

How To Clock In/Out



How To Clock In/Out On The Computer

SKYWARD[®]

MARBLE FALLS ISD
Finance/HR - Live Data

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.22.06.00.03

Login Area:

Login ID: first initial, last name & last 4 digits of SSN

▶ Example: hpotter8855

Password: Call HR if you need to reset your password

Click on True Time.

Click on Quick Entry.

skyward.mfisd.txd.net/scripts/cgiip.exe/WService=.../semhom01.w

Jennifer Hall Account Preferences Exit

MARBLE FALLS ISD

Home Employee Information Time Off **True Time** FastTrack Open Positions FastTrack Screener Expense Reimbursement

True Time

- Quick Entry
- My History
- My Setup
- Data Mining
- Reports

My Time Sheets

- Unsubmitted
- History

Reset Dashboards Select Widgets

Requisitions Awaiting My Approval

You do not have access to approve requisitions

Recent Programs

- Employee Access Home
- Product Setup Home PS
- Employee Profile WHIEP\EP
- Online Forms WHIEP\OF
- Codes WHIAD\FT\PP\PS\CO
- Open Applications WHIAD\FT\AP\OA
- Positions WHIAD\FT\PP\PB
- Human Resources Home WH
- View District Queue

Reports

Edit Favorites

District News

No news to display

My Print Queue

Job	Status
Update Screeners	Completed
Assignment Audit Maintenance - Default (Preview)	Completed
Assignment Audit Maintenance - Default (Process)	Completed
Assignment Audit Maintenance - Default (Preview)	Completed

AP Payments

Payment Date	Payment Ref. Number	Direct Deposit	Amount	
09/11/2020	111317		500.00	Show Invoice(s)
08/02/2019	106344		4,600.00	Show Invoice(s)
03/29/2019	7505		98.25	Show Invoice(s)
08/10/2018	101349		4,600.00	Show Invoice(s)
04/10/2018	8888		4,600.00	Show Invoice(s)



When you arrive:
Click "In"

For Lunch:
Click "Lunch"
when you leave
and "In" when
you come back

End of shift:
Click "Gone for
the day"

Current Status

Current Status: **IN**
 Start Time: **1:26 PM**
 Current Time: **4:13 PM**
 Duration: **2h 47m**
 Scheduled Return:
 Note:

Totals

Tue 09/13/22 Total: **8h 02m**
 Scheduled Hours: **8h 00m**
 Lunch Total: **13m**
 Weekly Total: **16h 42m**

[Refresh](#)

<Prev Day> 09/13/2022 📅 **Tuesday** >Next Day> [View/Submit Time Sheets](#)

Transactions for Tuesday 09/13/2022 for WILLILEA000 WILLIS, LEAH TAYLOR

Status	Start Time	End Time	Duration	Note
IN	7:58 AM	1:13 PM	5h 15m	
LNCH	1:13 PM	1:26 PM	13m	
IN	1:26 PM		2h 47m	

[Edit the Existing Times](#)
[Add a Missing Record](#)
[Delete](#)



Current Status

Current Status: **IN**

Start Time: **1:26 PM**

Current Time: **4:13 PM**

Duration: **2h 47m**

Scheduled Return:

Note:

Totals

Tue 09/13/22 Total: **8h 02m**

Scheduled Hours: **8h 00m**

Lunch Total: **13m**

Weekly Total: **16h 42m**

[Refresh](#)

Submit Time Sheet at the end of each week.



At the end of the week, click on View/Submit Time Sheets

<Prev Day> 09/13/2022 📅 **Tuesday** >Next Day> [View/Submit Time Sheets](#)

Transactions for Tuesday 09/13/2022 for

Status	Start Time	End Time	Duration	Note
IN	7:58 AM	1:13 PM	5h 15m	
LNCH	1:13 PM	1:26 PM	13m	
IN	1:26 PM		2h 47m	

- [Edit the Existing Times](#)
- [Add a Missing Record](#)
- [Delete](#)

My Unsubmitted Time Sheets

Time Sheet Information for JENNIFER HALL

Week Start	Week End	Total Hrs	Status
09/23/2023	09/29/2023	35h 36m	Time Sheet Not Submitted

Click on Submit Time Sheet. 

- Filter Options
- View Time Sheet
- Submit Time Sheet
- Close

09/23/2023 - 09/29/2023

Note	Hours
NON WORK DAY	8h 00m
	4h 15m
	27h 38m
Total Hours:	39h 53m
Hours Paid:	40h 00m

- Submit Time Sheet
- Comp Time Information
- Print
- Back

Review your time. Click on "Back" if you need to make corrections.

If everything looks correct, click on "Submit Time Sheet."

If you have any comp time, click on "Comp Time Information" and submit comp time request.

	Hours
	8h 33m
09/25/23 Total Hours:	8h 33m
	4h 13m
	0h 35m
	3h 44m
09/26/23 Total Hours:	7h 57m
	5h 45m
	0h 34m
	2h 12m
09/27/23 Total Hours:	7h 57m
	3h 11m
09/28/23 Total Hours:	3h 11m
	8h 00m
CREATED ON TIME SHEET SUBMISSION	4h 15m

How To Clock In Using Access Code On A Computer



SKYWARD[®]

MARBLE FALLS ISD
Finance/HR - Live Data

Access Code:

[Sign In](#)

[Forgot your Login/Password?](#)

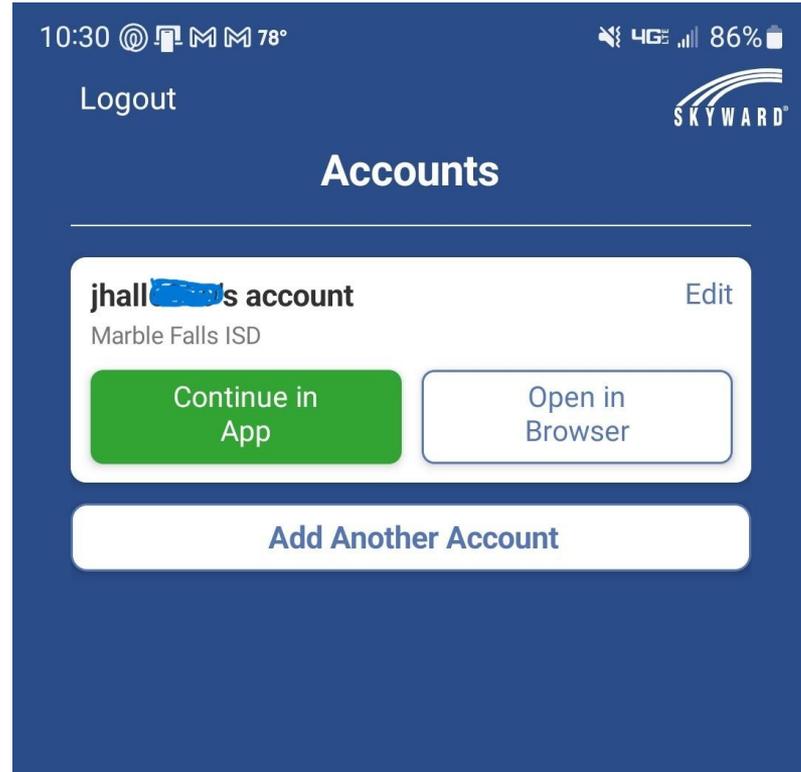
05.22.06.00.03

Enter the 8 digit number on your badge.

Follow previous steps to clock in/out and submit time sheets.

How To Clock In & Out On Your Phone

1. Download the Skyward app
2. Enter your Skyward Employee Access login information
3. Create a 4-digit passcode
4. When you go to clock in, choose where you want to Continue in App or Open in Browser
5. For clocking in/out, you can Continue in the App
6. To submit timesheets, you'll Open in Browser

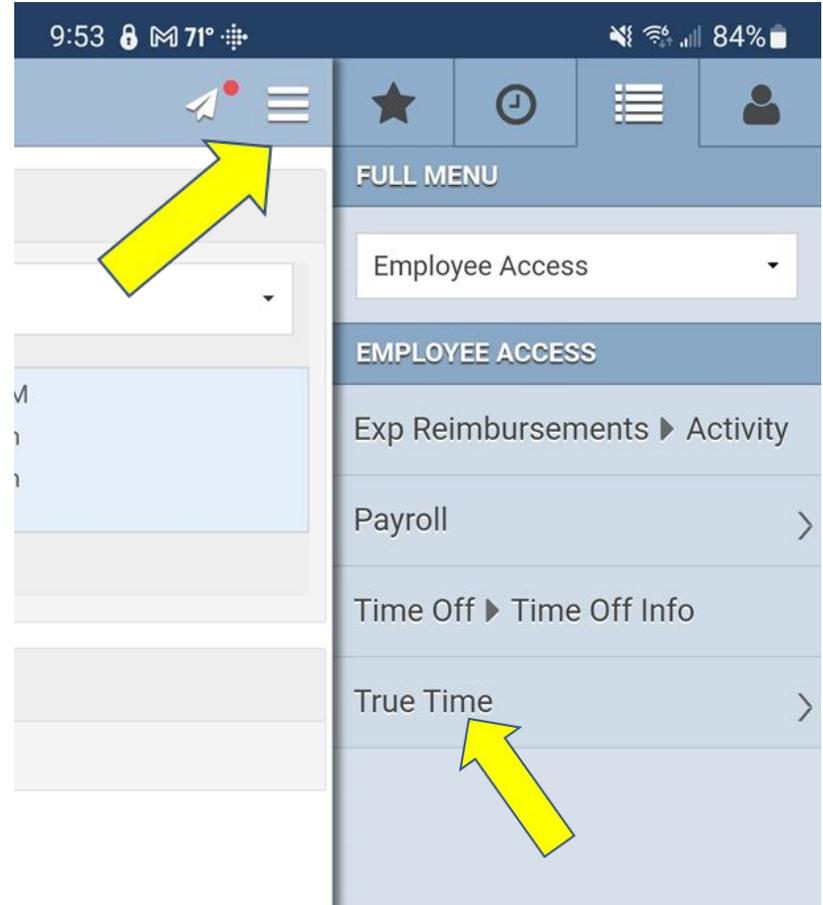


How To Clock In & Out On Your Phone

When you are in the Skyward app,
enter your 4-digit code.

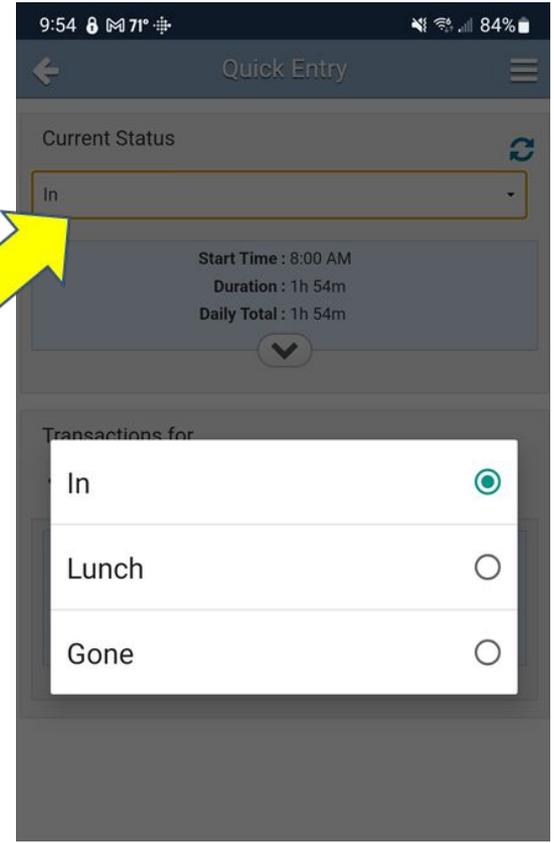
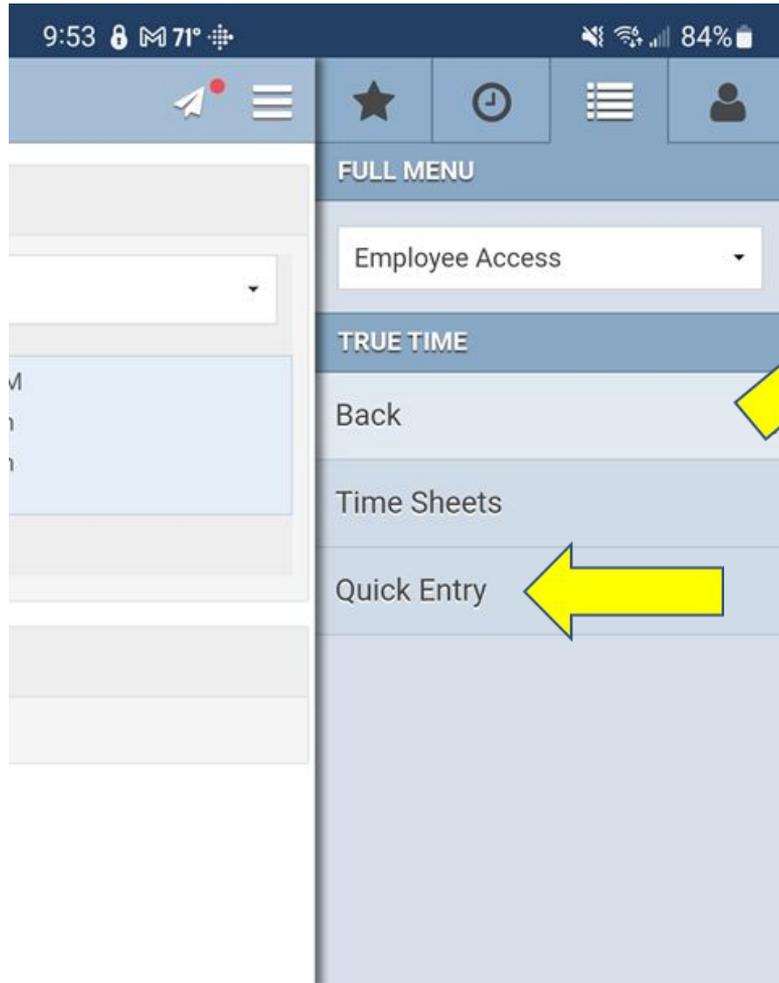
Click on the “hamburger” at the top,
right-hand corner.

Click on True Time.



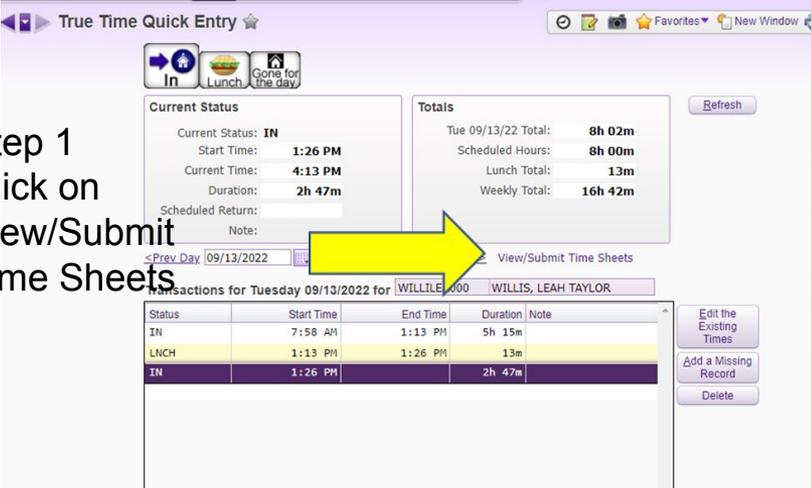
Click on Quick Entry.

Click on the down arrow under Current Status to change to IN, LUNCH, or GONE.

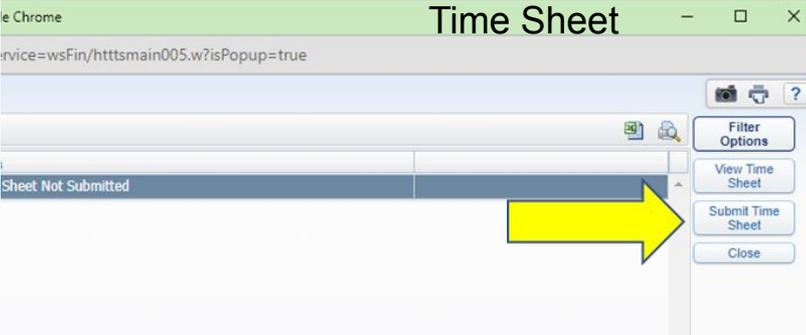


Submit Timesheets On A Computer or In the App

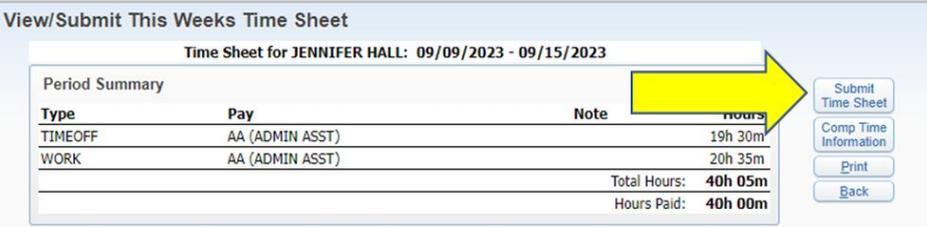
Step 1
Click on
View/Submit
Time Sheets



Step 2
Click on Submit
Time Sheet



Step 3
Click on Submit
Time Sheet



Edit Your Time



Current Status
Current Status: **IN**
Start Time: **7:55 AM**
Current Time: **12:04 PM**
Duration: **4h 09m**
Scheduled Return:
Note:

Totals
Thu 09/28/23 Total: **4h 09m**
Scheduled Hours: **8h 00m**
Lunch Total:
Weekly Total: **36h 36m**

[Refresh](#)

[<Prev Day](#) 09/28/2023  **Thursday** [Next Day>](#) [View/Submit Time Sheets](#)

Transactions for Thursday 09/28/2023 for **HALL JEN000** **HALL, JENNIFER ANN**

Status	Start Time	End Time	Duration	Note
IN	7:55 AM		4h 09m	

[Edit the Existing Times](#)
[Add a Missing Record](#)
[Delete](#)

Highlight the line you need to edit.

Click on Edit the Existing Times.

Change the time.

Click on Save.

Add A Missing Record

Current Status

Current Status: **IN**
Start Time: **7:55 AM**
Current Time: **12:04 PM**
Duration: **4h 09m**
Scheduled Return:
Note:

Totals

Thu 09/28/23 Total: **4h 09m**
Scheduled Hours: **8h 00m**
Lunch Total:
Weekly Total: **36h 36m**

[Refresh](#)

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Transactions for Thursday 09/28/2023 for **HALL JEN000** **HALL, JENNIFER ANN**

Status	Start Time	End Time	Duration	Note
IN	7:55 AM		4h 09m	

[Edit the Existing Times](#)
[Add a Missing Record](#)
[Delete](#)

skyward.mfisd.txed.net/scripts/cgiip.exe/WService=wsFin/httedtime000.w?isPopup=true

Add True Time Entry

Add True Time Entry

Date: **Thursday 09/28/2023** Note:

Start Time:
End Time:
Status:

[Save](#)
[Back](#)

View of Thursday Workday Schedule for JENNIFER A HALL

Workday	Work Start	Work End	Lunch Start	Lunch End Detail	Hours
Y	8:00 AM	4:30 PM	12:00 PM	12:30 PM	8h 00m



Click on Add a Missing Record.

Then enter the times you need to add.

Click on Save.