

TO CLOCK IN AND OUT

There are three ways to clock in and out: 1—on the time clocks posted in the buildings, 2—through the DC website logged in to Skyward, or 3—on your phone or other hand-held device through the Skyward app.

Note: If using the Skyward app, you must be within the range of the DCISD wifi for it to work.

1. If using the time clocks in the buildings, enter your **user code**, press **Enter**, and select the appropriate **option** (ex. In).
2. If using the website, go to the **Quick Links**, and login to **Skyward Employee**. Under the **True Time** button, select **Quick Entry** under the True Time window. Select the appropriate **option**.
3. The Skyward app works similarly.



TO SUBMIT TIMESHEETS

Timesheets should be submitted every Monday. Make sure all of your time off has been entered prior to submitting the timesheets.

1. Go to www.dcisd.org.
2. Under **Staff** select **Skyward Employee**.
3. When the login screen appears, enter your **Login ID** and **password**.
4. Click **Sign in**.
5. Go to the **True Time** button.
6. Under the **My Time Sheets** box, select **Unsubmitted**.
7. Click on the week to highlight the week to be submitted, and select **Submit Time Sheet**. Review the timesheet.
8. If everything looks good, select **Submit Time Sheet**.
9. You should get a pop-up that gives you the option to Save.
10. Click **Save** to finish the submission process.
11. Click **Exit** to close the program.

