PROFESSIONAL STAFF INSTRUCTIONS EMPLOYEE ACCESS TIME OFF IS USED FOR SEVERAL PURPOSES Updated January 2023

The Employee Access online Time Off software is being utilized for more than the recording of your personal time off days. It is also being used as a communication tool with the office and co-workers, tracking purposes for your professional development and other school duties/functions, etc.

This means that your attendance at workshops or off-site meetings, fieldtrips as part of your job in the District, curriculum committee meetings, etc. should be entered into the time off area of Employee Access. Time Off entries for school-related activities such as staff development, curriculum committees, needing subs due to fieldtrips, etc. do NOT count against your individual paid time off days!

When foreseeable, it is expected that Time Off information will be entered *prior* to the date and time of occurrence. This will assist with planning, obtaining subs, etc. *When unforeseeable*, it is expected that the information will be entered as soon after as possible, such as the first day back at work from an illness. Time Off information may be entered from any computer with an Internet connection.

<u>Additional People</u>: Be sure to select your office ladies when submitting your requests to assist with communications. This helps for obtaining substitutes when needed. HS— Melanie K and Karen S; MS—Ashley P & Kailea S; NV—Tiffany G & Katie W.

Shared staff should select his/her primary supervisor for approval and add the other supervisor(s) for communication purposes.

Please read through the entire set of instructions! In general, as a quick

reference, you should make an entry in Time Off for:

- 1. Anytime that a sub is required
- 2. Anytime you are out of the district (staff development, meeting) or participating on a district-wide committee (curriculum, etc.) whether you need a sub or not.
- 3. Using Paid Time off (PTO) or Bereavement. All <u>contracted</u> days and times need to be accounted for appropriately.

You do NOT need to make an entry in Time Off for:

- 1. Regular department meetings, early dismissals, or IEP meetings during the day (unless you need a sub).
- 2. Short trips with students outside the building that don't require a sub.

Do the best that you can when entering your information. The important part is to enter the information. The District Office is able to correct entries and re-categorize time (i.e. to FMLA) when needed. The school offices do not have the ability to fix or enter requests for you. Each individual employee must enter his/her own requests.

Questions should be directed to Payroll at Ext. 315. We are more than happy to assist you and are able to provide the consistency between buildings and departments.

HOW TO ENTER EMPLOYEE ACCESS TIME OFF REQUESTS AND MAKE ADJUSTMENTS TO ALREADY APPROVED REQUESTS

Login to your Employee Access account

On the school website home page, click on **STAFF RESOURCES**



Select Staff Links, then Skyward Employee Access

Staff Resources

Staff Links

- <u>Safety Data Sheet Search</u>
- Maintenace Request
- HGSD Outlook 365 Email
- <u>hgtigers.com Email</u>
- <u>Skyward Educator Access</u>

Skyward Employee Access

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Be sure that Employee Access shows on this line. Select Time Off for next screen.

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Entering a Time Off Request:

Click My Requests

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To add a new request for time off or to *correct* a time off request previously entered, click the **ADD** button on right side bar.

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After your supervisor/principal approves or denies the time off request, you will receive an email, along with anyone else you selected on your request, notifying you of your supervisor's decision. A link will appear in the body of the email for you to click on to view your request status in Employee Access.

Once a request is approved or denied, you cannot edit or delete the request. The edit button will be grayed out. You will need to add a new request and enter in a negative (-) amount to correct the time you did not use, or enter in the additional amount of time needed for an already existing date. The system will accept a negative request for a previous date. A pop up message will appear warning you about this, but you will be able to proceed, just click OK.

Additional Tips, Examples & Reminders:

Please reference the Calendar under the Employee Information section of Employee Access to see not only your time off, but others you may have access to see also. (Go to the Calendar



Options to select what you would like to see on your individual calendar display.) You can also see District Events, Information, Deadlines, etc. listed on this calendar. When you want to check the status of your time off balances, uses, etc., please view the information in the Time Off area under "My Status". This area will include the corrections/revisions made in the District Office as necessary. For example, only the District Office can code time off for FMLA, work comp, etc. due to the paperwork requirements.

You still need to follow the same procedures for calling in sick to your supervisor/ principal. This has not changed.

In addition, you will be expected to enter your time off requests in Employee Access yourself. Planned requests (i.e. personal, vacation, professional development, etc.) should be entered as soon as possible, and before the date of absence occurs. Unplanned requests may either be entered from home via the Internet or as soon as possible at school on the day you return to work.

Below are some common examples of Time Off Requests.

PAID TIME OFF (PTO): • Time Off Code = PAID TIME OFF - Hours

- Reason Code = FMLA or PTO Use. (Only use FMLA for an approved & documented FMLA leave)
- Description = FMLA or PTO Use will appear, but no further description is necessary.

Note: Planned and/or unplanned time off consists of absences due to an employee's personal illness, personal situation, emergency or personal business, which cannot be conducted outside of normal working hours. It is the responsibility of the employee to follow all guidelines and procedures for reporting absences. All paid time off is calculated as hours and based on full-time equivalency.

Jury Duty: • Time Off Code = Other

- Reason Code = jury duty
- Description = jury duty

Note: Don't forget to submit your jury duty pay to the District when received!

In/Out of District Meetings/Professional Development/Training and Other:

- Time Off Code = Other
- Reason Code = curriculum meeting, literacy assessment, fieldtrip (with students), professional development/conference, training, etc.
- Description = <u>additional information including what you are doing, when, and where such as</u> <u>math curriculum committee in D.O. 12:30-3:30 or Reading</u> <u>Conference in Green Bay or</u> <u>music fieldtrip to Milwaukee PAC (10:00-2:30)</u>, <u>etc. (Default description may be cleared out</u> <u>of this field to enter specific info.)</u>

Note: Request to Attend Meeting Forms must still be completed and processed prior to meeting attendance so that registration fees and/or reimbursements get paid.