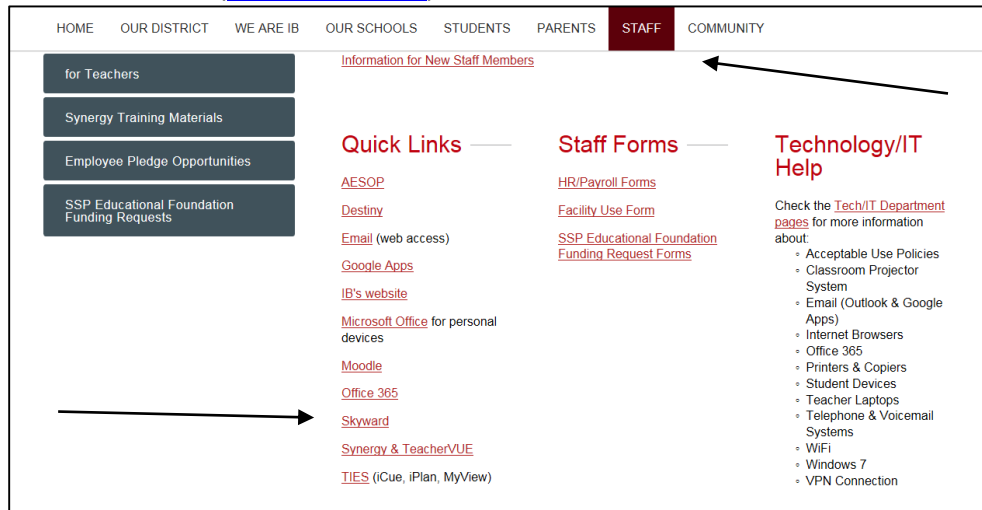


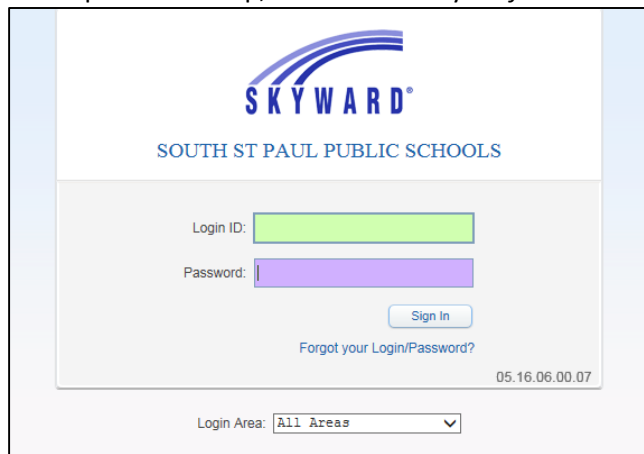
Skyward Employee Access Instructions

Requesting Time Off (Sub Needed)

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



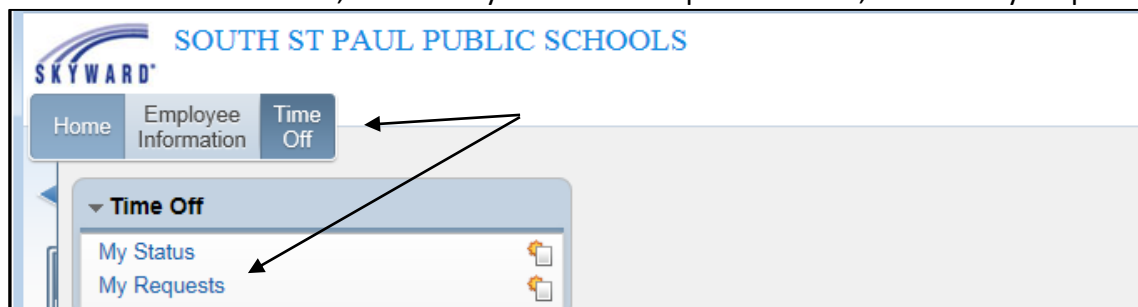
At the login page, enter your username and password that you currently use to log into your South St. Paul email account or work computer. As a tip, add this site to your *favorites* for easy access in the future.



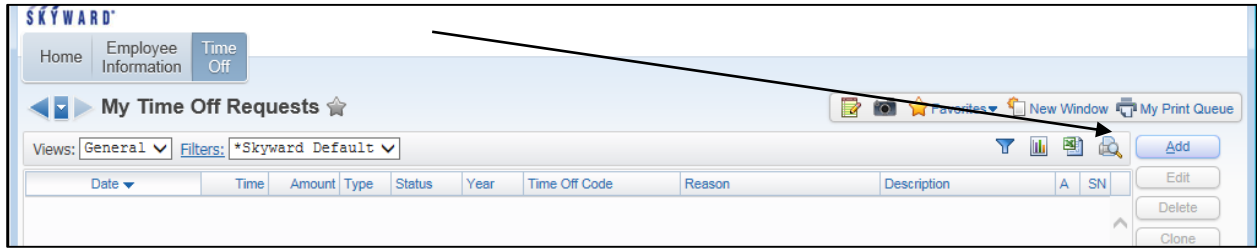
If you see a pop-up blocker warning at this point, see the FAQ at the end of this document.

Click on the Time Off/My Requests.

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



Click Add



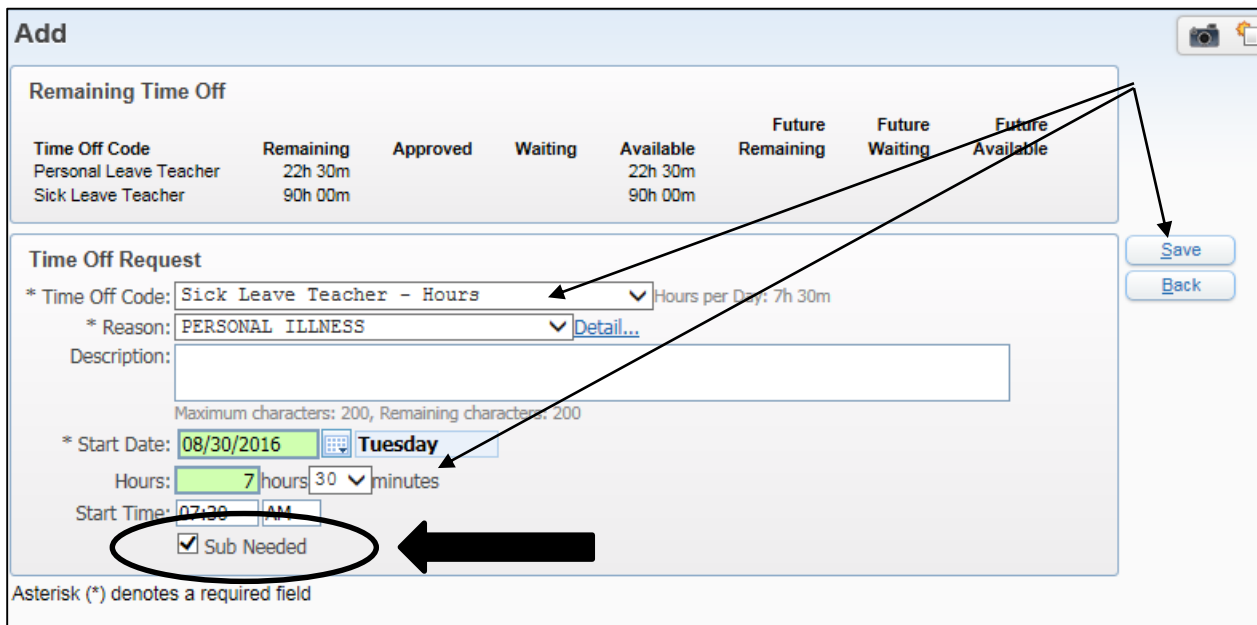
Choose the appropriate Time Off Code, Reason, Description, Date and Hours. Enter only one day at a time. Please use the description box to provide additional information regarding your absence such as:

- Family illness – indicate family member
- Funeral leave – indicate the relationship
- Unpaid leave – indicate the reason for the request (required)
- Other additional information as appropriate

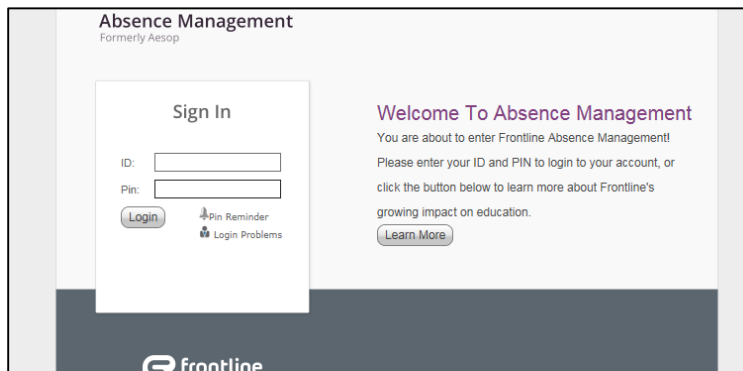
If a sub is required, check box Sub Needed

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

Click Save



After time off has been saved and if Sub Needed is checked, you will be redirected to the Absence Management (Aesop) site. Login using your **Absence Management ID** and **Pin**. If you have questions about your ID/Pin, please contact Erika Ryan at eryan@sspps.org



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

✓ Create Absence ✓ Create Absence & Assign Sub Cancel

August 30 at Kaposia - Certified

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 Select One

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

Substitute Required
 Yes

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

File Attachments

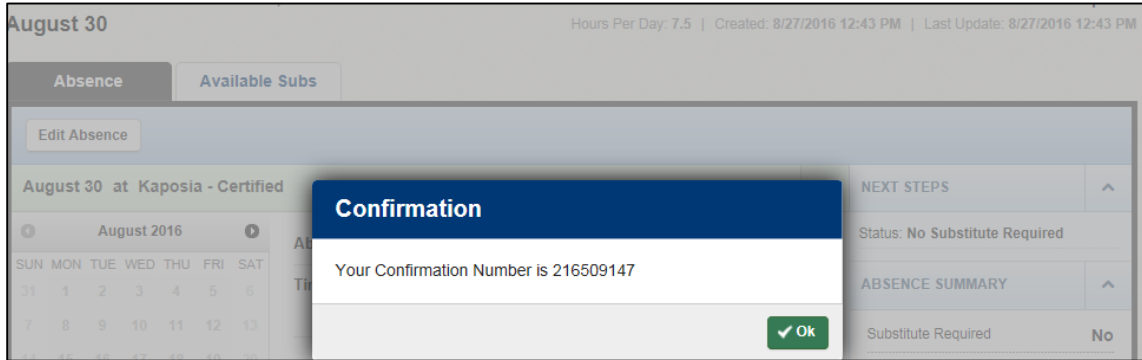
DRAG AND DROP FILES HERE

Uploaded Files

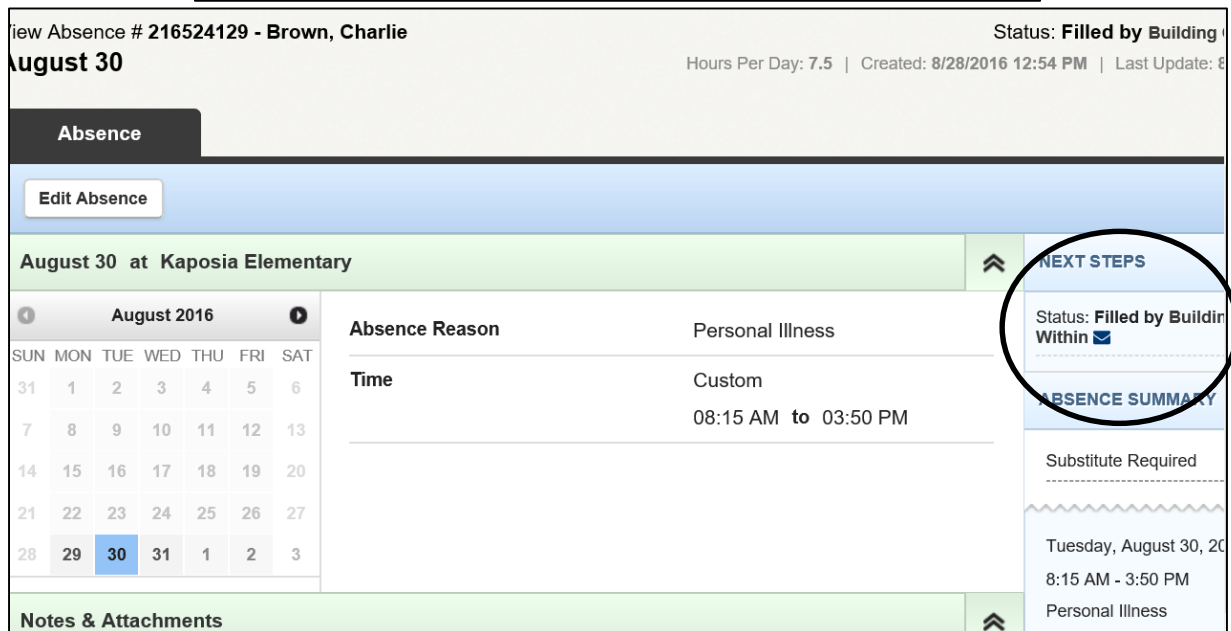
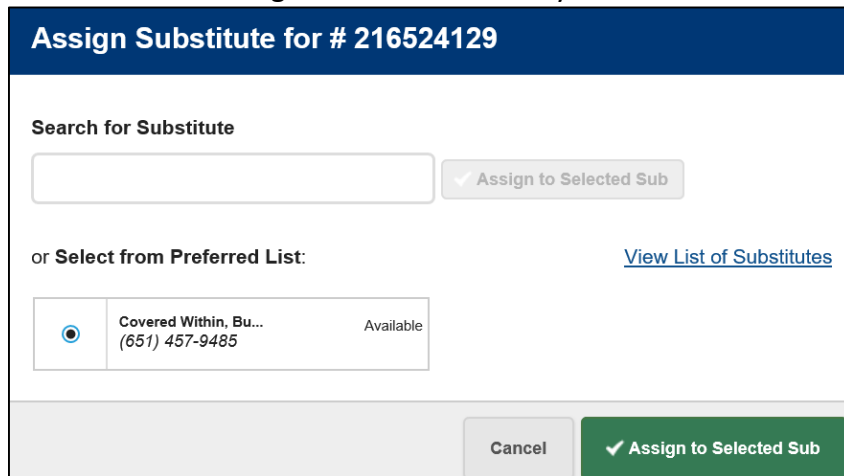
Browse...

✓ Create Absence ✓ Create Absence & Assign Sub Cancel

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



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



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

The screenshot shows the 'My Time Off Requests' page in Skyward. The user is Charlie Brown. The page displays a table of requests. One request is shown for 08/30/2016, starting at 7:30 am and ending at 7:30 pm. The status is 'Waiting' and the reason is 'PERSONAL ILLNESS'. The request is currently 'Current' and has a 'Sick Leave Teacher' code. The amount used is 7h 30m. The table has columns for Date, Time, Amount, Type, Status, Year, Time Off Code, Reason, and Description. There are also columns for 'A' and 'SN'. To the right of the table are buttons for Add, Edit, Delete, Clone, and Attach.

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

This screenshot shows the same 'My Time Off Requests' page, but with the details for the 08/30/2016 request expanded. A black arrow points to the small downward arrow next to the date in the table. The expanded view shows 'Time Off Information' and 'Approval History'. The 'Time Off Information' section includes: 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, and Start Time: 7:30 am. The 'Approval History' section is a table with columns for Status, Name, Date, Time, and Notes. It shows two entries: 'Waiting' by CATHY J MILLER on 08/27/2016 Sat at 12:36 pm, and 'Created' by CHARLIE BROWN on 08/27/2016 Sat at 12:36 pm.

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

The screenshot shows the 'My Time Off Status' page. It displays a table with columns for Time Off Code, Prior Year Remaining, Allocated, Used, Remaining, Approved, Waiting, Available, Unpaid, Future Remaining, and Future Waiting. The 'Personal Leave Teacher' row shows 22h 30m allocated, 22h 30m used, and 22h 30m available. The 'Sick Leave Teacher' row shows 90h 00m allocated, 90h 00m used, and 82h 30m available. There is a 7h 30m amount listed under the 'Waiting' column.

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

This screenshot shows the 'My Time Off Requests' page with a black arrow pointing to the 'Delete' button in the action menu for the 08/30/2016 request. The table shows the same request as in the previous screenshots.

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. 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?

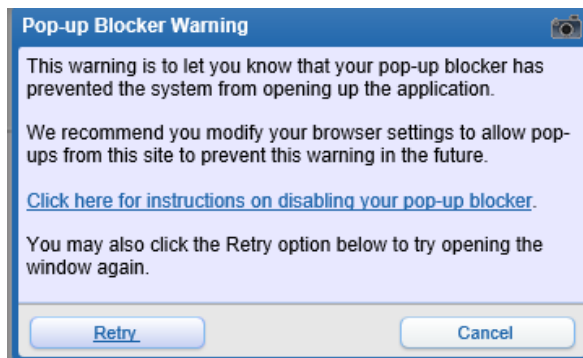
- Contact Tech Support at Ext. 9459 (651-457-9459) or techhelp@sspps.org

What if I have questions about my time off?

- Contact Linda King at lking@sspps.org (651) 457-9409; or
- Cathy Miller at cmiller@sspps.org (651) 457-9473; or
- Nancy Carlson at ncarlson@sspps.org (651) 457-9492

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 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.

