

## **\*\*SKY-FI UPDATES\*\***

EMPLOYEES MAY NOW EDIT THEIR TRUE TIME (signing in and out through sky-fi) IF THEY MAKE A MISTAKE.

There now will be options to allow employees to edit their times, add a missing record or delete a transaction. If you forget to sign in or sign in later in the day once you remember, you will have tabs on your employee access that allows you to edit your existing time, add a missing record or delete a transaction. This cannot be done on the swipe card machines. **THIS CAN ONLY BE DONE ON A COMPUTER OR IPHONE UNDER THE EMPLOYEE'S PERSONAL EMPLOYEE ACCESS.**

1. SIGN IN TO SKY-FI
2. HIT THE TRUE TIME TAB
3. HIT QUICK ENTRY
4. YOU CAN SIGN IN, SIGN OUT OR EDIT YOUR TIMES HERE.

Also do not forget you have the option of reporting off your sick, vacation or personal, prof, jury duty days etc. through Sky-Fi. **WHEN REPORTING OFF THROUGH SKY-FI YOU DO NOT HAVE TO CALL THE SUB LINE.** Download the SKY-FI APP to your phone. It's amazing.

1. EMPLOYEE ACCESS
2. TIME OFF
3. MY REQUESTS
4. ADD
5. TIME OFF CODE
6. TIME REASON

7. SINGLE DAY (for 1 day) DATE RANGE (for multiple days in sequence)
8. START DATE (the day you are taking off) START AND END DATE (if you are taking multiple days off in a row)
9. DAYS (the number of days you are taking off)
10. START TIME (the time you start)
11. SAVE

You will receive an email back with your approval or denial.

**HOURLY EMPLOYEE's** – Make sure you are using TRUE TIME (signing in and out through sky-fi). In the near future your hours worked will be pulled from true time in order to be paid. If you miss a day signing in or out, you will be short hours on your payroll.