



CANYONS
SCHOOL DISTRICT

Time Tracking “How-To” Basics

FOR APPROVERS

Canyons, UT

Username

Password
 [Show](#)

[Sign In >](#)

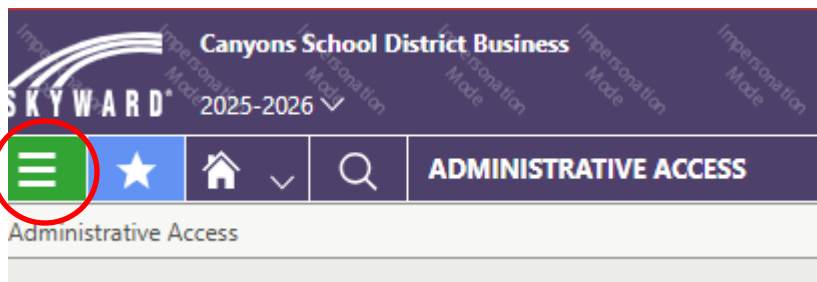
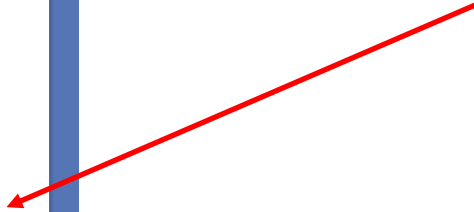
[Forgot your Username or Password?](#)

OR

[Sign In with SAML](#)


Version: 1.294.6.13957

Log in to Skyward Qmlativ “Q” here



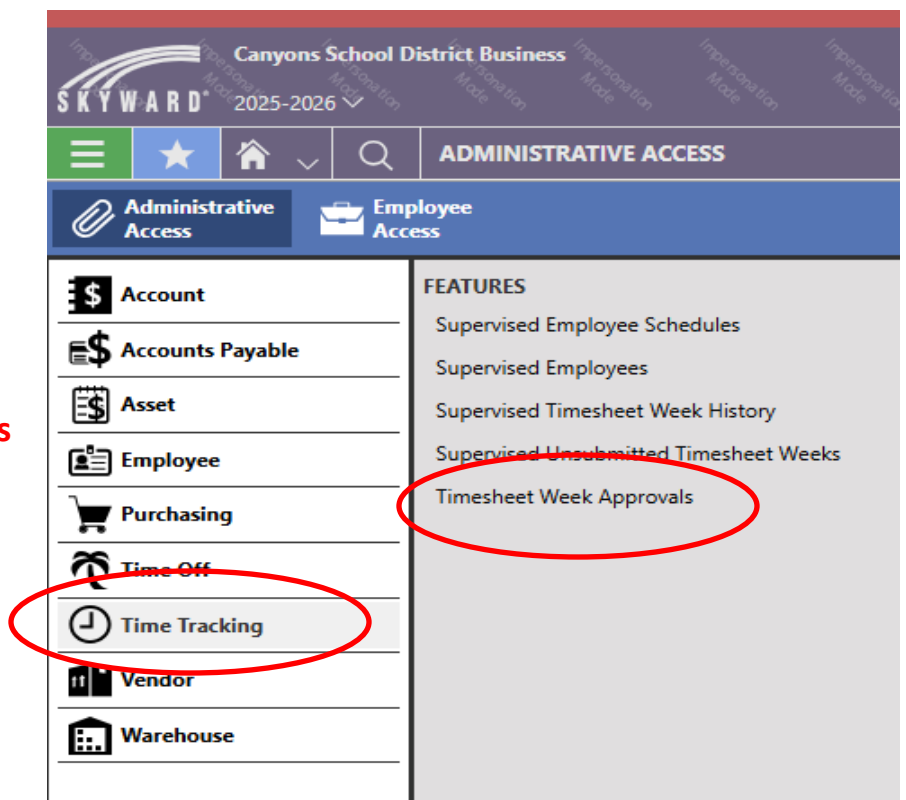
Choose the “hamburger” tile

Be sure you are in

Administrative Access

Choose Time Tracking

Then Timesheet Week Approvals



SKYWARD 2025-2026

Supervised Unsubmitted Timesheet Weeks > Timesheet Week Approvals

TIMESHEET SUBMISSIONS

MM/DD/YYYY 31 View: Skyward Default Filter: Assigned Quick Filter

	Status	Start Date	End Date	Full Name
Approve/Deny	W - Waiting for Approval	09/08/2025	09/14/2025	

Click Approve/Deny

Canyons School District Business

Timesheet Submission Approval

Approve/Deny

Approve Deny Resume Later

Employee Name	Employee Number 598215	Submission Start Date 09/08/2025	Submission End Date 09/14/2025
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Approve/Deny Comments

TIMESHEET DETAILS

Weekly Total: 1:11

Tracked Totals		Calculation Totals		Pay Type Totals	
Work:	1:11	Rounded:	0:00	No Assignment Pay Types	
Time Off:	0:00	Straight Time:	0:00		
Holiday:	0:00	Overtime:	0:00		
Total:	1:11	Total:	0:00		

Edit Time Transactions

09/08/2025 MONDAY

Start Time	End Time	Status	Assignment Pay Type	Hours	Manually Edited
No time transactions to display					

09/09/2025 TUESDAY

Start Time	End Time	Status	Assignment Pay Type	Hours	Manually Edited
No time transactions to display					

09/10/2025 WEDNESDAY

Start Time	End Time	Status	Assignment Pay Type	Hours	Manually Edited
No time transactions to display					

09/11/2025 THURSDAY

Start Time	End Time	Status	Assignment Pay Type	Hours	Manually Edited
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Review the individual

employee's time. If accurate,
click Approve

If not, click Deny so the

Employee can make corrections

You may also click Resume Later
to go back to the previous screen