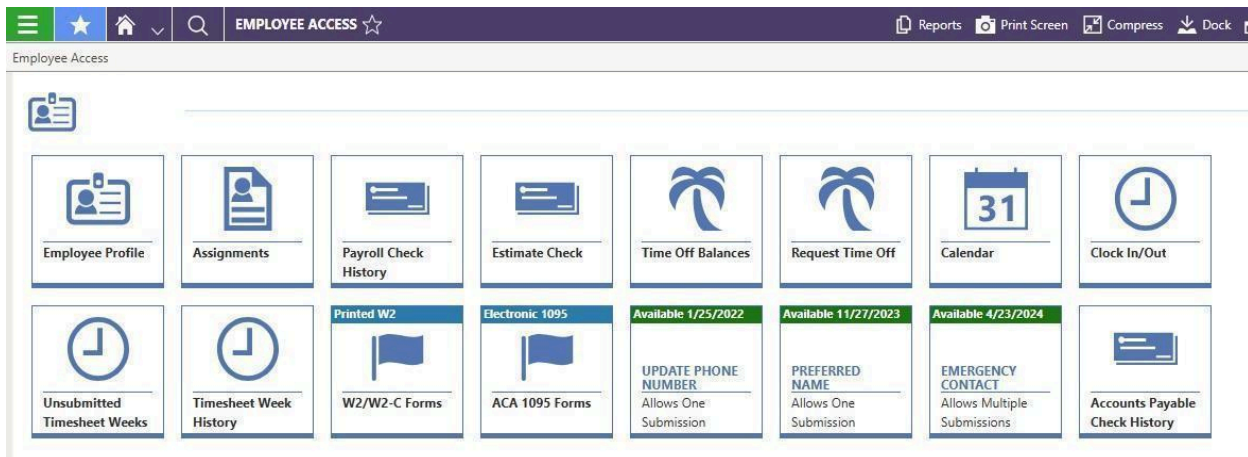


Clocking in and out in Skyward

Here's how to clock in/out:

1. First, log in to www.ahschools.us/login.
2. Once logged in, click the Skyward icon.
3. After Skyward opens, you'll see a screen with different tiles. Click on the "Clock In/Out" tile.



After clicking on the Clock In/Out Tile, you are brought to the Clock In/Out screen. You will have an In and Out button at the top of the screen. When clocking in for the day, select the In button. You will then notice that your status changes to In and also shows you the duration of time you have been clocked in for the date as well as the time for the week on the right side.

You are required to clock in and out for your lunch break. Select lunch at the beginning of your lunch break and then when you return from lunch select the In button again.

At the end of the workday, select out to clock out for the end of the day.

Clock In/Out

IN

LUNCH

OUT

CURRENT

TOTALS

Status In

Mon 05/19/2025 0m

Start Time 11:23 AM

Scheduled Hours

Duration 0m

Break

Lunch

Weekly 0m

TIME TRANSACTIONS

← Previous Day 05/19/2025 Monday 31 Next Day →

Edit

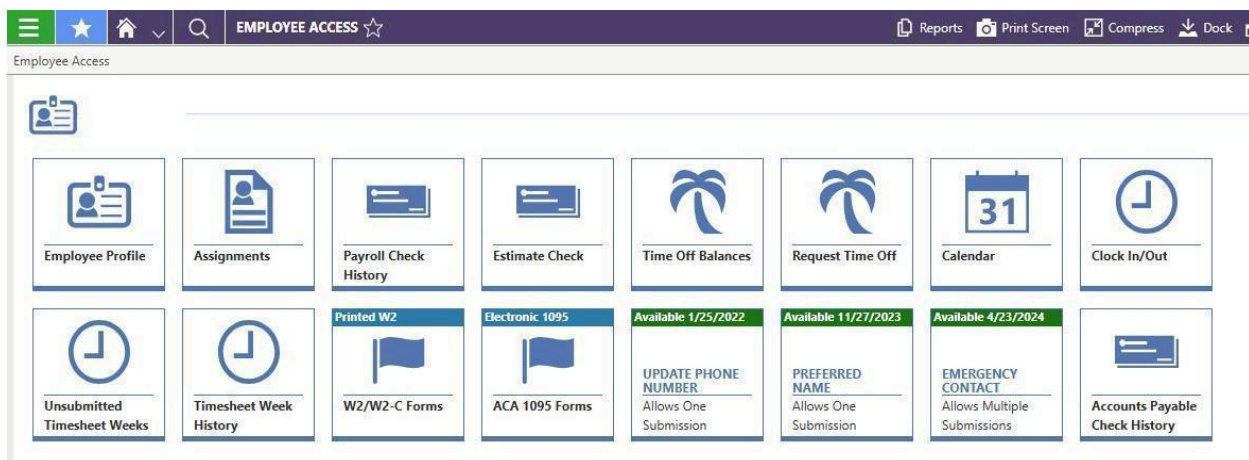
TIME TRANSACTIONS

↑1 Start Time	↑2 End Time	Duration	Status	Pay Type	Position Type	Comment
11:23 AM		0:00	I - In	Time Tracking		

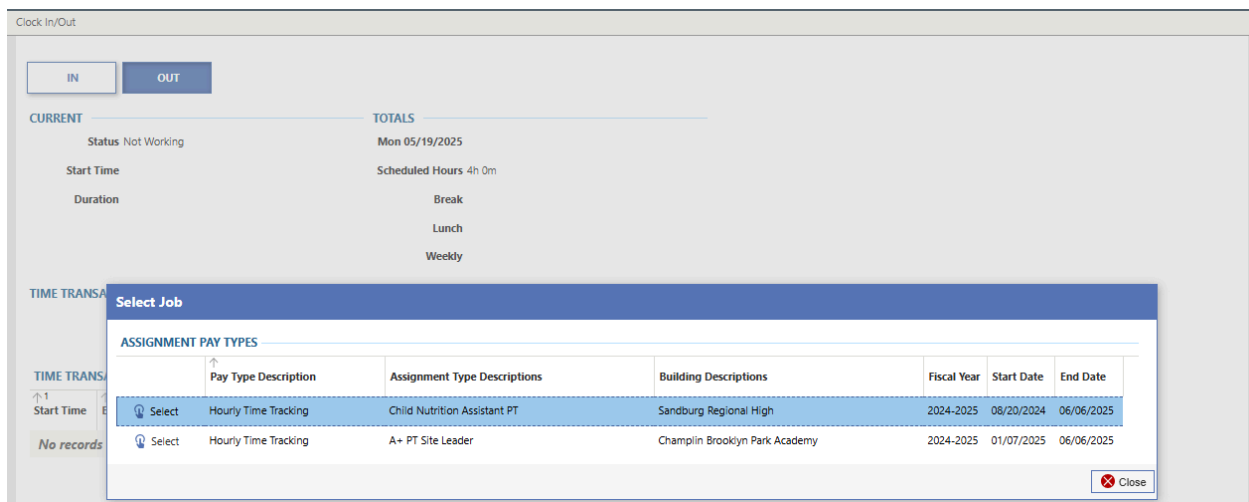
Clocking in and out with multiple jobs in Skyward

Here's how to Clock In/Out:

1. First, log in to ahschools.us/login.
2. Once logged in, click the Skyward icon.
3. After Skyward opens, you'll see a screen with different tiles.
Click on the "Clock In/Out" tile.



After clicking on the Clock In/Out Tile, you are brought to the Clock In/Out screen. You will have an In and Out button at the top of the screen. When clocking in for the day, select the In button. When you have multiple active Time Tracking jobs with the District, a screen will then pop up having you select the job you want to clock in for.



You will then notice that at the top of the screen, you have the status of In, and then below, in the time transaction detail fields, it will list the position type you are clocked into. If you need to change the assignment you are clocked into, you can then select the Switch Jobs button near the In button. Notice this will only be available when you are already clocked into another job.

IN

OUT

CURRENT

Status In

SWITCH JOBS

Start Time 11:29 AM

Duration 0m

TOTALS

Mon 05/19/2025 0m

Scheduled Hours 4h 0m

Break

Lunch

Weekly 0m

TIME TRANSACTIONS

← Previous Day

05/19/2025 Monday



Next Day →

Edit

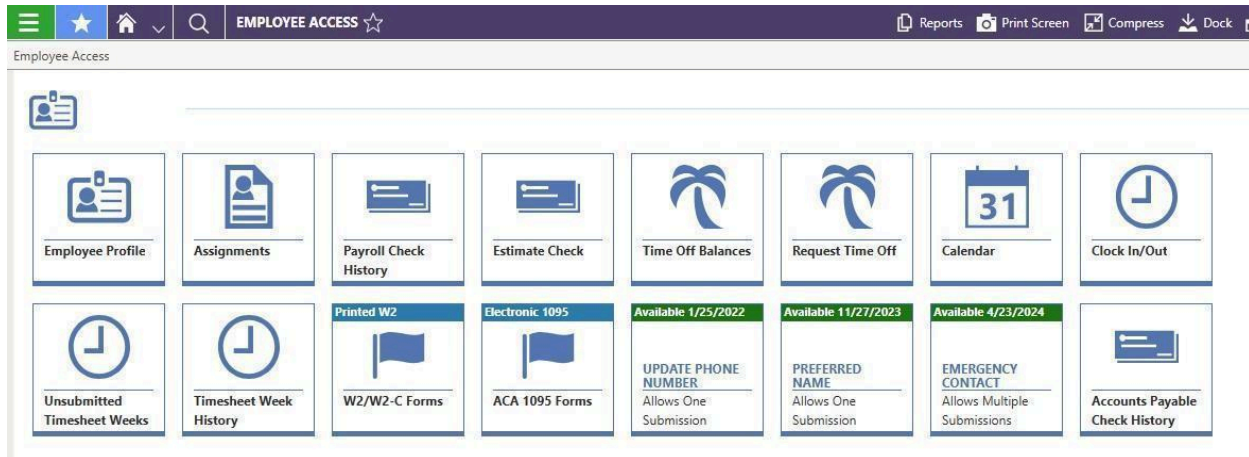
TIME TRANSACTIONS

↑ 1 Start Time	↑ 2 End Time	Duration	Status	Pay Type	Position Type	Comment
11:29 AM		0:00	I - In	Hourly Time Tracking	Child Nutrition Assistant	

At the end of the workday, select out to clock out for the end of the day.

Editing time tracking in Skyward

If you need to edit your time tracking info for a date you will need to first select on the Clock In/Out Tile, you are brought to the Clock In/Out screen.



Ensure you are on the date you want to edit by selecting the date in the center of the screen for the specific date. Then, on the right-hand side, select the Edit button.

The screenshot shows the 'Clock In/Out' screen. At the top are 'IN' and 'OUT' buttons. Below are two main sections: 'CURRENT' and 'TOTALS'. The 'CURRENT' section has 'Status In', 'Start Time 11:29 AM', 'Duration 7m', and a 'SWITCH JOBS' button. The 'TOTALS' section shows 'Mon 05/19/2025 7m', 'Scheduled Hours', 'Break', 'Lunch', and 'Weekly 7m'. Below these is a 'TIME TRANSACTIONS' section with a date selector set to '05/19/2025 Monday' and 'Next Day' button. At the bottom is a table of time transactions.

Start Time	End Time	Duration	Status	Pay Type	Position Type	Comment
11:29 AM		0:07	I - In	Hourly Time Tracking	Child Nutrition Assistant	

From there, the Time Transaction screen will display. From here, you can change your start time, end time, status, assignment, as well as add a comment. The District's best practice is that if an edit is required for Time Tracking that you make your supervisor aware and put a comment in for the edit. If you need to add a time transaction to the date, you will want to select the green plus sign that says Add Time Transaction, and that will add another line to the Time Transaction Screen.

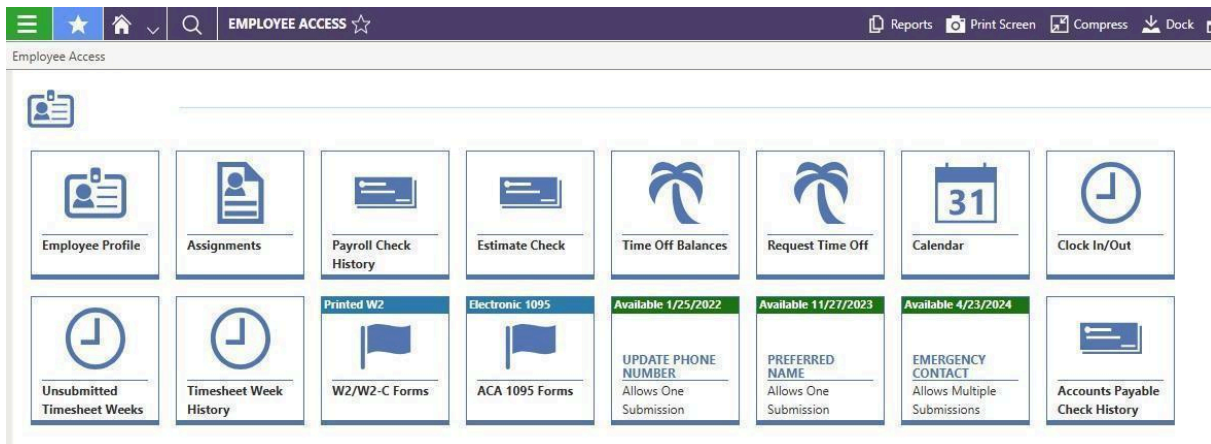
After everything has been edited, you will want to select save. All changes should now be reflected on the Clock In/Out screen. You will want to ensure your supervisor is aware of why manual editing of your time was needed.

Submitting timesheet week in Skyward

After clocking out for the final time for the work week (Sunday - Saturday) you will be required to submit your timesheet week for approval.

Here's how to submit your time for approval:

1. First, log in to ahschools.us/login.
2. Once logged in, click the Skyward icon.
3. After Skyward opens, you'll see a screen with different tiles. Click on the "Unsubmitted Timesheet Week" tile.



This will display all timesheet weeks that have not yet been submitted for approval. This screen will show you the total hours that will be submitted, as well as whether you manually edited your time or not. For situations where editing your time is required, you should ensure that your supervisor is aware of the situation and why editing was required.

Note: If there are any approved time off transactions or holiday pay coming up in the next couple of weeks, that Timesheet may display as an unsubmitted timesheet. However, timesheets should only be submitted after all hours have been worked for a week. Only one timesheet is allowed per week, so ensure you are done with all hours worked for the District before submitting time.

On the timesheet week, you are ready to submit and select the Review and Submit button.

Unsubmitted Timesheets						
UNSUBMITTED TIMESHEET WEEKS						
MM/DD/YYYY		View: Skyward Default (Modified)		Filter: Recent Timesheet Weeks		Quick Filter
	Start Date	End Date	Total Hours	Status	Manually Edited	
→ Review & Submit	05/25/2025	05/31/2025	4:00	Unsubmitted	<input type="checkbox"/>	
→ Review & Submit	05/18/2025	05/24/2025	0:12	Unsubmitted	<input type="checkbox"/>	
→ Review & Submit	04/20/2025	04/26/2025	21:08	Unsubmitted	<input type="checkbox"/>	

You will then be brought to the Submit Timesheet Week screen. From here, you should ensure that all time is reflected accurately. You are able to see a summary at the top and the details for each date. If you notice any adjustments that are needed, you will want to select Cancel and then follow the Editing Time Tracking in Skyward instructions.

If all time looks good, you can select the Submit Timesheet, and the time will then be routed to your supervisor(s) for their approval.

Submit Timesheet Week

Preview Timesheet

?

Help Center

New Window

Submit Timesheet

Cancel

Submission Start Date

04/20/2025

Submission End Date

04/26/2025

TIMESHEET DETAILS

Weekly Total Hours: 21:15

Holiday: 0:00

Time Off: 0:00

Overtime: 0:00

Unpaid Break: 0:00

Assignment Pay Type Totals

Hours

Hourly: 21.2500

04/20/2025 SUNDAY

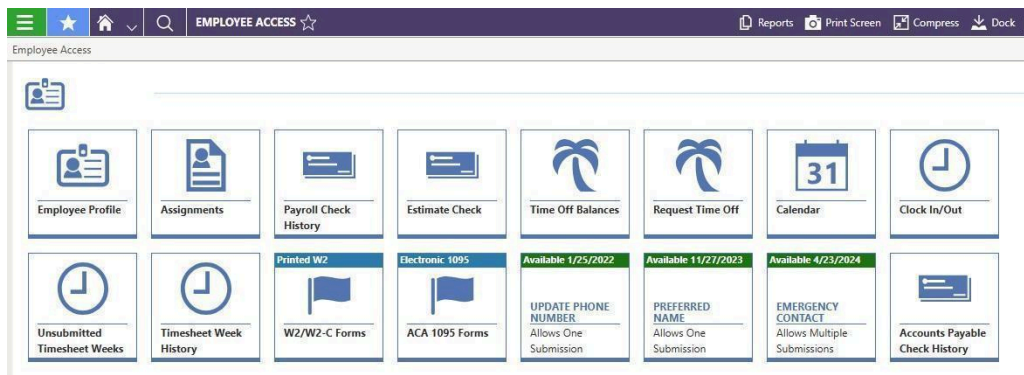
Start Time	End Time	Status	Assignment Pay Type	Assignment Information	Time Transaction Building	Hours	Manually Edited	Account Distribution Override	Comment
No time transactions to display									

04/21/2025 MONDAY

Start Time	End Time	Status	Assignment Pay Type	Assignment Information	Time Transaction Building	Hours	Manually Edited	Account Distribution Override	Comment
6:25 AM	9:28 AM	In	Hourly	7442; 0133		3:03			
9:45 AM	1:45 PM	In	Hourly	6002-PT; 0306		4:00			
Daily Total						7:03			

Reviewing historical timesheet weeks in Skyward

To review the timesheet weeks approval process or to review any historical timesheets, select the Timesheet Week History tile.



This will display all timesheet weeks that have been submitted. You can see the status of the timesheet on the right-hand column.

Timesheet Week History					
TIMESHEET WEEK HISTORY					
MM/DD/YYYY		View: Skyward Default (Modified)		Filter: Skyward Default	
				Quick Filter	
	Start Date	End Date	Total Paid Submitted	Manually Edited	Status
	04/13/2025	04/19/2025	33:15	<input type="checkbox"/>	Waiting For Approval
	04/06/2025	04/12/2025	35:30	<input type="checkbox"/>	Approved
	03/30/2025	04/05/2025	35:15	<input type="checkbox"/>	Approved

For Timesheets waiting for approval, you can select the arrow button on the left-hand side. You will then be brought to the Timesheet Week Details screen. You can select the Approval process on the left-hand side. This will then show you what date and time you submitted your timesheet, who has approved the timesheet, and who it is currently assigned to. Note that Cory McIntyre will show on every's timesheets as A-Available as a result of him being the beginning of the Organizational Chart for the District. For most assignments, Timesheet weeks will just have to be approved by 2 supervisors. If you have questions on who is required to approve your time, please reach out to your supervisor for clarification.