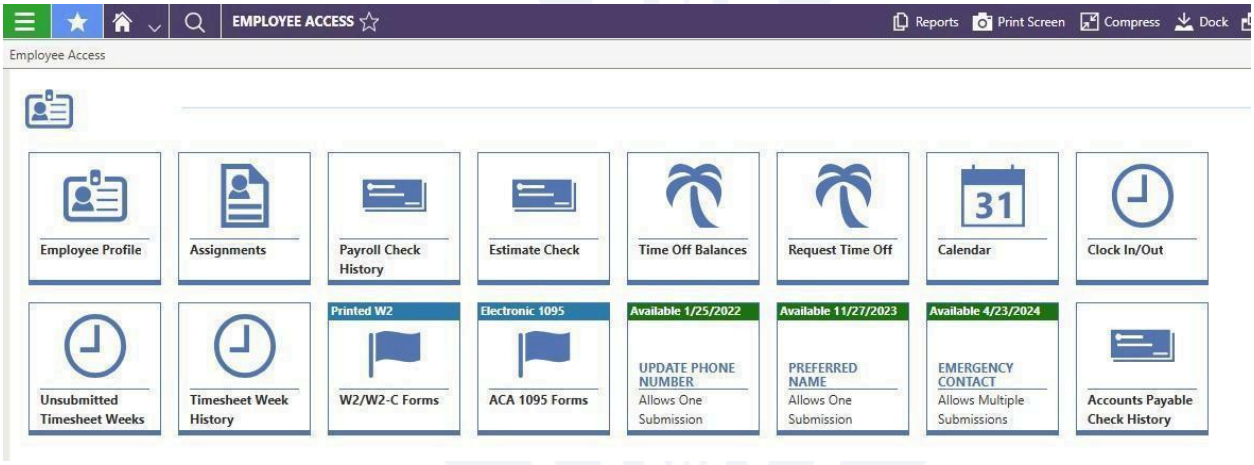
Once your absence is entered in Skyward, you can see the Status of the Time off Transaction on the Time Off Transaction Screen.

To see who needs to approve your Time Off request next, click the arrow on the left side of the transaction. The name listed as "assigned to" is the person it's currently waiting for. Please note that Cory McIntyre might appear as someone the transaction is "available to" on all requests, but your time off will likely only need approval from a few supervisors before it's fully approved. You'll receive an email and a Skyward message once your Time Off has been approved.

# Clocking In and Out in Skyward

**Here's how to Clock In/Out:**

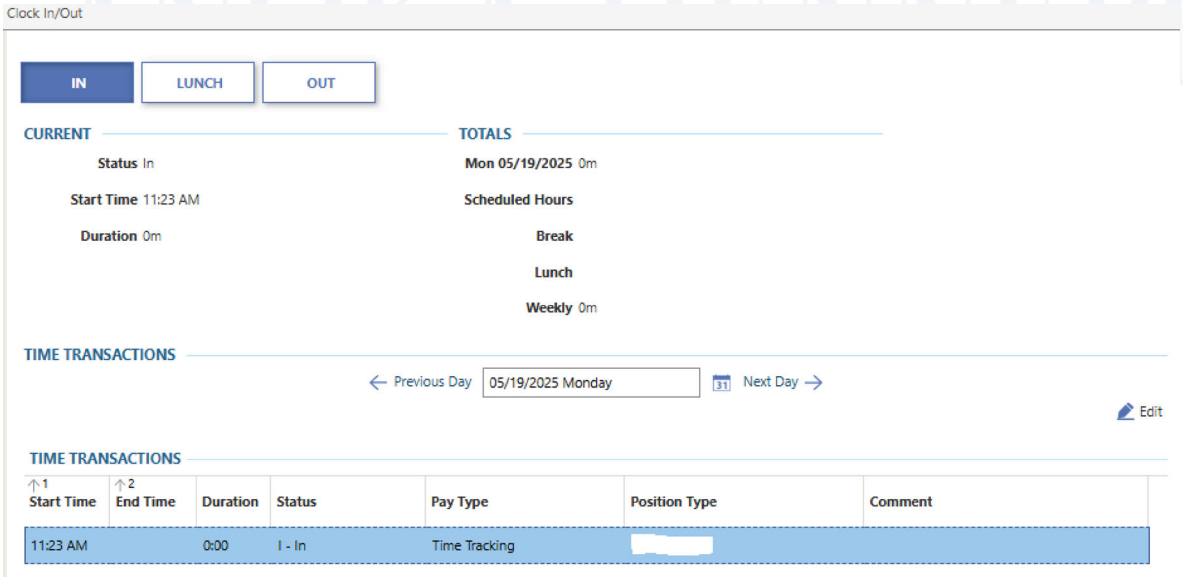
1. First, log in to AH Connect.
2. Once logged in, click the Skyward icon.
3. After Skyward opens, you'll see a screen with different tiles. Click on the "Clock In/Out" tile.




After clicking on the Clock In/Out Tile, you are brought to the Clock In/Out screen. You will have an In and Out button at the top of the screen. When clocking in for the day, select the In button. You will then notice that your status changes to In and the lets you know the duration of time you have been clocked in for the date as well as the time for the week on the right side.

You are required to clock in and out for your lunch break. Select lunch at the beginning of your lunch break and then when you return from lunch select the In button again.

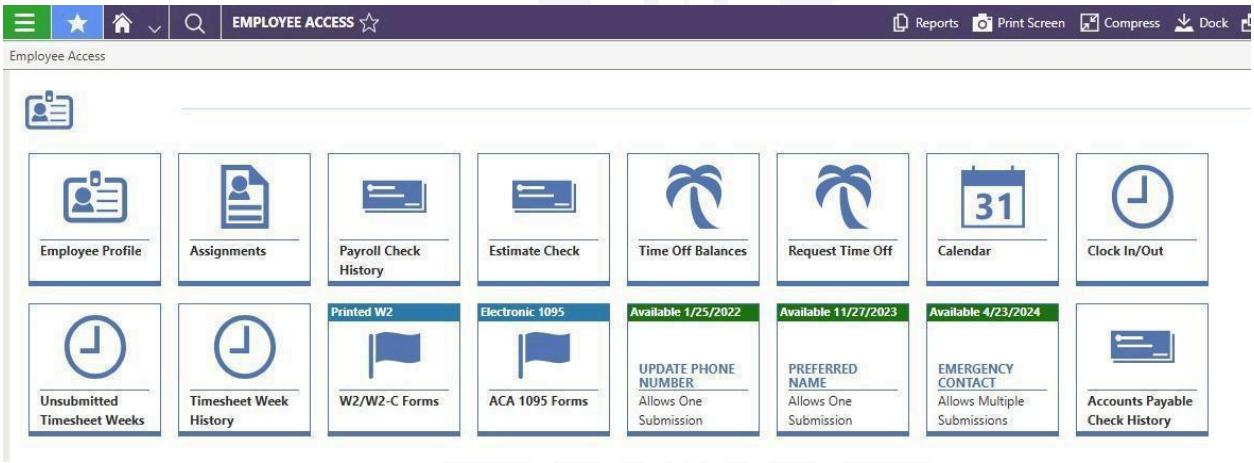
At the end of the workday, select out to clock out for the end of the day.



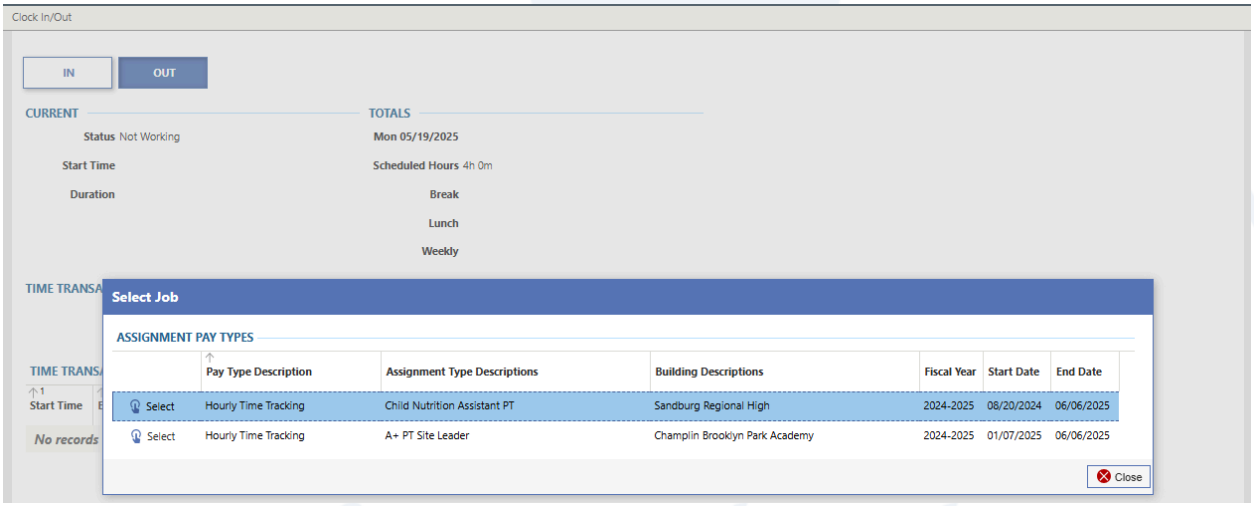
# Clocking In and Out with Multiple Jobs in Skyward

**Here's how to Clock In/Out:**

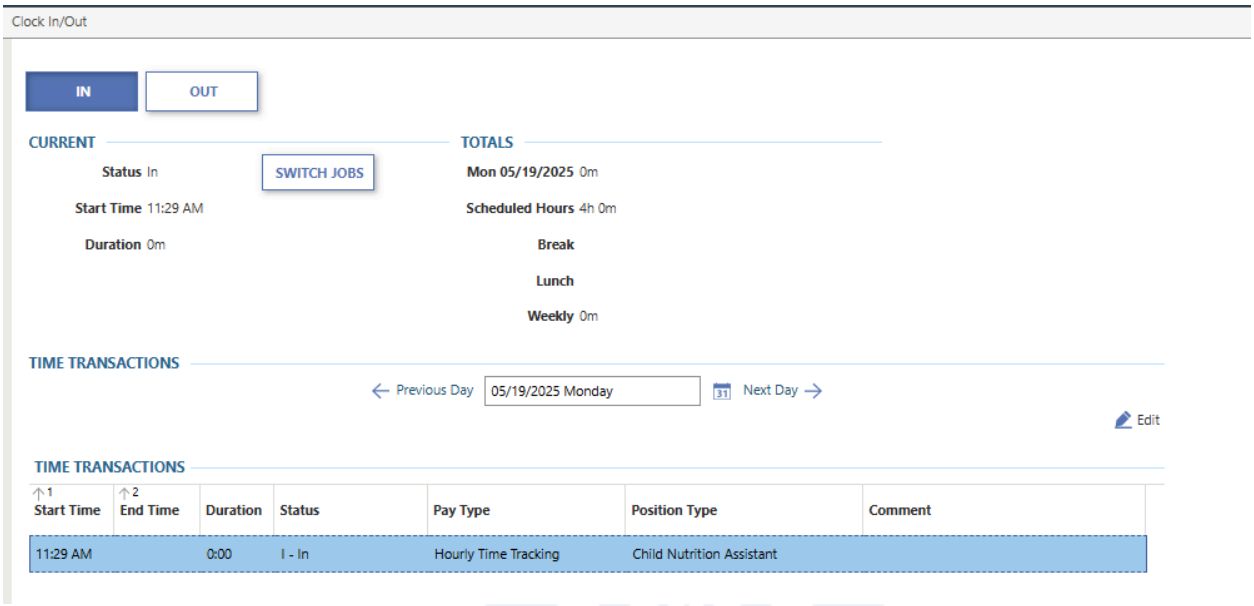
4. First, log in to AH Connect.
5. Once logged in, click the Skyward icon.
6. After Skyward opens, you'll see a screen with different tiles. Click on the "Clock In/Out" tile.




After clicking on the Clock In/Out Tile, you are brought to the Clock In/Out screen. You will have an In and Out button at the top of the screen. When clocking in for the day, select the In button. When you have multiple active Time Tracking jobs with the District, a screen will then pop up having you select the job you want to clock in for.




You will then notice that at the top of the screen, you have the status of In, and then below, in the time transaction detail fields, it will list the position type you are clocked into. If you need to change the assignment you are clocked into, you can then select the Switch Jobs button near the In button. Notice this will only be available when you are already clocked into another job.




At the end of the workday, select out to clock out for the end of the day.

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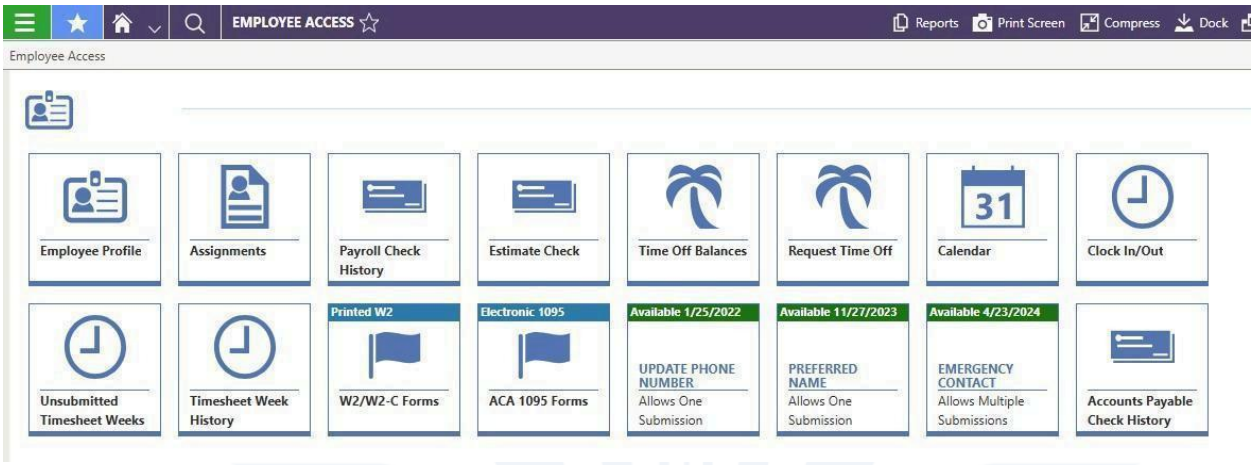
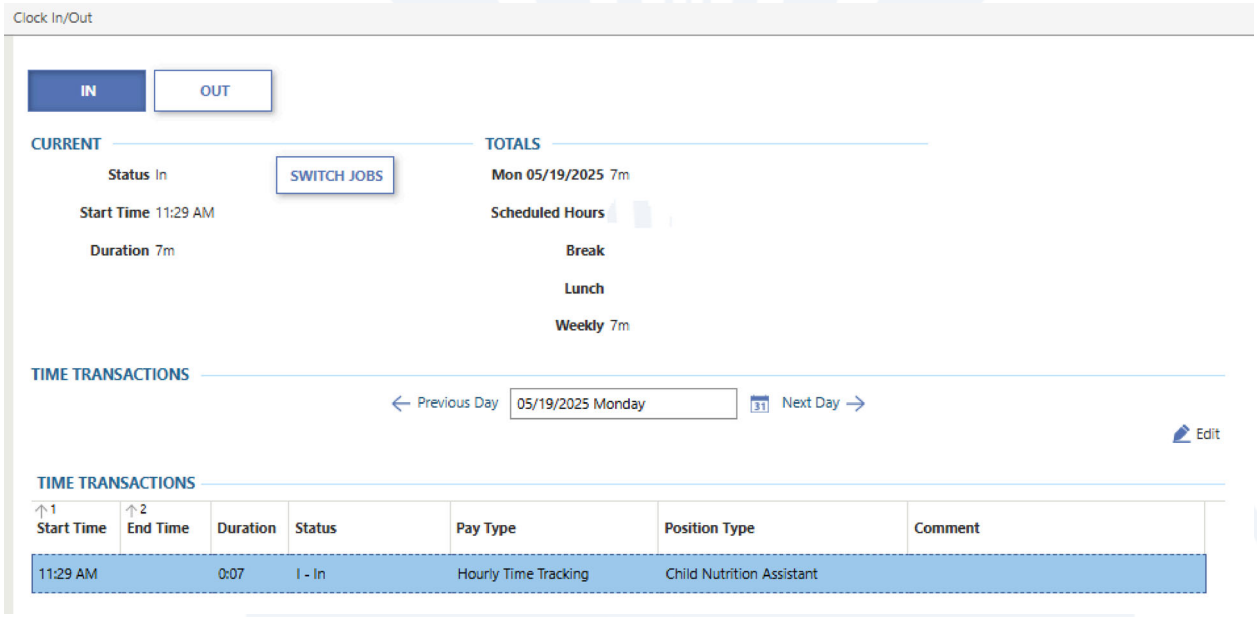
# Editing Time Tracking in Skyward

If you need to edit your time tracking info for a date you will need to first select on the Clock In/Out Tile, you are brought to the Clock In/Out screen.




Ensure you are on the date you want to edit by selecting the date in the center of the screen for the specific date. Then, on the right-hand side, select the Edit button.




From there, the Time Transaction screen will display. From here, you can change your start time, end time, status, assignment, as well as add a comment. The District's best practice is that if an edit is required for Time Tracking that you make your supervisor aware and put a comment in for the edit. If you need to add a time transaction to the date, you will want to select the green plus sign that says Add Time Transaction, and that will add another line to the Time Transaction Screen.

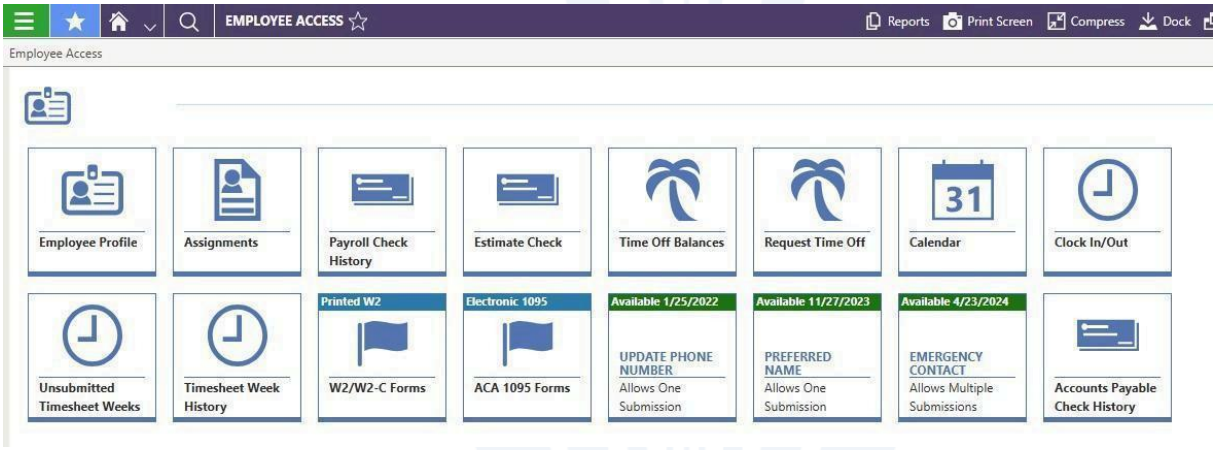
After everything has been edited, you will want to select save. All changes should now be reflected on the Clock In/Out screen. You will want to ensure your supervisor is aware of why manual editing of your time was needed.

# Submitting Timesheet Week in Skyward

After clocking out for the final time for the work week (Sunday - Saturday) you will be required to submit your timesheet week for approval.

**Here's how to Submit your time for approval:**

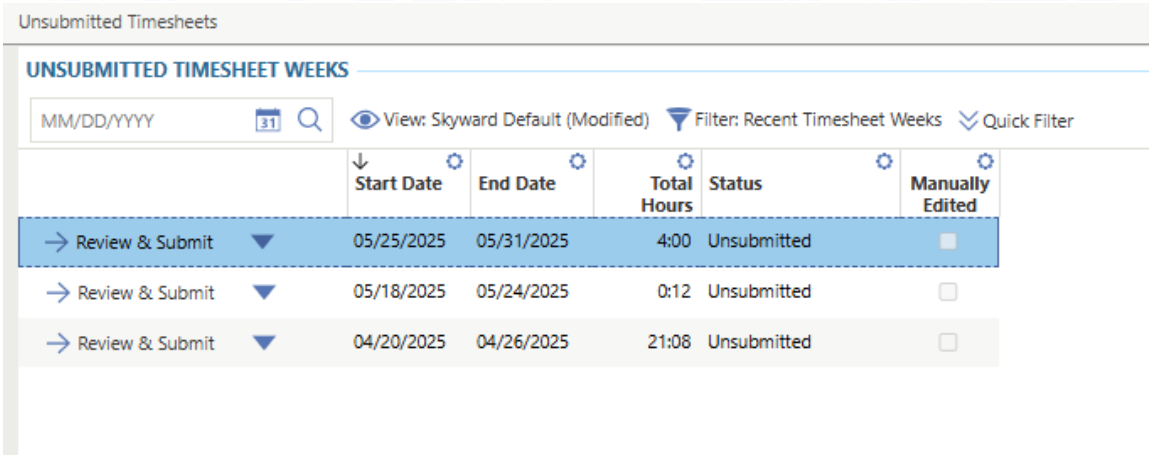
7. First, log in to AH Connect.
8. Once logged in, click the Skyward icon.
9. After Skyward opens, you'll see a screen with different tiles. Click on the "Unsubmitted Timesheet Week" tile.




This will display all timesheet weeks that have not yet been submitted for approval. This screen will show you the total hours that will be submitted, as well as whether you manually edited your time or not. For situations where editing your time is required, you should ensure that your supervisor is aware of the situation and why editing was required.

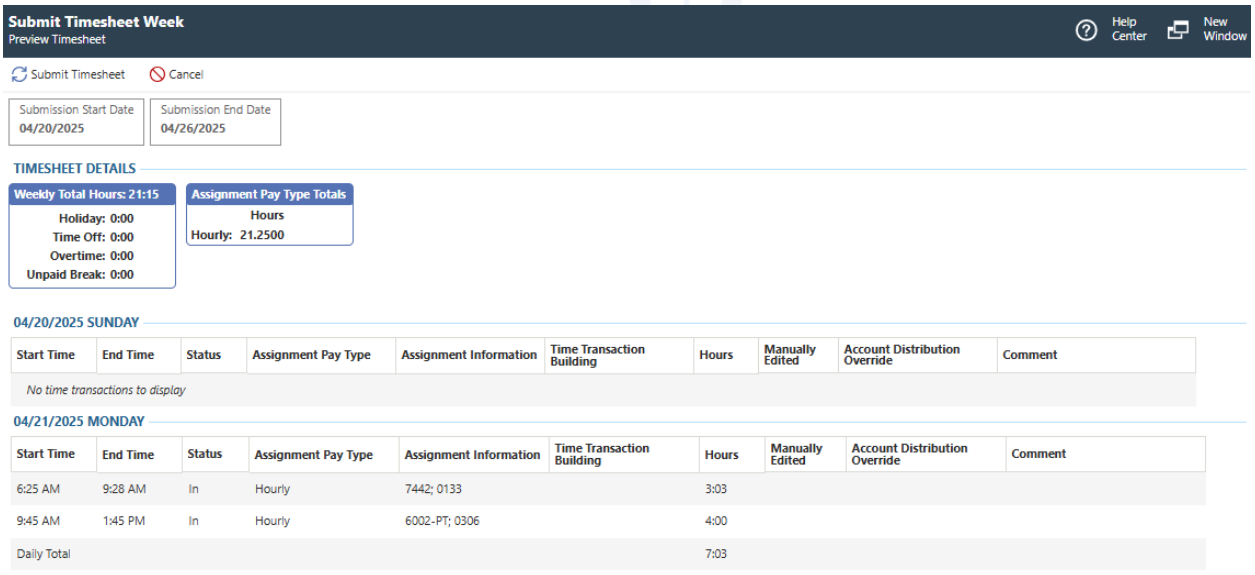
Note: If there are any approved time off transactions or holiday pay coming up in the next couple of weeks, that Timesheet may display as an unsubmitted timesheet. However, timesheets should only be submitted after all hours have been worked for a week. Only one timesheet is allowed per week, so ensure you are done with all hours worked for the District before submitting time.

On the timesheet week, you are ready to submit and select the Review and Submit button.



You will then be brought to the Submit Timesheet Week screen. From here, you should ensure that all time is reflected accurately. You are able to see a summary at the top and the details for each date. If you notice any adjustments that are needed, you will want to select Cancel and then follow the Editing Time Tracking in Skyward instructions.

If all time looks good, you can select Submit Timesheet, and the time will then be routed to your supervisor(s) for their approval.



**Submit Timesheet Week**
Preview Timesheet

Help Center | New Window

Submit Timesheet | Cancel

| Submission Start Date | Submission End Date |
|---|---|
| 04/20/2025 | 04/26/2025 |

**TIMESHEET DETAILS**

| Weekly Total Hours: 21:15 |
|---|
| Holiday: 0:00 |
| Time Off: 0:00 |
| Overtime: 0:00 |
| Unpaid Break: 0:00 |

| Assignment Pay Type Totals | Hours |
|---|---|
| Hourly: | 21.2500 |

**04/20/2025 SUNDAY**

| Start Time | End Time | Status | Assignment Pay Type | Assignment Information | Time Transaction Building | Hours | Manually Edited | Account Distribution Override | Comment |
|---|---|---|---|---|---|---|---|---|---|
| *No time transactions to display* | | | | | | | | | |

**04/21/2025 MONDAY**

| Start Time | End Time | Status | Assignment Pay Type | Assignment Information | Time Transaction Building | Hours | Manually Edited | Account Distribution Override | Comment |
|---|---|---|---|---|---|---|---|---|---|
| 6:25 AM | 9:28 AM | In | Hourly | 7442; 0133 | | 3:03 | | | |
| 9:45 AM | 1:45 PM | In | Hourly | 6002-PT; 0306 | | 4:00 | | | |
| Daily Total | | | | | | 7:03 | | | |

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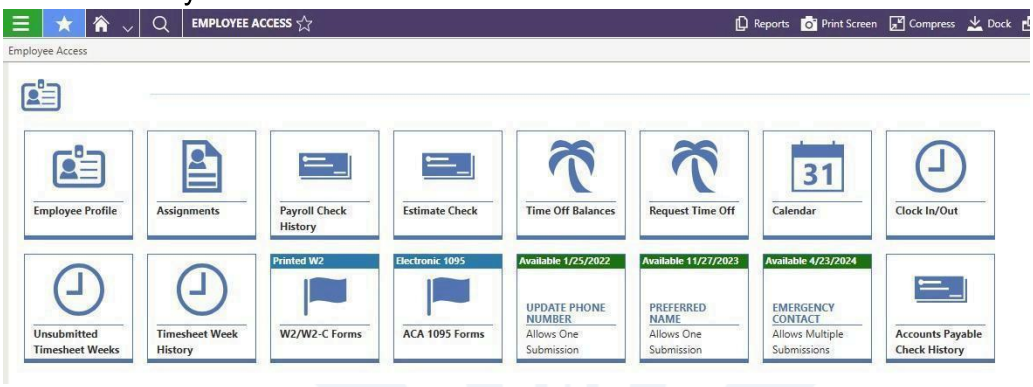
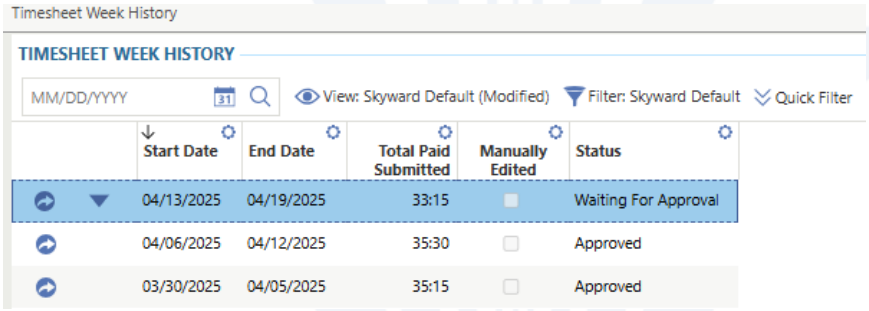
# Reviewing Historical Timesheet Weeks in Skyward

To review the timesheet weeks approval process or to review any historical timesheets, select the Timesheet Week History tile.




This will display all timesheet weeks that have been submitted. You can see the status of the timesheet on the right-hand column.




For Timesheets waiting for approval, you can select the arrow button on the left-hand side. You will then be brought to the Timesheet Week Details screen. You can select the Approval process on the left-hand side. This will then show you what date and time you submitted your timesheet, who has approved the timesheet, and who it is currently assigned to. Note that Cory McIntyre will show on every's timesheets as A-Available as a result of him being the beginning of the Organizational Chart for the District. For most assignments, Timesheet weeks will just have to be approved by 2 supervisors. If you have questions on who is required to approve your time, please reach out to your supervisor for clarification.

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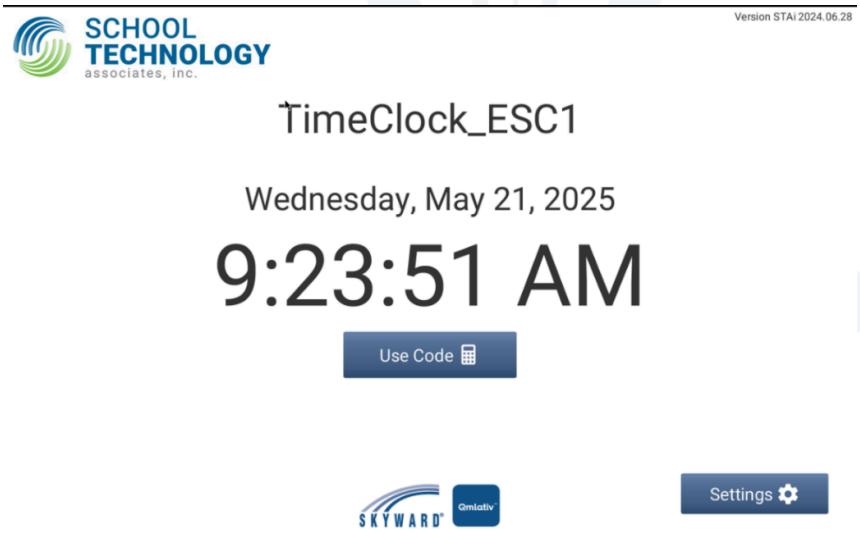
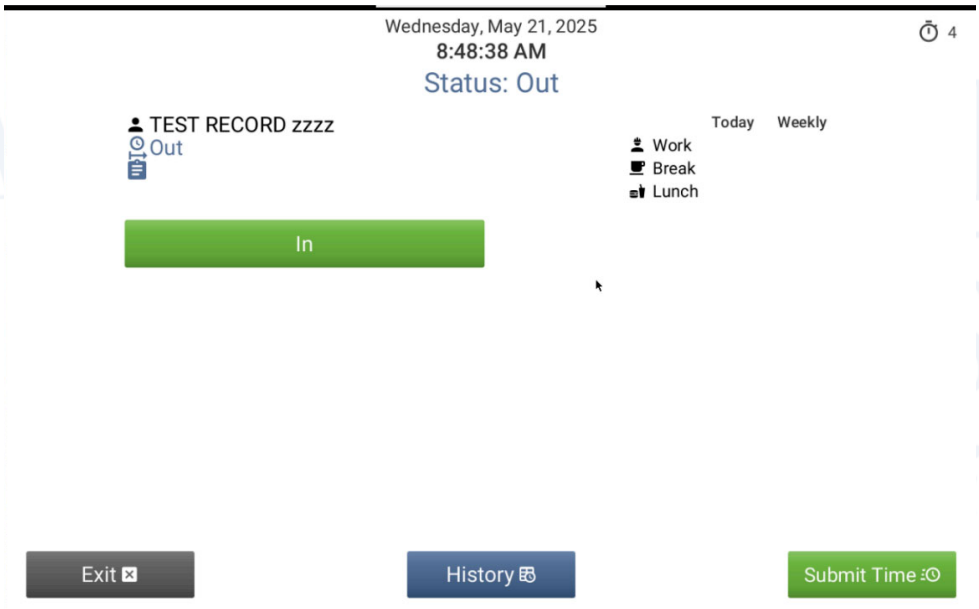
# Clocking In and Out on the Time Clock

**Two options for logging into Time Clock:**

1. Manual entry of Employee Number
    i. Select Use Code
    ii. Type in “0” then the 5-digit employee number
2. Scan barcode on Employee Badge

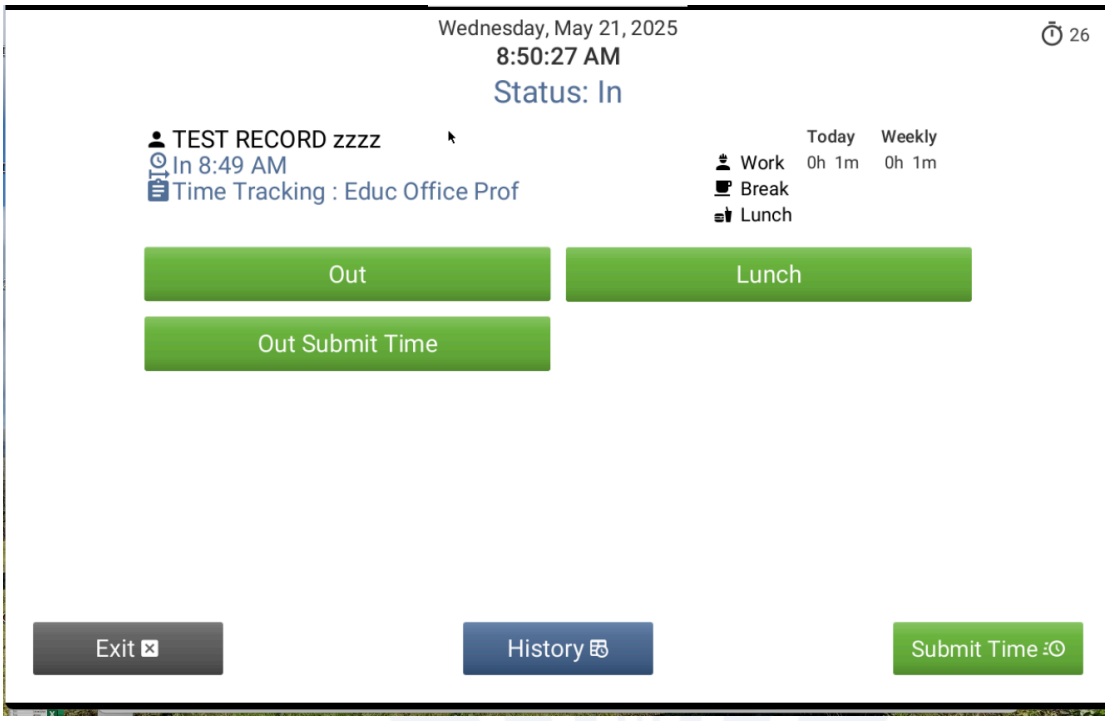



After logging in by either of the two options, you are brought to the Clock In/Out screen. At the top of the screen, it will state your current status and then also have your time reported for both the day and the week on the right-hand side. You will select the **In** button to clock in. After selecting in, you will receive a pop-up box that states “Your Status is In” and then auto logs you out of the Time Clock.

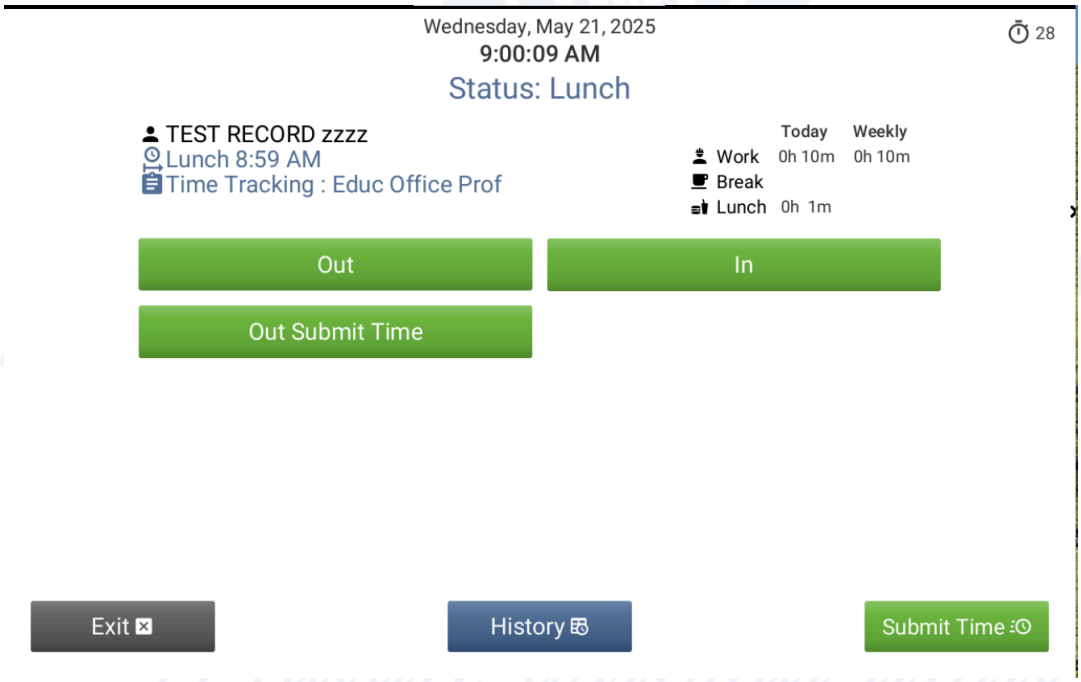



The District will be requiring that you clock in and out for your Lunch. Therefore, you will login via either of the two methods. You will then see **Status: In** at the top of the screen. You

will then select the Lunch button to clock out for your unpaid lunch. Once you select the lunch button, it will then auto clock you out again of the Time Clock.

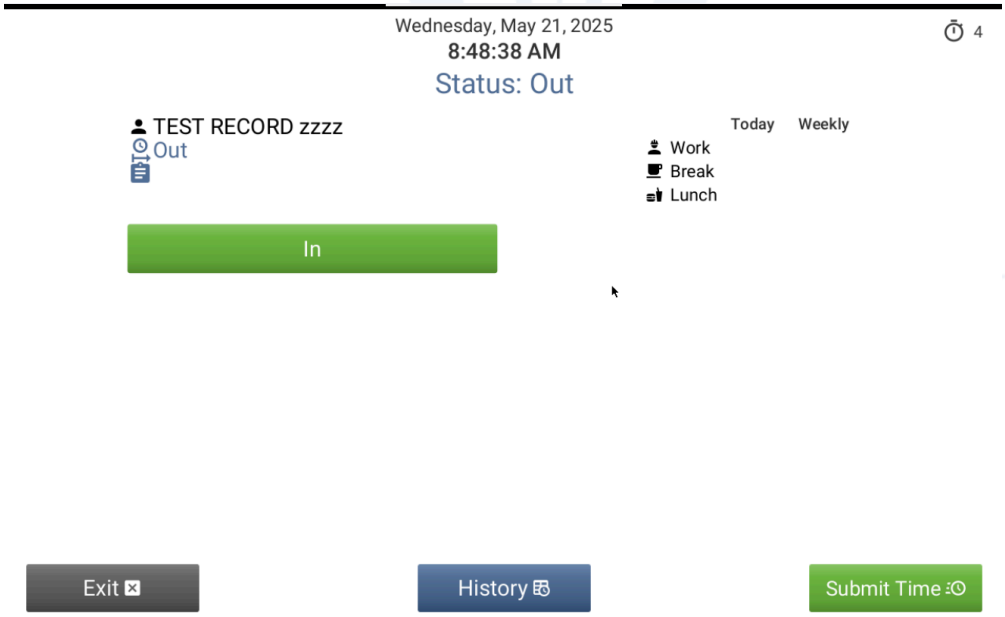



When you return from your lunch, you will log in again. You will then see **Status: Lunch** at the top of the screen. You will then select the **In** button to clock back in from your unpaid lunch.

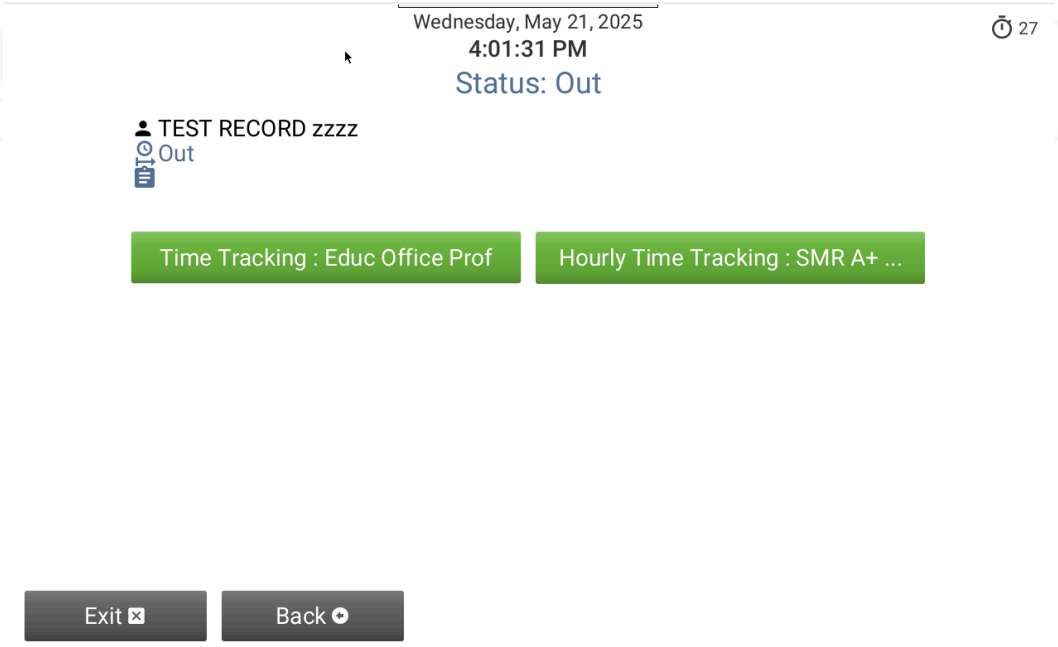


# Clocking In and Out with Multiple Jobs on Time Clock

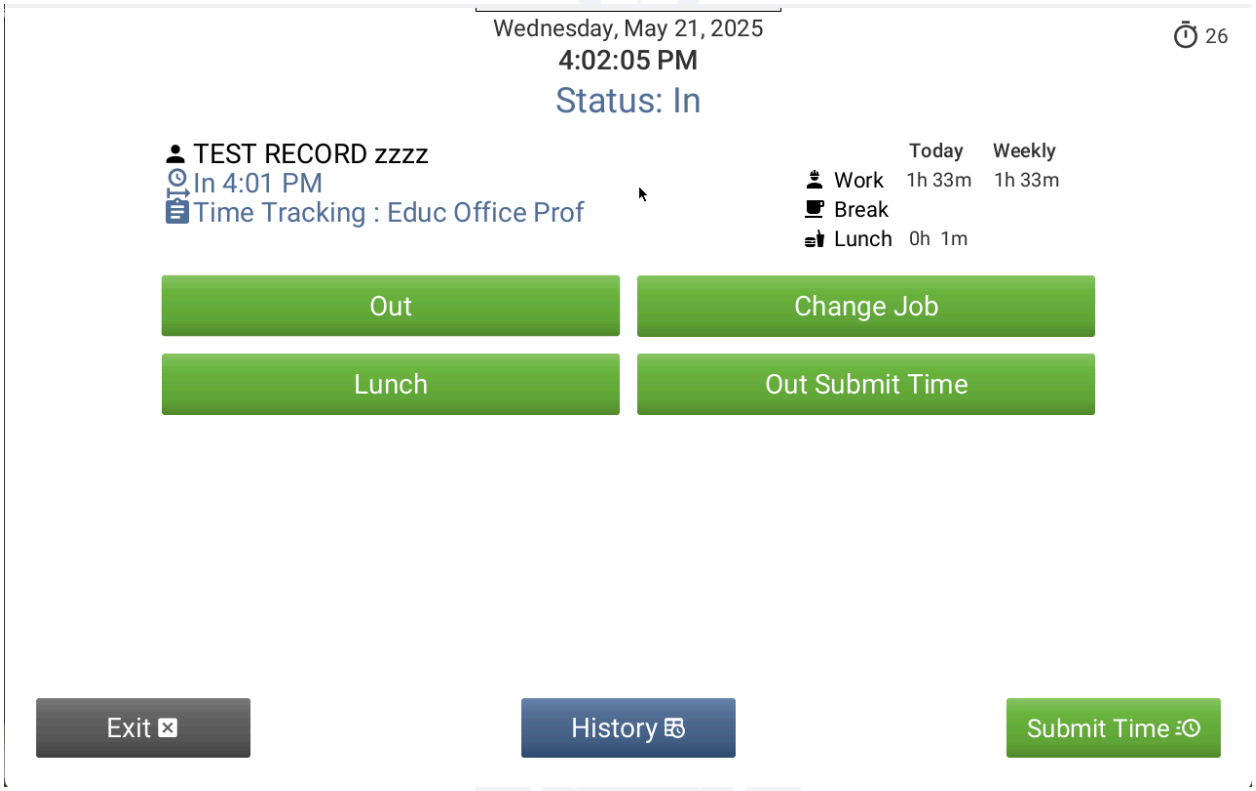
After logging in by either of the two options, you are brought to the Clock In/Out screen. At the top of the screen, it will state your current status and then also have your time reported for both the day and the week on the right-hand side. You will select the **In** button to clock in.




When you have multiple jobs that are Time Tracking, you will then receive another screen where you will need to select the job you are clocking into. You will notice in the screenshot below that one says Educ Office Prof while the other is for SMR A+.



Once you are clocked in and you go to the Clock In/Out screen, you will then have an additional button available to you that will state **Change Job.** If you go from being clocked in at one job right to the next, you can then select Change Job, and the screen with your eligible Time Tracking jobs will show again.

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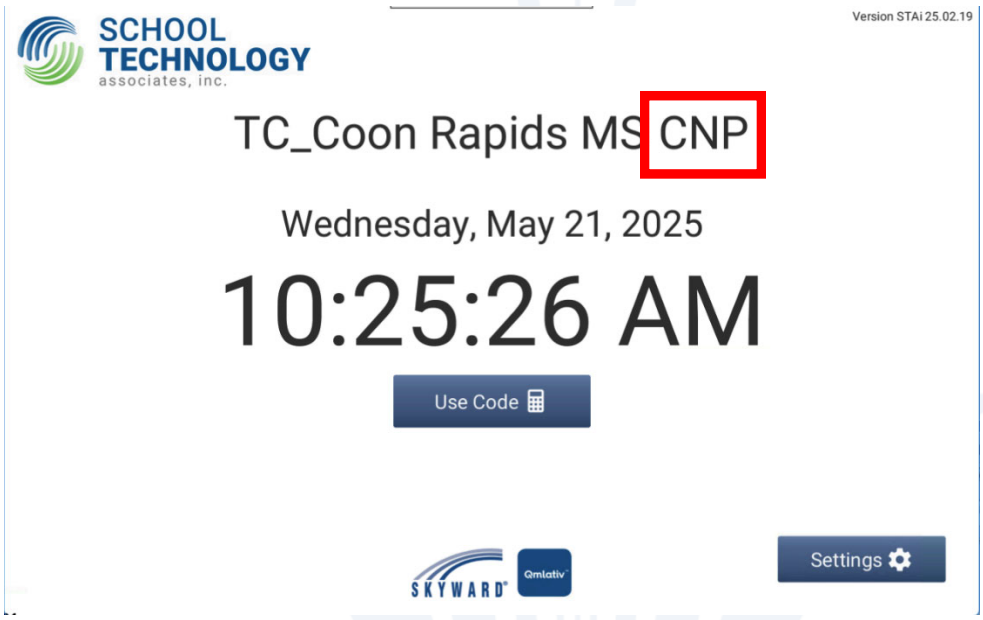
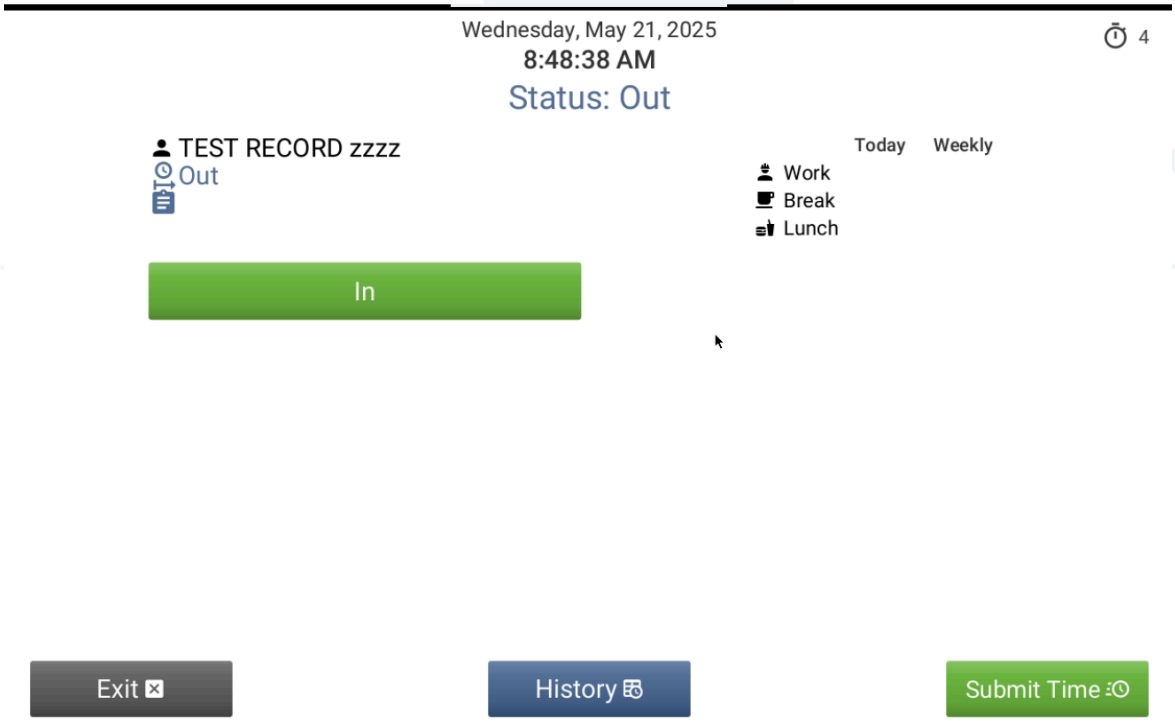
# Editing Time Tracking on Time Clock

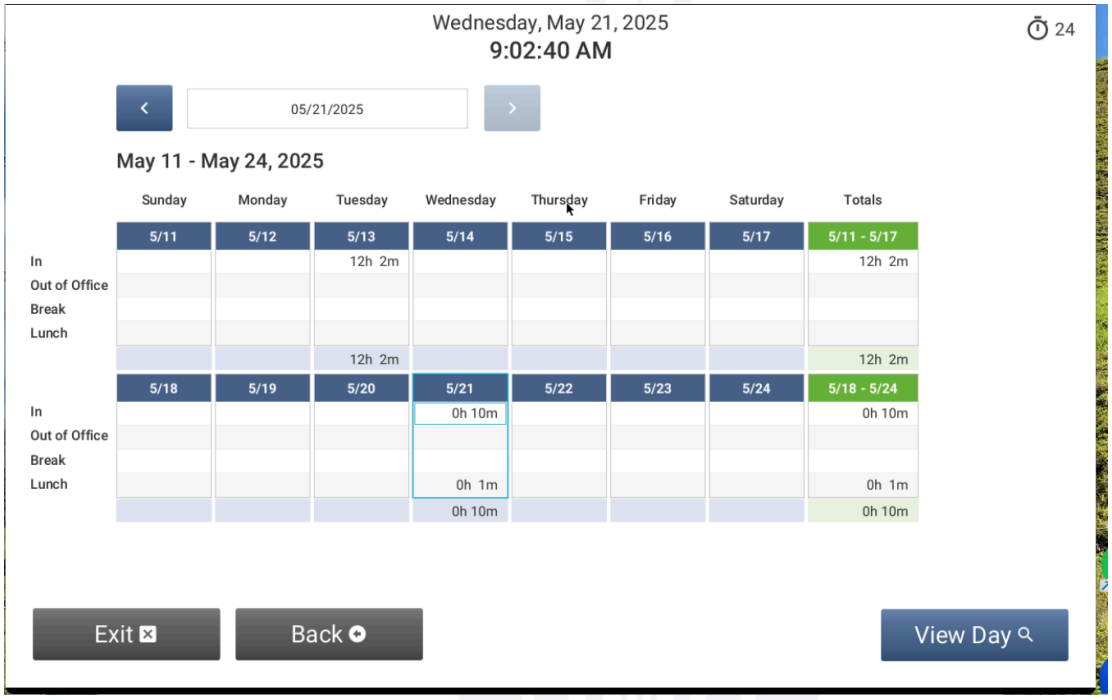
IMPORTANT NOTE: Editing via Time Clock is not available on Time Clocks that are labeled CNP at the end of the Time Clock Screen.



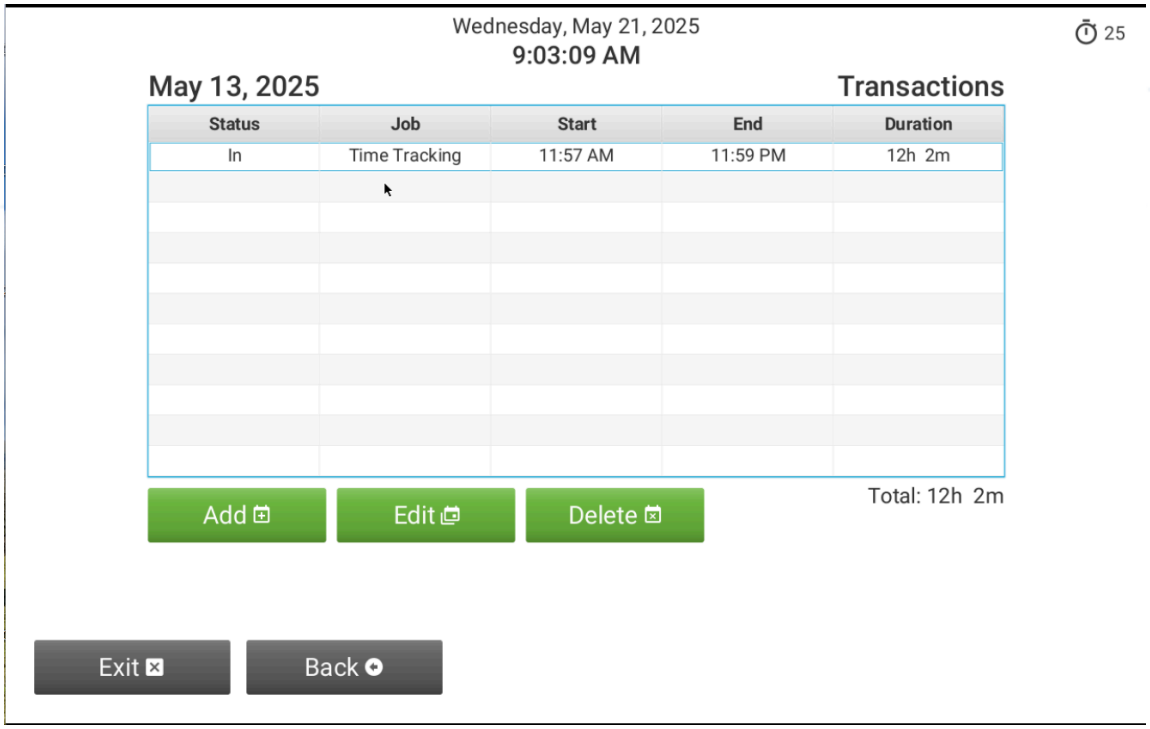

After logging into the Time Clock, you will notice at the bottom of the screen there is a button that states History. You can select this button to review your time that has been reported.



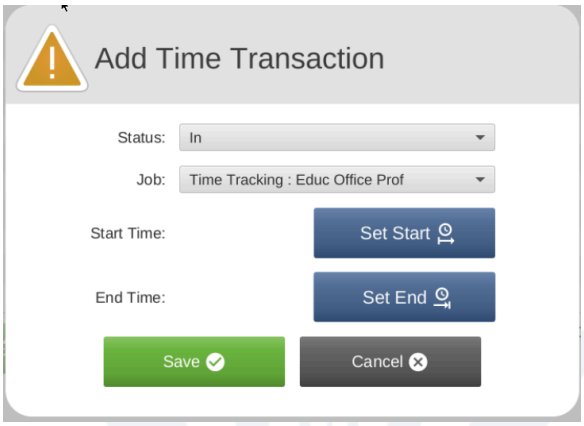
This will show you the current week and also the previous week. It summarizes it per day by the amount of time reported as **In** and as **Lunch.** Therefore, to review what you will be paid, you should just review the top row for each date. If you need to review time before those weeks, you will need to use the arrow button in the top left corner to move historically back another week.



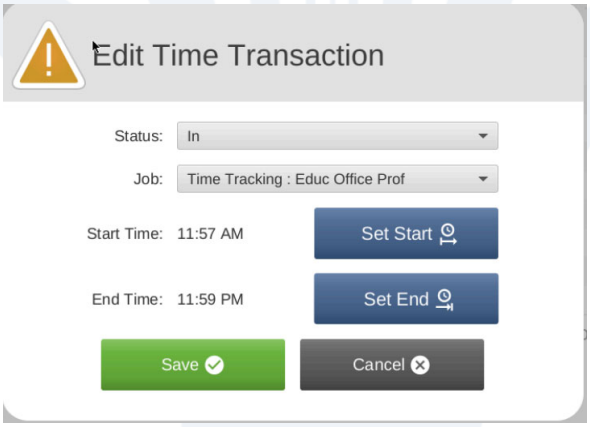

If a specific date needs to have its time edited, you will need to select the date and then select the View Day in the bottom left-hand corner. This then brings up a screen with all the clock-ins and outs for the date. You have three options for your time.



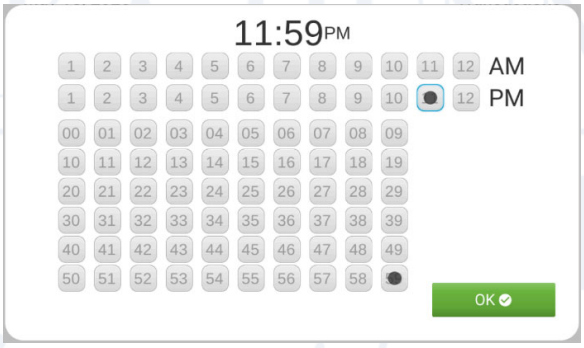
1. You can add time – an example of this is if you forgot to both clock in and out for lunch




2. You can select a line and edit a transaction – you can adjust the clock in or our time




If you go to change your time, it will bring up the below screen – top is the hour that is being selected, ensure you select AM or PM as intended, and then the bottom segment is the minute adjustments.




3. Delete an entire entry for a day – both clock in and out

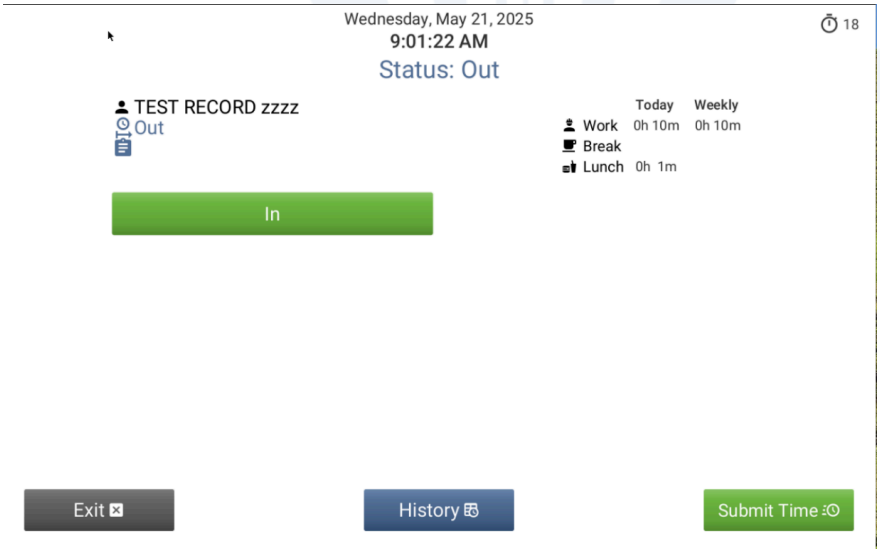
After everything has been edited, you will want to select save on the respective date. If edits need to be completed for multiple dates, you will need to select back and select a new date to make edits. You will want to ensure your supervisor is aware of why manual editing of your time was needed.

# Submitting Timesheet Week on Time Clock

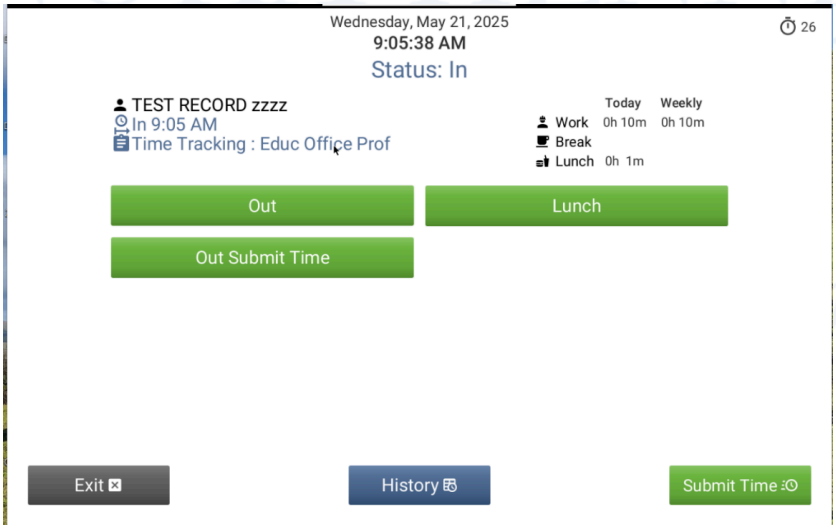
After clocking out for the final time for the work week (Sunday - Saturday), you will be required to submit your timesheet week for approval.

**IMPORTANT NOTE:** You must enter Time Off in Skyward for the week before submitting. If you submit your Time Tracking Timesheet the week prior to Time Off, you will not be paid for your Time Off transaction. If you have submitted a Time Off Transaction and it has not been approved, you will have to wait for your Time Off transaction to be approved prior to being able to submit your timesheet for the respective week.

If you are not clocked in, you will have the Submit Time in the Bottom Right corner.

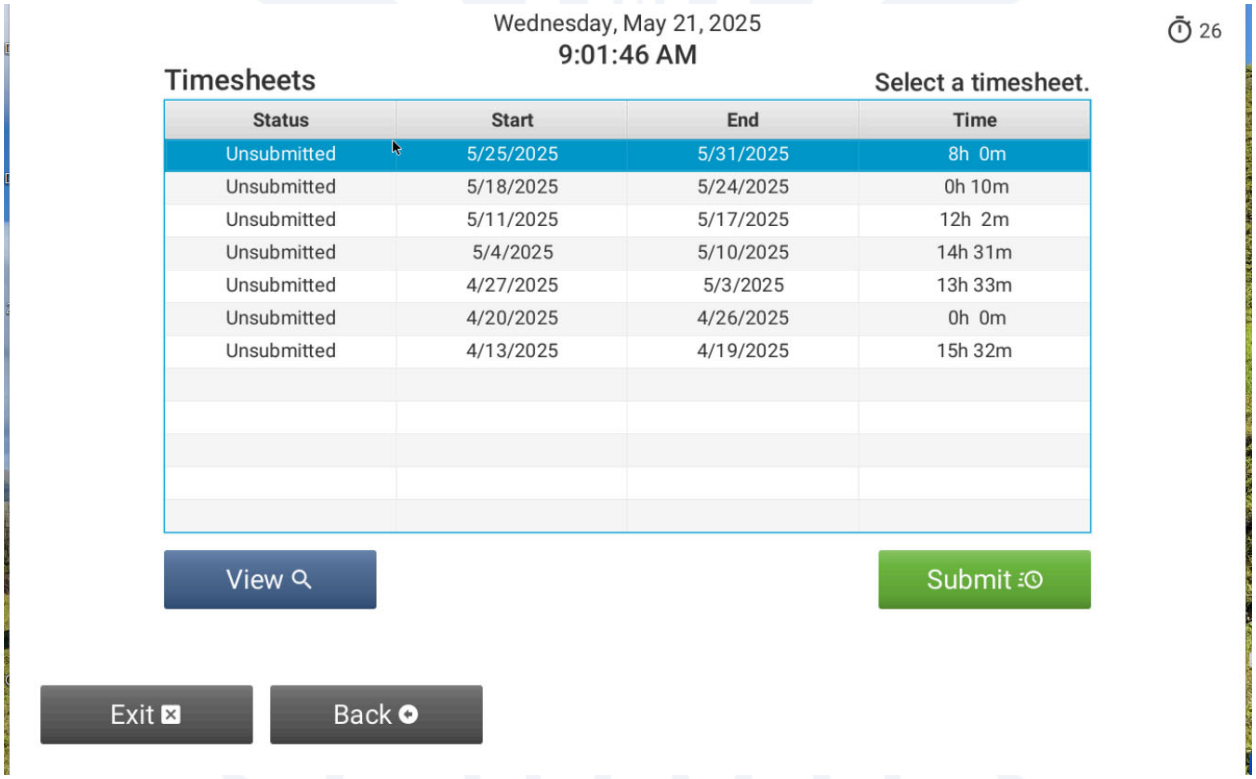



If you are clocked in, you have the option to do **Out Submit Time,** which would clock you out and then bring you to the submission screen. Otherwise, if you are looking to submit for a different week, you can also select **Submit Time** to submit for the prior week.



Once you have selected the Submit button, you will be brought to the Timesheets Submissions screen. This will list all unsubmitted timesheets. It defaults to select the latest date timesheet on the screen, which may be in the future. If you have either approved Time Off transactions or Holiday pay coming up in the coming weeks, it will automatically create a timesheet week for you, and then this will be the one defaulted.

For example, in the below screenshot, Monday, May 26th is a Holiday for the District; therefore, our Test Employee will receive 8 hours of Holiday pay. However, the employee will need to clock in and out Tuesday-Friday; therefore, you need to ensure that when you are submitting the proper week's time, you will need to review the dates being submitted as well as the amount of time that is being submitted for payment. After you have reviewed the week, you are ready to submit to ensure that the respective week is highlighted in blue, and then select the Submit button in the bottom right-hand corner.

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