

# True Time Instructions

Please do the following:

- make one entry that includes time with the student AND prep time (typically 3 hours total)
- the times you record MUST be outside of your contract time
- in the Note area type the name of the student (example: H&H for Jane Doe)
- submit your "Time Sheet" every Friday
- If you have submitted and then need to make a correction call or email me

Once you become a Home & Hospital teacher you will be given a True Time account. To get to it go to [Skyward Finance](#) and log in.

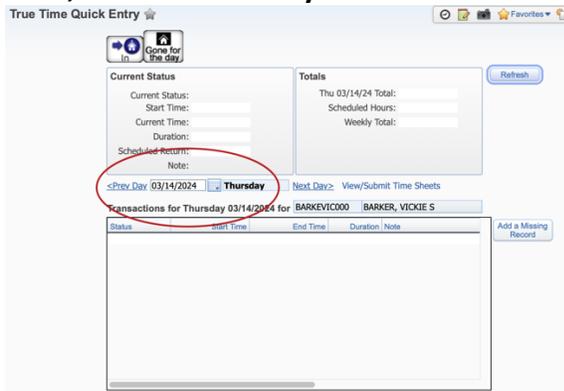
In the upper left-hand corner of the page will be a tab for True Time. Click on that tab:



Then click on Quick Entry:



Next, choose the date you saw the student:



**Then enter the start time and ending time.** Please include your prep time in the entry. For example: If you saw the student for 2 hours, include 1 hour of prep – your entry will be for 3 hours. In the note area type in the name of the student who corresponds to the time.

The screenshot shows the 'True Time Quick Entry' web application. The 'Current Status' section on the left contains several input fields: 'Current Status:', 'Start Time:', 'Current Time:', 'Duration:', 'Scheduled Return:', and 'Note:'. A red circle highlights these fields. To the right is a 'Totals' section with 'Thu 03/14/24 Total:', 'Scheduled Hours:', and 'Weekly Total:' fields. Below these are navigation buttons for '<Prev Day', '03/14/2024', 'Thursday', 'Next Day>', and 'View/Submit Time Sheets'. At the bottom, there is a table header for 'Transactions for Thursday 03/14/2024 for BARKEVIC000 BARKER, VICKIE S' with columns for 'Status', 'Start Time', 'End Time', 'Duration', and 'Note'. An 'Add a Missing Record' button is also present.

**PLEASE SUBMIT YOUR TIMES ON FRIDAY OF EACH WEEK:**

This screenshot is similar to the one above but highlights a different part of the interface. A red circle is drawn around the 'View/Submit Time Sheets' button, which is located between the date '03/14/2024' and the day 'Thursday'. The 'Current Status' and 'Totals' sections are visible but not highlighted. The table header and 'Add a Missing Record' button are also present.

*The secretary at your school will be able to help you with True Time.*

Please contact me if you have any questions or need any further help at all.

Vickie Barker  
[vickie.barker@jordandistrict.org](mailto:vickie.barker@jordandistrict.org)  
801-567-8352