Time Tracking "How-To" Basics

How to use Time Tracking

(formerly known as True Time)

Log in to Skyward Qmlativ "Q" here

Canyons, UT

Username

Password
Show

Sign In >

Forgot your Username or Password?

OR

Sign In with SAML

SKYWARD
Version: 1.294.6.13957

| Employee Profile | Assignments | Contract Letters | Payroll Check History | Estimate Check | Time Off Balances | Request Time Off | Calendar | Clock In/Out | Unsubmitted Timesheet Weeks | Timesheet Week History | W2/W2-C Forms |

| ACA 1095 Forms |
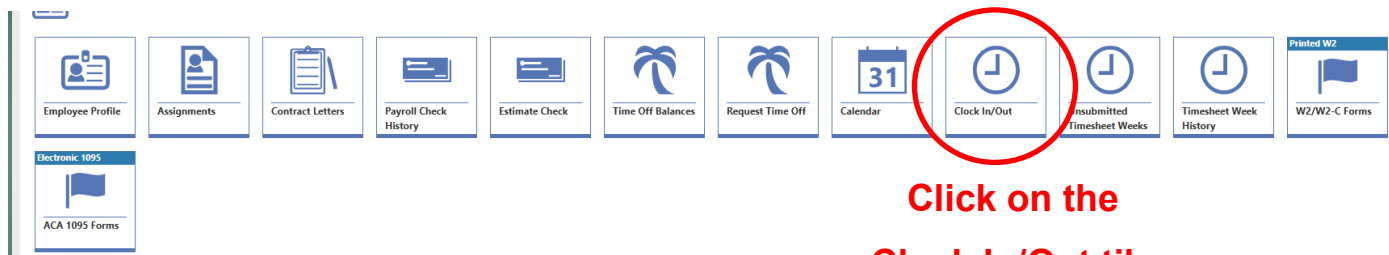
Click on the

Clock In/Out tile

Clock In/Out

IN | OUT

Click the IN button to start your day

TIME TRANSACTIONS

← Previous Day 09/11/2025 Thursday 📅 Next Day →

✎ Edit

TIME TRANSACTIONS

↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Position Type	Comment
08:00 AM		5:40	I - In	Hourly	Student Support (Hrly)	

If you have multiple jobs they will be listed when you log in. *Please note: not every employee will have more than 1 code.*

Select Job

ASSIGNMENT PAY TYPES

	Pay Type Description	Assignment Type Descriptions	Building Descriptions	Fiscal Year	Start Date	End Date
Select	Admin Pool Hours	Support Asst - HRLY, Extended Learning Facilitato-1	COPPERVIEW ELEMENTARY, COPPERVIEW ELEMENT...	2025-2026	07/01/2025	06/30/2026
Select	Emergency Sub Hours	Support Asst - HRLY, Extended Learning Facilitato-1	COPPERVIEW ELEMENTARY, COPPERVIEW ELEMENT...	2025-2026	07/01/2025	06/30/2026
Select	Hourly	Support Asst - HRLY, Extended Learning Facilitato-1	COPPERVIEW ELEMENTARY, COPPERVIEW ELEMENT...	2025-2026	07/01/2025	06/30/2026

❌ Close

Choose the pay type needed by clicking Select.

IN	LUNCH	OUT

CURRENT

Status In

Start Time 10:39 AM

Duration 0m

SWITCH JOBS

TOTALS

Fri 09/12/2025 0m

Scheduled Hours

Weekly 0m

You are now logged in as Hourly.

TIME TRANSACTIONS

← Previous Day   09/12/2025 Friday   📅 Next Day →

✎ Edit

TIME TRANSACTIONS

Start Time	End Time	Duration	Status	Pay Type	Position Type	Comment
10:39 AM		0:00	I - In	Hourly	Clerical Sup - School (Hrly)	

If you need to change jobs during the day, click SWITCH JOBS and select the next pay type you need.

Select Job

ASSIGNMENT PAY TYPES

	Pay Type Description	Assignment Type Descriptions	Building Descriptions	Fiscal Year	Start Date	End Date
Select	Admin Pool Hours	Support Asst - HRLY, Extended Learning Facilitato-1	COPPERVIEW ELEMENTARY, COPPERVIEW ELEMENT...	2025-2026	07/01/2025	06/30/2026
Select	Emergency Sub Hours	Support Asst - HRLY, Extended Learning Facilitato-1	COPPERVIEW ELEMENTARY, COPPERVIEW ELEMENT...	2025-2026	07/01/2025	06/30/2026
Select	Hourly	Support Asst - HRLY, Extended Learning Facilitato-1	COPPERVIEW ELEMENTARY, COPPERVIEW ELEMENT...	2025-2026	07/01/2025	06/30/2026

❌ Close

You are now using 2 pay types for the day

TIME TRANSACTIONS

	Start Time	End Time	Status	Duration	Assignment Pay Type	
🗑	10:39 AM ⏱	01:00 PM ⏱	I - In	2:21	Hourly	EHCSS - Clerical Sup - Schoo
🗑	01:00 PM ⏱	⏱	I - In	hh:mm	Admin Pool Hours	EHCSS - Clerical Sup - Schoo

3

TIME TRANSACTIONS

← Previous Day | 08/27/2025 Wednesday | 📅 Next Day →

✏️ Edit

TIME TRANSACTIONS

↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Position Type	Comment
08:00 AM	10:00 AM	2:00	I - In	Hourly	Clerical Sup - School (Hrly)	
10:00 AM	12:00 PM	2:00	I - In	Emergency Sub Hours	Clerical Sup - School (Hrly)	
12:00 PM			I - In	Admin Pool Hours	Clerical Sup - School (Hrly)	

Clock In/Out

IN | OUT

When you're ready to leave for the day, click the OUT button

IN | OUT

CURRENT

Status Not Working

Start Time

Duration

TOTALS

Wed 08/27/2025 7h 0m

Scheduled Hours

Your total hours worked will be displayed here

Weekly 7h 0m

TIME TRANSACTIONS

← Previous Day | 08/27/2025 Wednesday | 📅 Next Day →

✏️ Edit

TIME TRANSACTIONS

↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Position Type	Comment
08:00 AM	10:00 AM	2:00	I - In	Hourly	Clerical Sup - School (Hrly)	
10:00 AM	12:00 PM	2:00	I - In	Emergency Sub Hours	Clerical Sup - School (Hrly)	
12:00 PM	03:00 PM	3:00	I - In	Admin Pool Hours	Clerical Sup - School (Hrly)	

What if I need to adjust my time?

If you need to adjust your time, use the EDIT button. You can also use the calendar icon or Previous Day and Next Day arrows to get to the date needed

TIME TRANSACTIONS
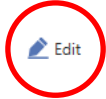
← Previous Day   08/27/2025 Wednesday   📅   Next Day →   ✏️ Edit

TIME TRANSACTIONS

↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Position Type	Comment
08:00 AM	10:00 AM	2:00	I - In	Hourly	Clerical Sup - School (Hrly)	
10:00 AM	12:00 PM	2:00	I - In	Emergency Sub Hours	Clerical Sup - School (Hrly)	
12:00 PM	03:00 PM	3:00	I - In	Admin Pool Hours	Clerical Sup - School (Hrly)	

Make all necessary adjustments and click SAVE

**Time Transactions**

Time Transactions For   08/27/2025 Wednesday

➕ Add Time Transaction

TIME TRANSACTIONS

	Start Time		End Time ↑2		Status	Duration	Assignment Pay Type		
🗑	08:00 AM	🕐	10:00 AM	🕐	I - In	02:00:00	Hourly	⌄	EHCSS - Clerical Sup - Schoo
🗑	10:00 AM	🕐	12:00 PM	🕐	I - In	02:00:00	Emergency Sub Hours	⌄	EHCSS - Clerical Sup - Schoo
🗑	12:00 PM	🕐	03:00 PM	🕐	I - In	03:00:00	Admin Pool Hours	⌄	EHCSS - Clerical Sup - Schoo

❌ Close   💾 Save

How to submit a timesheet
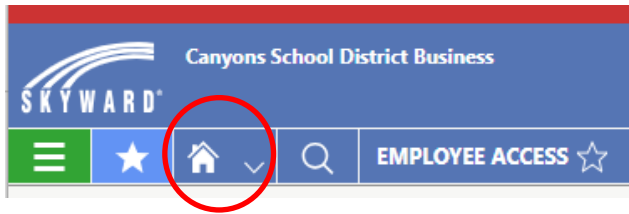
Return to the home screen by clicking the house icon in the upper left of your screen

Click the Unsubmitted Timsheet Weeks tile to submit your timesheets

Highlight the week you'd like to submit and click Review & Submit

All days for the week will be checked automatically. Click Next

Review your hours for accuracy and click Submit Timesheet

Canvons School District Business

Submit Timesheet Week
Preview Timesheet
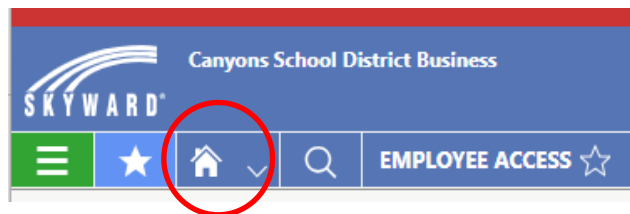
🔄 Submit Timesheet   ⊘ Cancel

Submission Start Date	Submission End Date
08/25/2025	08/31/2025

TIMESHEET DETAILS

Weekly Total: 8:59

Tracked Totals		Calculation Totals		Pay Type Totals	
Work:	8:59	Rounded:	8:59	Hourly:	8:59
Time Off:	0:00	Straight Time:	8:59	Total:	8:59
Holiday:	0:00	Overtime:	0:00		
Total:	8:59	Total:	8:59		

What if I forgot to clock in during the week?

Canyons School District Business

SKYWARD

☰   ★   🏠 ⌄   🔍   EMPLOYEE ACCESS ☆

Return to the home screen by clicking the house icon in the upper left of your screen

Employee Profile	Assignments	Contract Letters	Payroll Check History	Estimate Check	Time Off Balances	Request Time Off	Calendar	Clock In/Out	Unsubmitted Timesheet Weeks	Timesheet Week History	W2/W2-C Forms

Using the calendar icon or Previous/Next day arrows, find the day that needs to be added. Click the Edit button
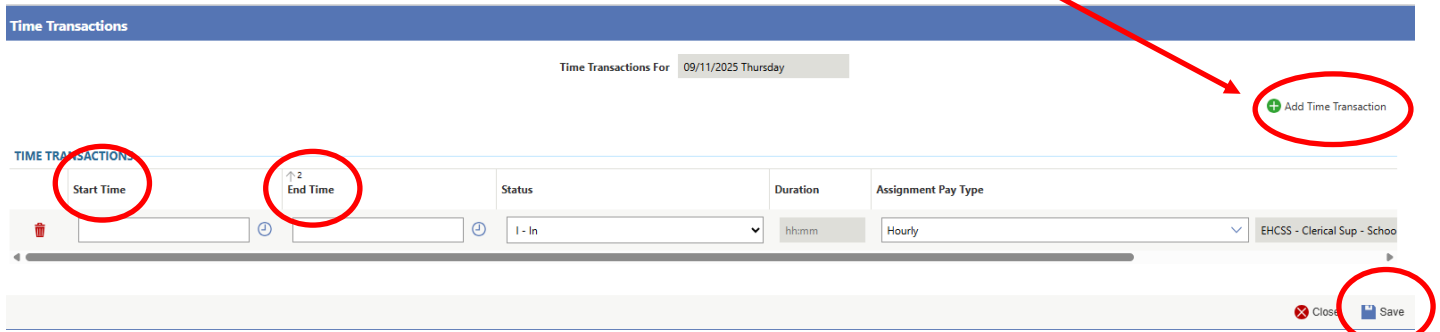
TIME TRANSACTIONS

← Previous Day   09/09/2025 Tuesday   📅   Next Day →   ✏️ Edit

TIME TRANSACTIONS

↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Position Type	Comment
No records to display						

Click Add Time Transaction

Time Transactions

Time Transactions For   09/11/2025 Thursday

⊕ Add Time Transaction

TIME TRANSACTIONS

	Start Time	End Time	Status	Duration	Assignment Pay Type	
🗑			I - In	hh:mm	Hourly	EHCSS - Clerical Sup - School

❌ Close   💾 Save

Fill in the start and end times.

Status

I - In   ⌄

Click the down arrow in the status box. Use I for In

Assignment Pay Type

Hourly   ⌄

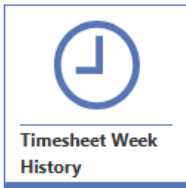**If you have multiple pay types, make sure you have chosen correctly.**

When all changes have been made, be sure to click the SAVE

Return to the home screen

Submit your timesheet (see page 6 & 7 for detailed instructions.)

Unsubmitted Timesheet Weeks
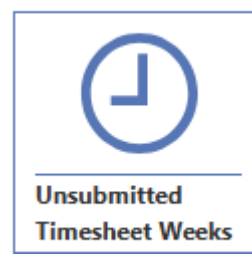
To see where your timesheet is in the approval process, click Timesheet Week History

TIMESHEET WEEK HISTORY

		Start Date	End Date	Total Paid Submitted	Comp Time Requested	Status	Manually Edited	Attachments
↗ ▼		08/25/2025	08/31/2025	8:59	0:00	Waiting For Approval	☑	▯ (0)
↗		08/18/2025	08/24/2025	2:49	0:00	Approved	☑	▯ (0)
↗		05/26/2025	06/01/2025	0:00	0:00	Moved To History	☐	▯ (0)
↗		05/19/2025	05/25/2025	0:00	0:00	Moved To History	☐	▯ (0)

TIME TRACKING : TIMESHEET WEEK DETAILS ☆

Timesheet Week History > Timesheet Week Details

Start Date 08/25/2025	End Date 08/31/2025	Status Waiting For Approval

Timesheet
Approval Process

TIMESHEET DETAILS

Weekly Total: 8:59

Tracked Totals		**Calculation Totals**		**Pay Type Totals**	
Work:	8:59	Rounded:	8:59	Hourly:	8:59
Time Off:	0:00	Straight Time:	8:59	**Total:**	8:59
Holiday:	0:00	Overtime:	0:00		
Total:	8:59	**Total:**	8:59		

Start Date 08/25/2025	End Date 08/31/2025	Status Waiting For Approval

Timesheet
Approval Process

WAITING FOR APPROVAL

Type	Description	User Name	Submission Start Date	Submission End Date	Submission Total Paid
S - Assigned To	1 : True Time Org Chart Approval		08/25/2025	08/31/2025	8:59

Here you can see when the timesheet was submitted and who the approver is

APPROVAL HISTORY

Date/Time	Status	Approver	Comment	Position Type
9/11/2025 2:32:32 PM	W - Waiting			
9/11/2025 2:32:32 PM	S - Submitted			