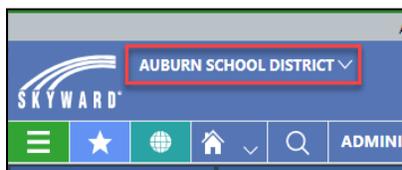
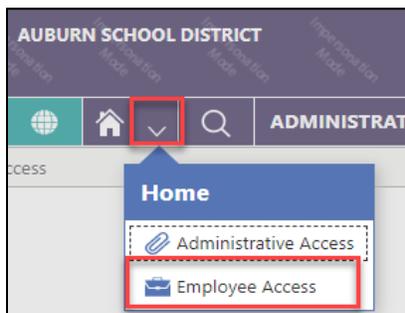


## How to Enter Time Off in Employee Access

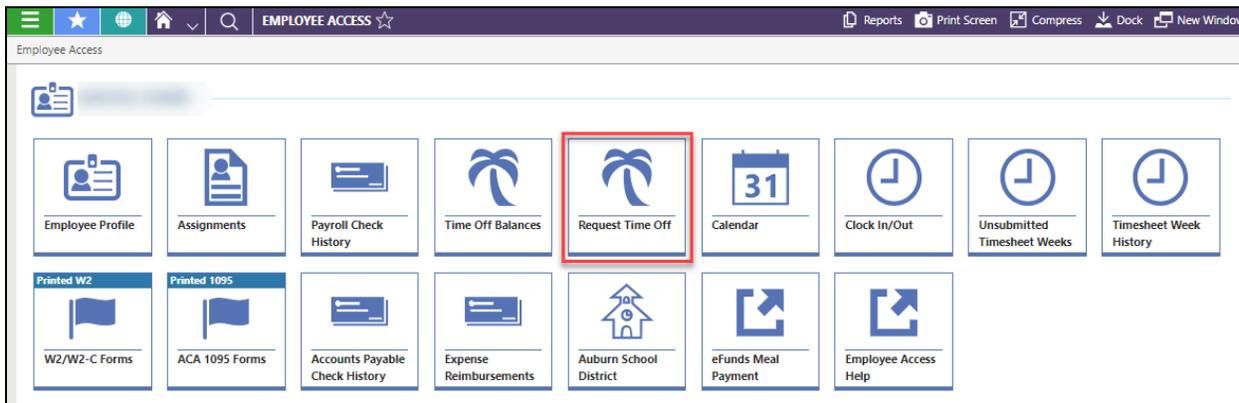


Select **Auburn School District** Entity at the top of the screen.

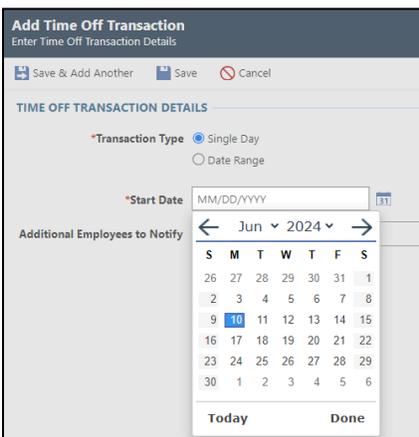
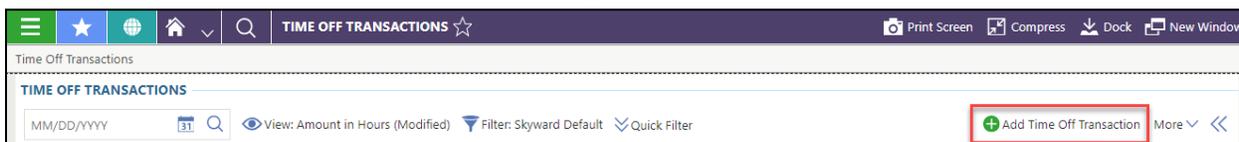


Navigate to **Employee Access** by selecting the dropdown menu next to the home button and selecting Employee Access.

Select the **Request Time Off** Tile.



Select **Add Time Off Transaction** from the right of the screen.



Choose to enter by either a **Single Day** or **Date Range**.

Enter the date(s) of the request by typing in your entry or selecting the calendar icon.

**Note:** Using the date range feature will result in a warning “Start Date must be less than End Time”. You are able to save past this warning. You may need to select Save twice in order to bypass the warning.

**Note:** Fields on this screen will not populate correctly unless you enter them in order. A date must be entered first, followed by an assignment selection.

If you have only one Assignment, it will auto-populate the **Assignment** field. If you have more than one assignment, select the Assignment for which you are requesting Time Off.

The screenshot shows the 'Add Time Off Transaction' form. The 'Transaction Type' is set to 'Single Day' and the 'Start Date' is '06/10/2024 Monday'. The 'Assignment' dropdown menu is highlighted with a red box. Below it, a table lists available assignments:

	↑1 Position Type Description	↑2 Assignment Type Codes	↑3 Building Codes	↑4 Start Date	End Date
Select	Paraeducator	Para1	168	09/06/2023	06/20/2024
Select	Paraeducator	Para2	168	09/06/2023	06/20/2024

The screenshot shows the 'Add Time Off Transaction' form with the 'Assignment' field populated with 'Paraeducator'. The 'Supervisors' field is now populated with a supervisor name, and the 'Request Substitute' checkbox is checked.

After selecting your assignment, the **Supervisor** field appears with your approver prepopulated. This is the person responsible for approving your time off requests.

You are not able to enter a different supervisor in this field. Attempting to enter a different supervisor will not allow the record to process.

**Note:** If your supervisor/approver is not correct, please submit a [ticket](#) to Data Services.

Select your **Time Off Type** from the drop down box.

The screenshot shows the 'Add Time Off Transaction' form with the following details:

- Transaction Type:** Single Day (selected)
- Start Date:** 06/10/2024 Monday
- Assignment:** Paraeducator 2 - HAZELWOOD ELEMENTARY SCHOOL
- Supervisors:** (Empty)
- Employee Time Off Type:** (Dropdown menu open)

The dropdown menu for 'Employee Time Off Type' displays the following table:

	Time Off Type Code	Time Off Type Description	Hours Per Day Override	Allocation Type Override Code
Select	B	BEREAVEMENT- *Relationship Req	6:00	
Select	J	JURY DUTY	6:00	
Select	PERSONAL	PERSONAL LEAVE		PL3-7.0
Select	PFML	PFML NO DISTRICT PAY	8:00	
Select	Sick	SICK LEAVE		Sic-0070

Select your **Time Off Reason** from the dropdown box.

The screenshot shows the 'Add Time Off Transaction' form with the following details:

- Transaction Type:** Single Day
- Start Date:** 06/10/2024 Monday
- Assignment:** Paraeducator 2 - HAZELWOOD ELEMENTARY SCHOOL
- Supervisors:** (Empty)
- Employee Time Off Type:** Sick
- Time Off Reason:** (Dropdown menu open)

The dropdown menu for 'Time Off Reason' displays the following table:

	Time Off Reason Code	Time Off Reason Description
Select	ESL	EMERGENCY-SICK LEAVE
Select	S - SICK	S - SICK
Select	S-L-FMLA	SICK-FMLA
Select	S-L-L&I	SICK-L&I
Select	S-L-MAT	SICK-MATERNITY LEAVE

**Note:** If unsure about which time off type and/or reason to select, please contact your supervisor or the payroll department.

*Employee Hours Per Day	7:00:00
*Hours	3:30
*Days	0.50000

**Employee Hours Per Day** pre-populates based on your assignment(s). This area is grayed out and cannot be adjusted. If you have multiple hours-based assignments, you will see the total of all assignment hours in this field.

The **Hours** field populates with the number of hours in your assignment workday for the specific assignment you selected. If taking a full day off, the number of hours must be edited to capture the combined total hours for all assignments. If taking leave for less than a full work day, make modifications by entering the correct number in the Hours field.

The **Days** field will adjust to reflect the percentage of a work day being requested.

Description	SICK
-------------	------

The **Description** field populates with a standard Time Off description. This may be edited to include additional information as desired.

*Start Time	12:30 PM	
End Time	03:00 PM	

Enter the **Start Time** and **End Time** for your time off request. ***Time Off requests without a start and end time will be denied.***

Request Substitute	<input checked="" type="checkbox"/>
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**\*\*AEA, Para & AAEOP Only\*\***

The **Request Substitute** box will be checked by default. If this box is checked, when you submit your time off request, you will be automatically redirected in a new browser window to Frontline to complete the request for a substitute. Please see the [Requesting a Substitute](#) section of this document for additional instructions on this process.

Additional Employees to Notify	<input type="text"/>	
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If you have **Additional Employee(s) To Notify** of your time off request, you can select them here. One example where this option might be used could be a Paraeducator who wants to make sure their classroom teacher knows of their absence. This is informational only for the notified employee(s), no action is required by them.

Click **Save** or **Save & Add Another** if you want to enter another transaction.

Your Time Off Transaction now shows in your Time Off Transaction list with a status of *Waiting for Approval*.

## Modifying a Previously Created Time Off Transaction

To modify or remove a previously created time off transaction:

- If your request has not been fully approved, you can request that your approver deny the time off transaction. This will inactivate the request. Approvers cannot edit Time Off requests and denied transactions cannot be re-submitted. A new transaction will need to be created to re-enter denied requests.
- If your request has been fully approved, you may be able to “reverse” it. This process will create a new request to negate the original request. If this option is available, you’ll see a drop-down arrow to the left of the Time Off Transaction with the option to “**Reverse Time Off Transaction.**”

Transaction Date	Time Off Type Description	Time Off Reason Description	Transaction Type	Hours	Description	Status
06/10/2024	SICK LEAVE	S - SICK	Used	-3:30	S - SICK	Approved
		S - SICK	Used	-6:00	S - SICK	Approved
		S - SICK	Used	-1:00	S - SICK	Approved

Once selected, the *Reverse Time Off Transaction* screen will appear with negative hours entered that will offset the hours from the original request. All fields, with the exception of Description, are read-only and cannot be changed. Click **Run Process**.

**Reverse Time Off Transaction**  
Review Time Off Transaction

Save & Add Another **Run Process** Cancel

**TIME OFF TRANSACTION DETAILS**

\*Start Date: 06/10/2024 Monday

Employee: [Redacted]

Assignment: [Redacted] - Paraeducator Paraeducator 2 - [Redacted]

Hours Per Day: 7:00:00

\*Employee Time Off Type: Sick 283:41

\*Time Off Reason: S - SICK S - SICK

Transaction Type: Used

Hours: -3:30

\*Days: [Redacted]

Description: S - SICK

- If your request has been fully approved and the Reverse option is **not** available, please contact the Payroll department for further assistance.

## Warnings

Some Time Off Requests may generate informational warnings. These warnings are intended to call your attention to elements of your entry that may need review. After reviewing your entry for accuracy, you may re-save the request. **The warning specifies that you can review and make changes if needed, or continue by clicking Save again.**

One circumstance that generates a warning is when entering a Time Off request for a future Fiscal Year. Qmlativ notes that your start date is not an active workday when you enter a Time Off Request for a future Fiscal Year. You may still save the Time Off Request. Later, when HR performs their year end processes, your future year time off request will be automatically matched to your new assignment. No further action will be necessary.

### Add Time Off Transaction

Enter Time Off Transaction Details

[Save & Add Another](#) [Save](#) [Cancel](#)

**Warning:** 1 warning was encountered. You can review and make changes if needed or continue by clicking Save again.

#### TIME OFF TRANSACTION DETAILS

**\*Transaction Type**  Single Day  
 Date Range

**\*Start Date** 09/30/2024 Monday    
**Warning:** 9/30/2024 is not an active workday.

**\*Assignment**  - Paraeducator  Paraeducator 2

**\*Supervisors**

**\*Employee Time Off Type** PERSONAL  40:00

**\*Time Off Reason** P-Leave  Personal leave

**Transaction Type** Used

**\*Employee Hours Per Day** 7:00:00

**\*Hours**

**\*Days**

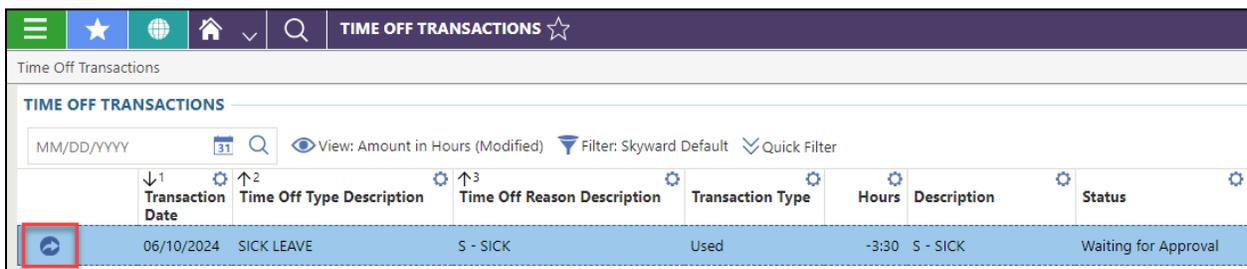
**Description** Personal leave

## Checking the Status of your Time Off Transactions

Your Time Off transaction can be considered approved once approvals have been completed in your department. After department approvals, your Time Off request must be approved by payroll. This process typically occurs on a routine basis. As a result, requests may remain in “Waiting for Approval” status for a period of time.

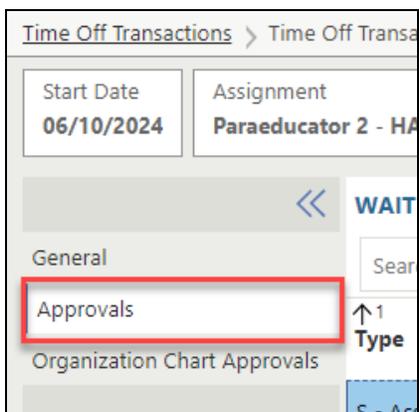
You are able to review the approval chain for each time off request in order to verify that your request has been approved at the department level and is simply awaiting the final payroll step. To verify that your time off requests have arrived at payroll and will be paid on the next pay cycle:

Select the “Open” arrow to the right of your waiting time off transaction.



Transaction Date	Time Off Type Description	Time Off Reason Description	Transaction Type	Hours	Description	Status
06/10/2024	SICK LEAVE	S - SICK	Used	-3:30	S - SICK	Waiting for Approval

Select the **Approvals** tab from the menu on the left.



The upper grid shows who the current level approver is, designated as “Assigned To”.

“Available To” indicates next level approvers and individuals who can approve in the absence of the “Assigned To” approver. When the Assigned To approver is payroll, the request can be considered fully approved by the department.

WAITING FOR APPROVAL		
Search Type <input type="text"/>		
View: Skyward Default Filter: Skyward Default Quick Filter		
↑ <sup>1</sup> Type	↑ <sup>2</sup> Description	User Name
S - Assigned To	2 : Direct Supervisor	[User Name]
V - Available To	2 : Direct Supervisor	[User Name]
V - Available To	2 : Direct Supervisor	[User Name]
V - Available To	2 : Direct Supervisor	[User Name]
V - Available To	2 : Direct Supervisor	[User Name]
V - Available To	6 : Payroll (DW, Non-PR Staff)	[User Name]
V - Available To	6 : Payroll (DW, Non-PR Staff)	[User Name]

The lower grid shows who has already approved and what level is awaiting approval. In the example below, the request has been approved by two department level supervisors and is now awaiting approval in payroll.

APPROVAL HISTORY			
MM/DD/YYYY <input type="text"/>			
View: Skyward Default Filter: Skyward Default			
↓ <sup>1</sup> Date/Time	↓ <sup>2</sup> Level Description	Status	Approver
6/10/2024 3:51:04 PM	6 : Payroll (DW, Non-PR ...	W - Waiting	[User Name]
6/10/2024 3:51:03 PM	2 : Direct Supervisor	A - Approved	[User Name]
6/10/2024 3:45:51 PM	Submitted for approval	S - Submitted	[User Name]

## Requesting a Substitute

**\*\*This section applies to AEA, Para & AAEOP only\*\***

When the **Request Substitute** box is checked, after you submit your time off request, you will be automatically redirected in a new browser window to Frontline where you will need to submit a request for a substitute.

Once you've been redirected to Frontline, you can enter a new absence from your absence management homepage under the **Create Absence** tab.

The screenshot shows the 'Create Absence' form interface. At the top, there are three tabs: 'Create Absence' (highlighted with a red border), '1 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. Below the tabs, there is a header with 'Please select a date' and 'Need more options? Advanced Mode'. The main form area is divided into three columns. The left column contains a calendar for October 2015, with the 16th selected. The middle column contains the following fields: 'Substitute Required' with a green 'Yes' toggle, 'Absence Reason' with a dropdown menu showing 'Select One', and 'Time' with a 'Full Day' dropdown and a time range of '08:00 AM to 03:00 PM'. The right column contains a 'FILE ATTACHMENTS' section with a dashed box labeled 'DRAG AND DROP FILES HERE'.

Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.



When you've completed entering the absence details, click the **Create Absence** button.

**Note:** You must be signed in to your ASD Google account to connect to Frontline. If you encounter an error message after being redirected from Skyward, navigate to [www.google.com](http://www.google.com) and ensure you are signed in to your ASD Google account.