



## Skyward Time-Off System

The following guide will assist you in requesting time off from the District. *Skyward functions differently than the TIES – MyLeave System* and you will need to follow the information below to assure that you are correctly entering time off and requesting a substitute if one is necessary.

### Which System to Use (AESOP and Skyward):

|  | Absent and<br>No Substitute Needed | Absent and<br>Substitute Needed | Participating in PD or<br>Building Business and<br>Substitute Needed |
|--|------------------------------------|---------------------------------|--|
| <b>Skyward Time Off</b>                        | Enter your absence                 | Enter your absence              |  |
| <b>AESOP (For Teachers and<br/>Paras Only)</b> |                                    | Enter sub request               | Enter sub request  |

### Who Should Use Skyward Time Off:

All regular, full and part-time employees should enter time off requests through Skyward.

### Accessing Skyward's Time Off:

Time off is accessed through Employee Access. This is the same way in which you access your paychecks and other employee personnel information. You were mailed a letter this summer on how to use Employee Access.

<http://www.isd199.org/> > District Info > Staff > Skyward > Skyward Login

User ID: last name and first initial of your first name

Password: Same login you use to login to your computer

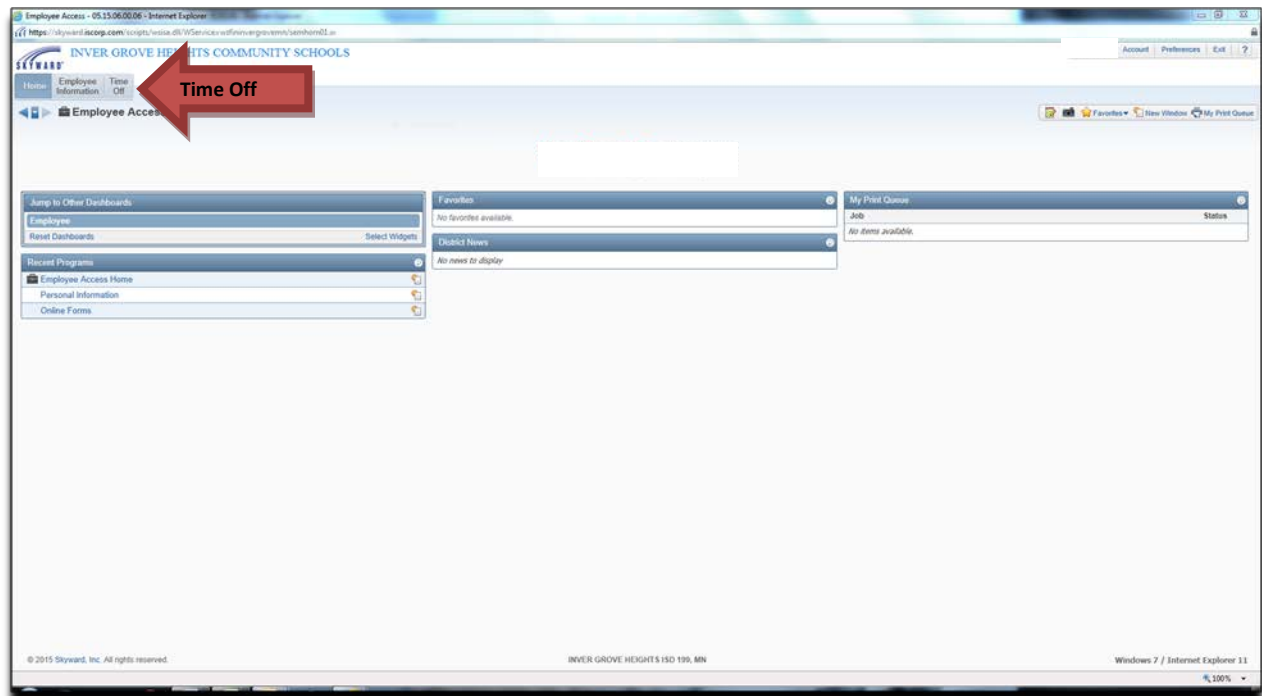
If there are any issues with login please contact Belle Sarff at 651-306-7823.

### Accessing AESOP:

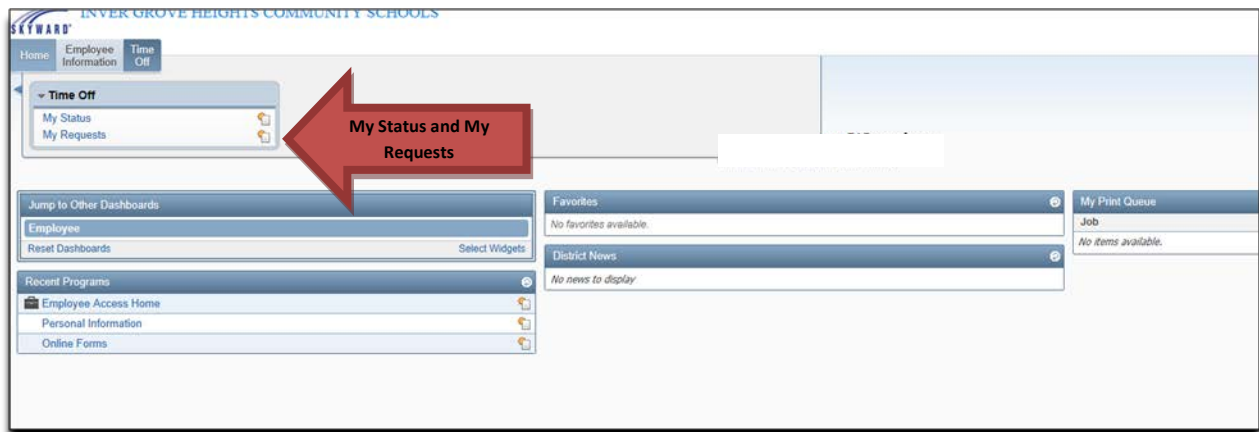
There is no change to any of your AESOP information. When you request time off in Skyward you will be able to click an AESOP link which will bring you directly into the AESOP system. From there you will need to request your substitute.

<http://www.frontline12.com/Products/Aesop.html>

## To Request Time Off:



- Click on the Time Off tab to begin requesting time off.

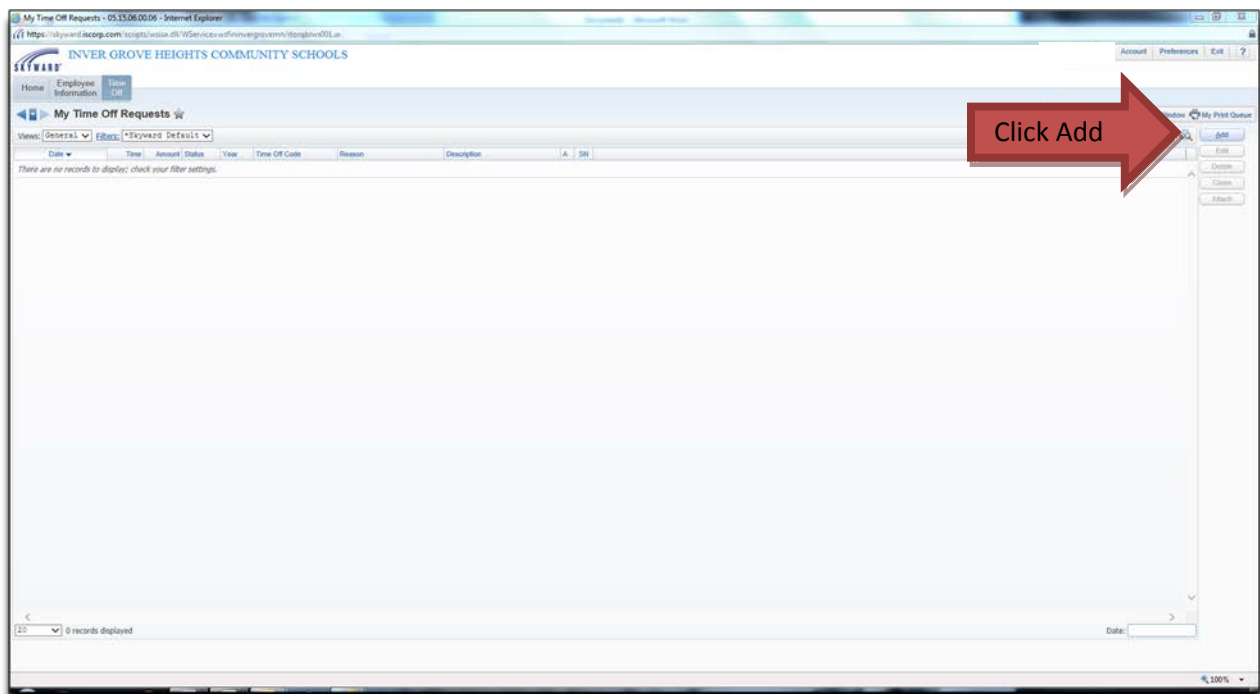


- **My Status** – shows your time off balances.
- **My Requests** – allows you to request time off or revise an existing request.

| Time Off Code  | Prior Year Remaining | Allocated | Used    | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available | Current Year Ending | Anniversary Date |
|----------------|----------------------|-----------|---------|-----------|----------|---------|-----------|------------------|----------------|------------------|---------------------|------------------|
| PERSONAL HOURS |                      | 32h 00m   | 16h 00m | 16h 00m   |          |         | 16h 00m   |                  |                |                  |                     |                  |
| SICK HOURS     |                      | 96h 00m   | 35h 00m | 61h 00m   |          |         | 61h 00m   |                  |                |                  |                     |                  |

- My Status – Depending upon your employee type and your labor agreement any leave you earn (sick, vacation or personal leave time) will be listed accordingly. My Status shows your leave allocated (how much you earn per year), how much you have used and your remaining available balance.

**PLEASE NOTE – YOUR TIME OFF ALLOCATIONS, AMOUNTS USED AND AVAILABLE BALANCE MAY NOT BE ACCURATE AS WE TRANSITION TO SKYWARD. CLEAN UP IS BEING COMPLETED AND ACCURATE TIME OFF ACCRUALS WILL BE SHOWN IN THE NEXT SEVERAL WEEKS. YOU ARE STILL ABLE TO REQUEST TIME OFF WHILE THE BALANCES ARE BEING CORRECTED.**



- To request time off, click on the Add button.

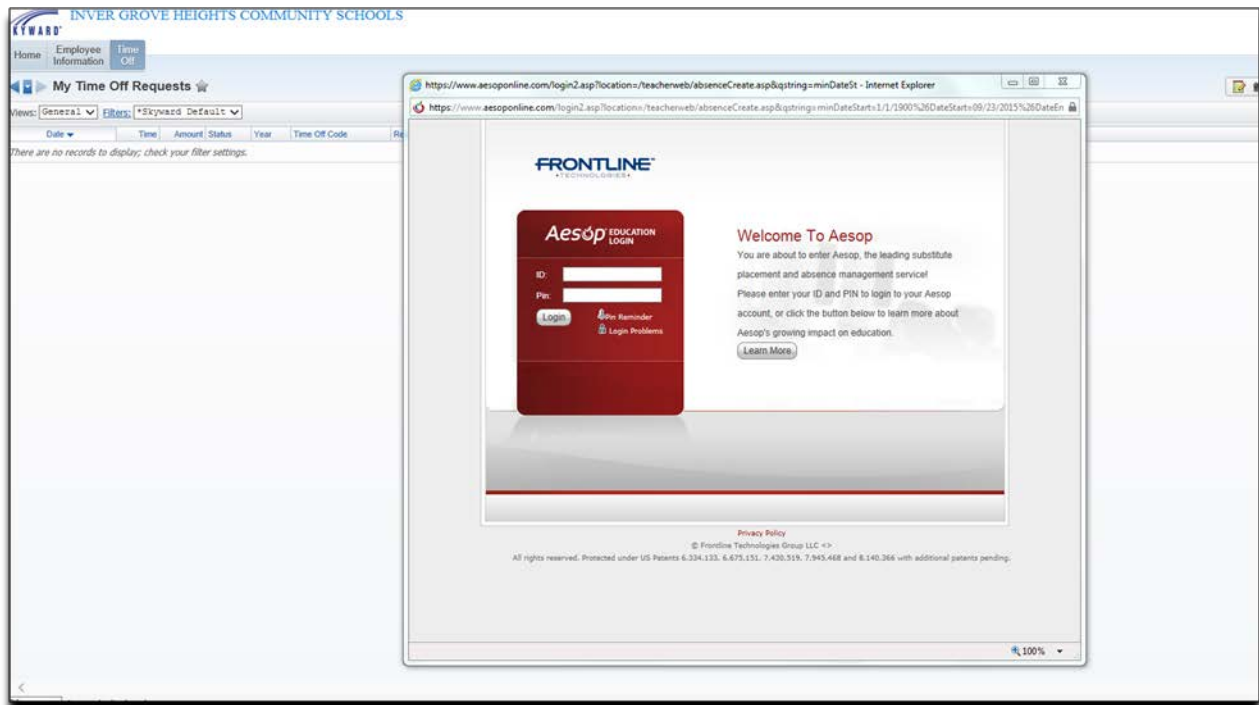
The screenshot shows the Skyward web application interface. The main page is titled 'My Time Off Requests' and includes a table with columns: Date, Time, Amount, Status, Year, and Time Off Code. Below the table, it states 'There are no records to display; check your filter settings.' An 'Add' modal form is open, displaying the following fields:

- Remaining Time Off:** A table with columns: Remaining, Approved, Waiting, Available, Future Remaining, Future Waiting, Future Available.
 

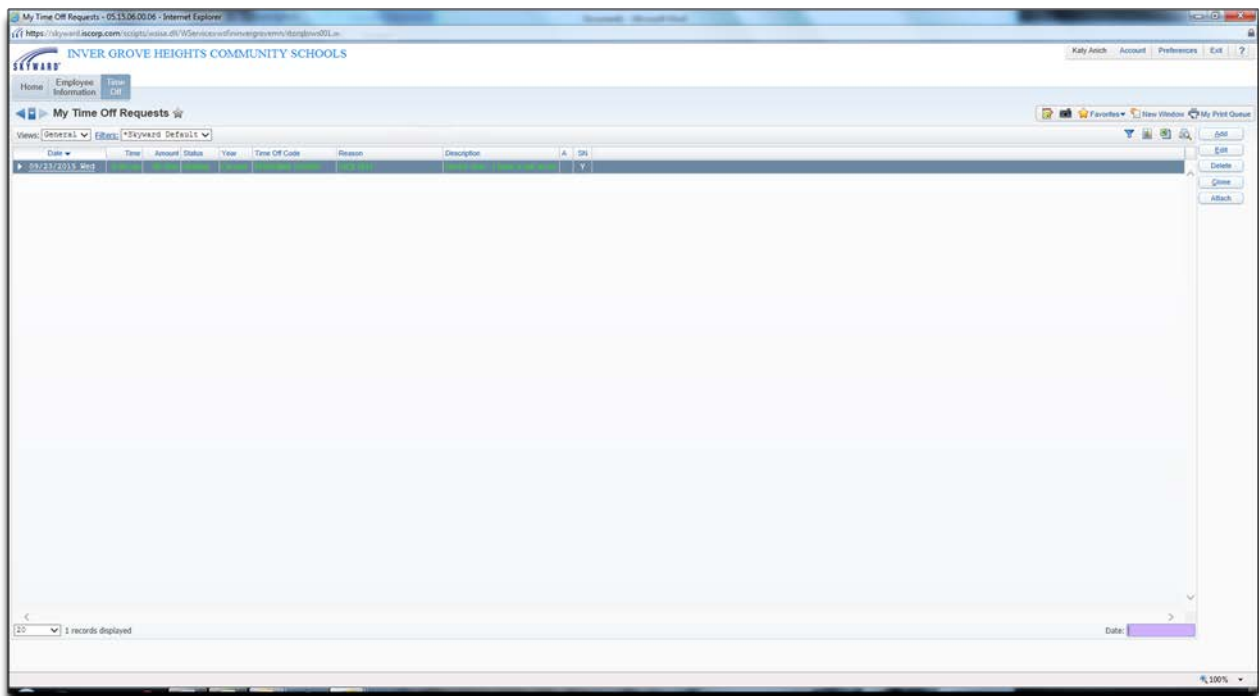
|                 |         |  |  |         |  |  |
|-----------------|---------|--|--|---------|--|--|
| *PERSONAL HOURS | 16h 00m |  |  | 16h 00m |  |  |
| *SICK HOURS     | 6h 00m  |  |  | 6h 00m  |  |  |
- Time Off Request:**
  - \* Time Off Code: PERSONAL HOURS - Hours (Hours per Day: 8h 00m)
  - \* Reason: SICK SELF (Detail...)
  - Description: Doctor Visit - I have a sub arranged (Maximum characters: 255; Remaining characters: 163)
  - Type: ☒ Single Day ☐ Date Range
  - \* Start Date: 09/23/2015 Wednesday (Regenerate ?)
  - Hours: 4 hours 00 minutes
  - Start Time: 08:00 AM
  - ☒ Sub Needed

Asterisk (\*) denotes a required field.

- When you click Add, you will be able to enter your time off request.
- Enter the following:
  - **Time Off Code** – choose from the drop down – the codes available will be based on the type of leave that is available to you based on your employee type.
  - **Reason** – choose from the drop down.
  - **Description** – this is optional if you choose to provide more detail on your request.
  - **Type** – you are entering either a single day off or a range if you want to select multiple continuous days.
  - **Start Date** – enter the first day of your request. Click on the calendar link to view a calendar.
  - **Hours** - Enter the hours and minutes (if applicable) that you will be gone.
  - **Start Time** – Enter the time that your time off request begins and click AM or PM as appropriate.
  - **Sub Needed** – Check this box if a sub is needed (checking this box will send you directly to the AESOP login website).
  - **Click SAVE to enter your request.**
- Time away from your school for professional development or building business may require a sub but DOES NOT require you to submit an absence into Skyward. You should only request time off in Skyward for absences in which you are away from the District and will not be working on that day.

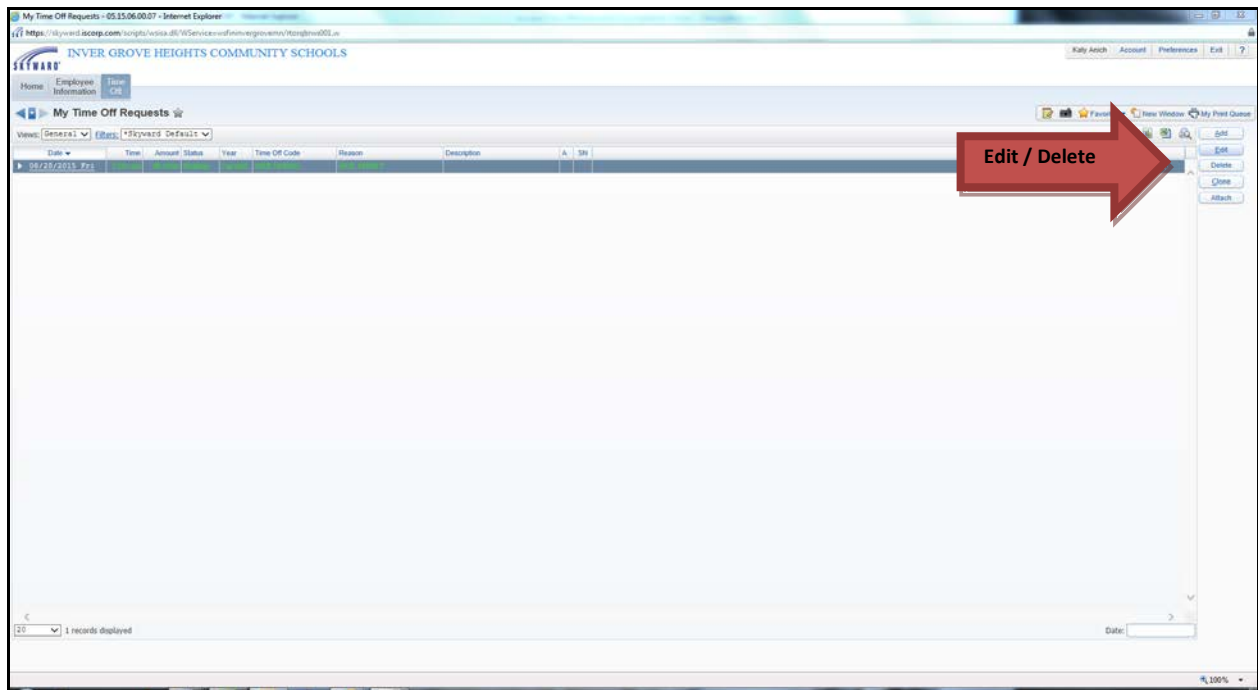


- If you checked the “Sub Needed” box you will then be directed to the AESOP login. Enter your AESOP login and then enter your sub request.
- There are NO changes to your AESOP login.
- **Skyward does NOT integrate with AESOP and you MUST enter your absence in Skyward and your sub request into AESOP.**

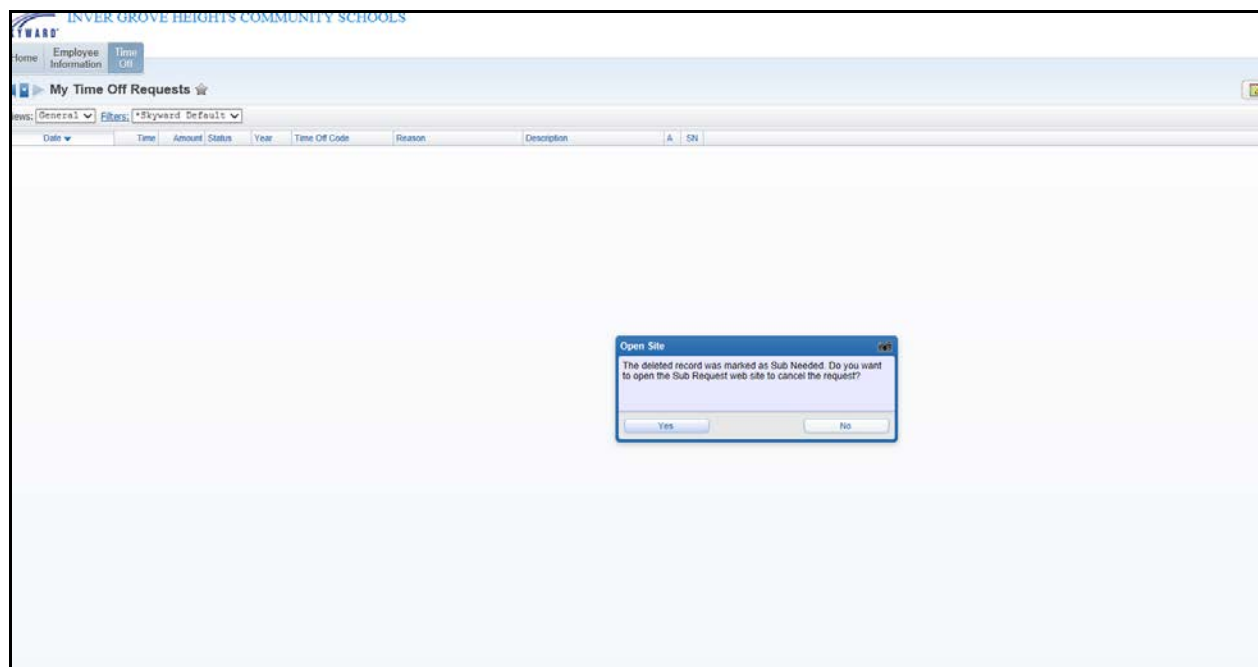


- After you save your time off request it will appear in Time Off Requests.

## How to Change a Request that has been Submitted:



- If you need to change or delete your request, you can do so by clicking Edit or Delete in Time Off Requests.



- If you delete a time off request that required a substitute, you will receive the following message and will need to login into AESOP to delete your sub request.
- If you edit your time off request, you will also receive a message and will need to go into AESOP to edit your sub request.

**Additional Information:**

- Once your time off request is submitted, your supervisor will receive email notification of your request and will be able to approve or deny your time off request.
- Once your request is approved or denied, you will receive an email notifying you of the status of your request.

**Questions or Issues:**

- Please email any questions to the following:
  - [Julie.coffey@isd199.org](mailto:Julie.coffey@isd199.org)
  - [Belle.sarff@isd199.org](mailto:Belle.sarff@isd199.org)
- Note – If you submitted paper time off requests over the summer those requests will be processed in Skyward soon. It is not necessary to enter the time off again in Skyward.