

Skyward Finance – Changes for the 22/23 school year

DEDUCT Time Off Code - The DEDUCT time off code is now listed as UNPAID time.

Direct Deposit - Any time Payroll updates your direct deposit information you will receive an email from Terre Guenin that looks like this. If you did not change your banking information and receive this email, please contact Payroll immediately.

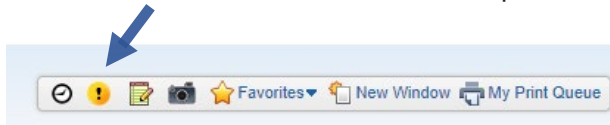
Direct Deposit Information Updated > Inbox x

→ terre.guenin@isd181.org
to me ▾

All True Time Users - If you clock in/out using True Time and have not submitted your True Time timesheet, you will notice you have an exclamation point within your Skyward Finance. Click on the exclamation point to review and submit your timesheet.

*** Do NOT submit your True Time timesheet if the hours listed to be paid are not correct ***

- If you are waiting for a time off request to be approved, you need to wait until it has been approved and the hours show on your timesheet before you can submit.
- Clock out time is 11:59 PM – update to the correct end time and leave a note.



All True Time Users - When an UNPAID time off code is used, it is listed as 'Hours Unpaid' on the True Time timesheet. See example below.

Submit Time Sheet			
Time Sheet for NEW EMPLOYEE 1: 07/04/2022 - 07/10/2022			
Period Summary			
Type	Pay	Note	Hours
HOLIDAY	H24 (CUSTODIAL WORK)	HOLIDAY	8h 00m
TIMEOFF(UNPAID)	H24 (CUSTODIAL WORK)	DEDUCT	24h 00m
WORK	H24 (CUSTODIAL WORK)		8h 00m
			Total Hours: 40h 00m
			Hours Unpaid: 24h 00m
			Total Hours minus Hours Unpaid: 16h 00m
			Hours Paid: 16h 00m
Daily Totals			
	Status	Note	Hours
Monday 07/04/22			
N/A	TOF	HOLIDAY	8h 00m
			07/04/22 Total Hours: 8h 00m Hours Paid: 8h 00m
Tuesday 07/05/22			
5:00 AM (5:00) -	1:00 PM (1:00) IN		8h 00m
			07/05/22 Total Hours: 8h 00m Hours Paid: 8h 00m
Wednesday 07/06/22			
N/A	TOF(UNPAID)	DEDUCT	8h 00m
			07/06/22 Total Hours: 8h 00m Hours Unpaid: 8h 00m
Thursday 07/07/22			
N/A	TOF(UNPAID)	DEDUCT	8h 00m
			07/07/22 Total Hours: 8h 00m Hours Unpaid: 8h 00m
Friday 07/08/22			
N/A	TOF(UNPAID)	DEDUCT	8h 00m
			07/08/22 Total Hours: 8h 00m Hours Unpaid: 8h 00m