

- ***True Time Instructions For Employees***
 - Quick Entry on a PC: [Employee Quick Entry](#)
 - Editing Existing Times: [How to edit an entry](#)
 - Forgot to clock in?? [How to add a missing entry](#)
 - Didn't mean to clock in or out? [How to delete an entry](#)

 - **Submitting and viewing your time sheets**
 - [View Time Sheet](#)
 - [Submit Time Sheet](#)
 - [Resubmit a Time Sheet that was Denied](#)

Be aware that there is a permanent record that lists who and what was edited on your time off record. If you are editing your times too frequently, your supervisor will be discussing this with you.

Note: If something does not look correct to you, please let the Business Office know as soon as possible.

[Installing Skyward on your Mobile Device](#)