

TrueTime

A module of the School Business Suite



TrueTime is a fully-integrated time tracking system that is FLSA compliant and can be accessed anytime, anywhere, online. It eliminates the need to enter employee work hours manually.

Complete. Intuitive. The most robust software for your school district.

If you work in a district - small, medium, or large - you need software that's easy to use and can cross reference data to get you the reports you need. Skyward software solutions are a marvel of simplicity. Our users say they're "imaginative," "intuitive," and "vastly superior to any product on the market."

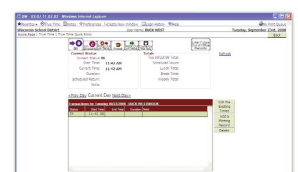
Skyward software offers advanced capabilities to meet your district goals, create accurate state reports, and improve your district-wide efficiency. From monitoring student progress to analyzing spending, our solution ensures your goals are achieved and your satisfaction is met.

TrueTime

There's no better way to report time and attendance information accurately for your district than with TrueTime.

Employees can enter their time in and out using a web-based tracker, biometric reader, or ID badge/proximity card reader. Supervisors can view employee's time entries online to verify attendance and adherence to their schedule.

Once a supervisor approves a timesheet, it's automatically available in Payroll, saving your staff valuable time and paper.



Changing status to in, out, on break, etc. is quick and accurate using TrueTime. Using this same screen, employees can easily enter future out-of-office records.

| Feature | Benefits |
|--|--|
| Web-based | <ul style="list-style-type: none"> • Time entries can be completed through a web-based program or an electronic reader. • Supervisors can access time sheets and history online to verify attendance and adherence to scheduled hours. • Login restrictions can be setup to only allow access from district IP Addresses. |
| Accurate time information | <ul style="list-style-type: none"> • TrueTime is real time, allowing clock ins and outs to be instantly registered. • Increases accountability and reduces payroll errors. • Historical tracking on any adjustments that are made in the system. |
| Electronic timesheets | <ul style="list-style-type: none"> • Quickly and efficiently submit and approve timesheets via the web. • Eliminates the need for paper timesheets, saving payroll personnel time and hassle. • Increase the turn around time in case any corrections are needed. • No more lost or messy handwritten timesheets. |
| Integrates with Payroll, and Human Resources system | <ul style="list-style-type: none"> • Timesheets are used to automatically generate payroll entries. • Allows for multiple jobs via Employee Management. • Entered Time Off automatically displays on timesheets. • Eliminates redundant data entry. |
| District defined setup | <ul style="list-style-type: none"> • Can be used for straight hourly, annualized salaries, or both. • Can be setup to track and create comp time records. • Allow for guaranteed hours for certain pay codes. • Weekly or daily overtime. • Automatically generate lunches. • Ability to round in and out punches to nearest 15 minutes. |
| Complies with the Fair Labor Standards Act | <ul style="list-style-type: none"> • Meets requirements of the Fair Labor Standards Act (FLSA). |
| Automatically track different pay codes for different jobs | <ul style="list-style-type: none"> • Eliminates the need for payroll to calculate overtime or enter data for two different jobs. |

“TrueTime has saved us a lot of time figuring hours for employees.”

Mary Gildenzoph, Administrative Assistant
Port Edwards School District, Wisconsin

To learn more, visit www.skyward.com, or contact your local office.

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