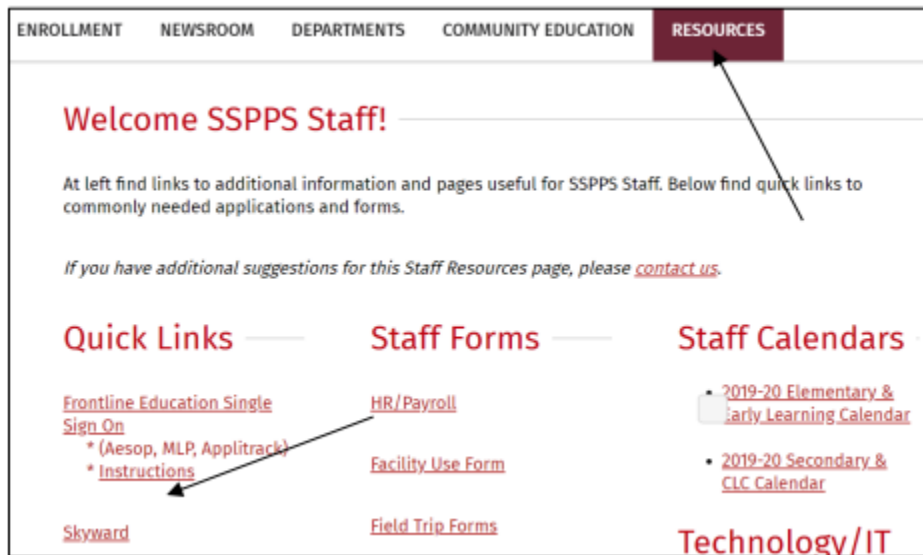


Skyward Employee Access Instructions

Requesting Time Off (Sub Needed)

***Please enter time off requiring a sub right away to increase the likelihood of securing a substitute in a timely manner
Enter in Skyward First***

Go to the District website (www.sspps.org), under Resources/Staff, under Quick Links, click on Skyward

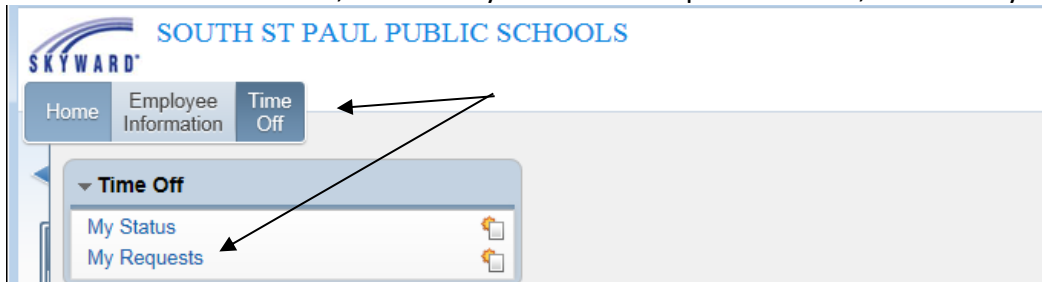


At the login page, enter your username and password that you currently use to log into your South St. Paul email account or work computer (example: *jsmith@sspps.org* – Login ID is *jsmith*). As a tip, add this site to your favorites for easy access in the future.

If you see a pop-up blocker warning at this point, see the FAQ at the end of this document.

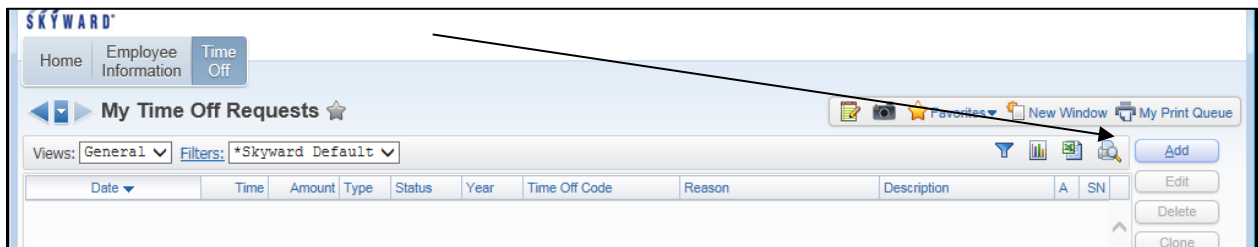
Click on the Time Off/My Requests.

To view time off balances, click on My Status. To request time off, click on My Requests



Requesting Time Off (Sub Needed)

Click Add



Choose the appropriate Time Off Code, Reason, Description, Date and Hours. Enter only one day at a time. Please use the description box to provide additional information regarding your absence such as:

- Earned Sick and Safe Time (ESST) - Specific information not required, a max of 80 hours of accrued sick leave per school year may be used for this reason code
- Family illness – indicate family member (i.e. mother)
- Funeral leave – indicate the relationship (i.e. grandmother)
- Unpaid leave – indicate the reason for the request (required)
- Other additional information as appropriate

If a sub is required, check box Sub Needed

*If absence will be filled with current staff (i.e. teacher prep) **do not check Sub Needed***

Click Save

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Personal Leave Teacher	22h 30m			22h 30m			
Sick Leave Teacher	90h 00m			90h 00m			

Time Off Request

* Time Off Code: Sick Leave Teacher - Hours Hours per Day: 7h 30m

* Reason: PERSONAL ILLNESS Detail...

Description:

Maximum characters: 200, Remaining characters: 200

* Start Date: 08/30/2016 Tuesday

Hours: 7 hours 30 minutes

Start Time: 07:30 AM

☒ Sub Needed

Asterisk (*) denotes a required field

Save Back

After time off has been saved and if Sub Needed is checked, you will be redirected to the Frontline Education Absence Management (Aesop) site. Login by entering your Login by using your **Absence Management ID** and **Pin**. Contact Tech Support at Ext. 9459 (651-457-9459) or techhelp@sspps.org

Microsoft

Sign in

Email, phone, or Skype

Can't access your account?

Sign-in options

Next

After logging into Absence Management, the absence date will carryover; however, the absence reason and specific time must be entered. Any notes to the sub should also be entered.

Click on **Create Absence** to allow system to find a substitute

Click on **Create Absence & Assign Sub** to choose a predetermined or preferred sub

Create Absence
August 30

Absence

✓ Create Absence ✓ Create Absence & Assign Sub Cancel

August 30 at Kaposia - Certified

August 2016

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	2	3	

+ Add New Variation

Absence Reason Select One

Time
Please enter a valid time range using the HH:MM AM format.
Custom 08:15 AM to 03:50 PM

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)
Class plans and daily schedule are in the red folder on teacher desk.

File Attachments

DRAG AND DROP FILES HERE

Uploaded Files

Browse

✓ Create Absence ✓ Create Absence & Assign Sub Cancel

NEXT STEPS
Status: Unfilled

ABSENCE SUMMARY
Substitute Required: Yes
Tuesday, August 30, 2016
8:15 AM - 3:50 PM
No Reason Selected

Requesting Time Off (Sub Needed)

If **Create Absence** was checked, a confirmation number will display.

August 30 Hours Per Day: 7.5 | Created: 8/27/2016 12:43 PM | Last Update: 8/27/2016 12:43 PM

Absence Available Subs

Edit Absence

August 30 at Kaposia - Certified

Confirmation

Your Confirmation Number is 216509147

✓ Ok

NEXT STEPS

Status: No Substitute Required

ABSENCE SUMMARY

Substitute Required No

If **Create Absence & Assign Sub** was checked, choose sub option and click Assign to Selected Sub. Assigned sub will be listed. Log out and return to Skyward site

Assign Substitute for # 216524129

Search for Substitute

✓ Assign to Selected Sub

or Select from Preferred List:

[View List of Substitutes](#)

<input checked="" type="radio"/>	Covered Within, Bu... (651) 457-9485	Available
----------------------------------	---	-----------

Cancel

✓ Assign to Selected Sub

View Absence # 216524129 - Brown, Charlie

Status: **Filled by Building**

August 30

Hours Per Day: 7.5 | Created: 8/28/2016 12:54 PM | Last Update: 8/28/2016 12:54 PM

Absence

Edit Absence

August 30 at Kaposia Elementary

NEXT STEPS

August 2016

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence Reason

Personal Illness

Time

Custom

08:15 AM to 03:50 PM

Status: **Filled by Building**
Within

ABSENCE SUMMARY

Substitute Required

Tuesday, August 30, 2016

8:15 AM - 3:50 PM

Personal Illness

Notes & Attachments

Requesting Time Off (Sub Needed)

In Skyward, your time off request will be displayed in green-indicating pending approval).

SKYWARD SOUTH ST PAUL PUBLIC SCHOOLS

Charlie Brown Account Preferences Exit ?

Home Employee Information Time Off

My Time Off Requests ☆

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	SN
08/30/2016 Tue	7:30 am	7h 30m	Used	Waiting	Current	Sick Leave Teacher	PERSONAL ILLNESS			Y

Buttons: Add, Edit, Delete, Clone, Attach

Click on the arrow beside the date to expand for more details

SKYWARD SOUTH ST PAUL PUBLIC SCHOOLS

Charlie Brown Account Preferences Exit ?

Home Employee Information Time Off

My Time Off Requests ☆

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	SN
08/30/2016 Tue	7:30 am	7h 30m	Used	Waiting	Current	Sick Leave Teacher	PERSONAL ILLNESS			Y

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Time Off Information

Name: CHARLIE BROWN
Date: 08/30/2016 Tue
Status: Waiting for approval
Time Off Code: Sick Leave Teacher
Reason: PERSONAL ILLNESS
Reason Long Description: PERSONAL ILLNESS
Description:
Type: Used
Days/Hours: 7h 30m
Start Time: 7:30 am

Approval History

Status	Name	Date	Time	Notes
Waiting	CATHY J MILLER	08/27/2016 Sat	12:36 pm	
Created	CHARLIE BROWN	08/27/2016 Sat	12:36 pm	

Buttons: Add, Edit, Delete, Clone, Attach

Under My Time Off Status, the available hours have been reduced and the request is listed under waiting.

Home Employee Information Time Off

My Time Off Status ☆

Views: General Filters: *Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting
Personal Leave Teacher		22h 30m		22h 30m			22h 30m			
Sick Leave Teacher		90h 00m		90h 00m		7h 30m	82h 30m			

The time off request can be deleted if the request has not yet been approved by anyone yet. Click the Delete button to delete the absence. To cancel a sub, contact building/department secretary.

SKYWARD SOUTH ST PAUL PUBLIC SCHOOLS

Charlie Brown Account Preferences Exit ?

Home Employee Information Time Off

My Time Off Requests ☆

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	SN
08/30/2016 Tue	7:30 am	7h 30m	Used	Waiting	Current	Sick Leave Teacher	PERSONAL ILLNESS			Y

Buttons: Add, Edit, Delete, Clone, Attach

Frequently Asked Questions

What is my Skyward log in information?

- Your Skyward login information is the same username and password that you currently use to log into your SSPPS email account or computer (*example: jsmith@sspps.org – Login ID is jsmith*). If you do not have an email account or work computer, login and password information will be assigned and communicated with you.

What if I have trouble logging into Skyward or Absence Management?

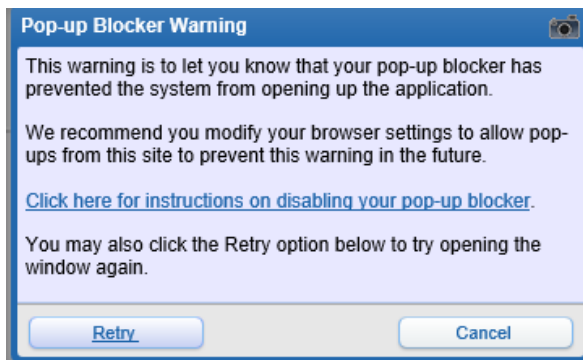
- Contact Tech Support at Ext. 9459 (651-457-9459) or techhelp@sspps.org

What if I have questions about my time off?

- Contact Kelly Jones at kjones@sspps.org (651) 457-9409
- Megan Schmidt at mmschmidt@sspps.org (651) 457-9694

What if I receive a pop-up blocker message?

After logging in, Skyward may notify you that your browser is blocking popup windows in Skyward. If you have trouble with this process, contact Tech Support at Ext. 9459 (651-457-9459)



If you see this pop-up message, follow the directions below and click Retry when done.

For Internet Explorer:

Look for this message at the bottom of your screen. Click Options for this site, then "Always allow"



For Google Chrome:

Click this icon near the top right of the Chrome window and select "Always allow popups from <https://skyward.iscorp.com>". Then click Done.

