Approving Time Sheets

1. Login to Skyward
2. Click the True Time tab at the top
3. Under the my Employees Time Sheets section, click unapproved
4. Your employees should be listed in this section. On the right there is a box that says "View/Approve/Deny Individual Time Sheet"
5. Review the timesheet that pops up. If it looks correct, click the Approve box.

You will have to do step 5 for each employee.

If you do step 3 and no one shows up, that means your paraprofessional did not 'submit' their timesheet. In the event that this happens, you will need to have your paraprofessional login and submit their time sheet before you can complete steps 3-5.

If your paraprofessional is absent on Friday, let me know and we can work out the best way to get the timesheet submitted in a timely manner.

If you review the time sheet and an adjustment needs to be made, you will need to contact me and let me know so that I can make the adjustment.