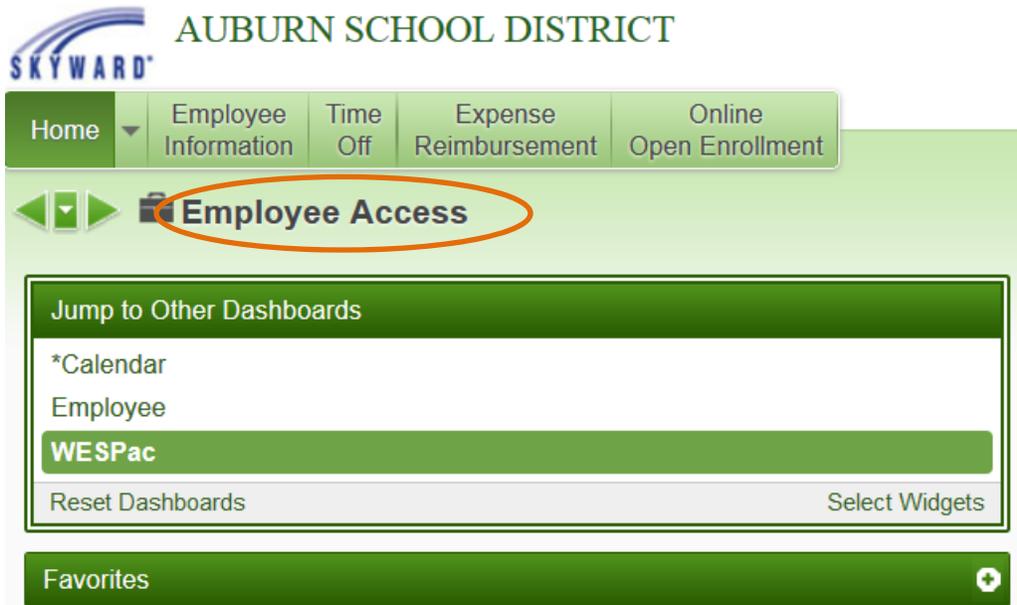


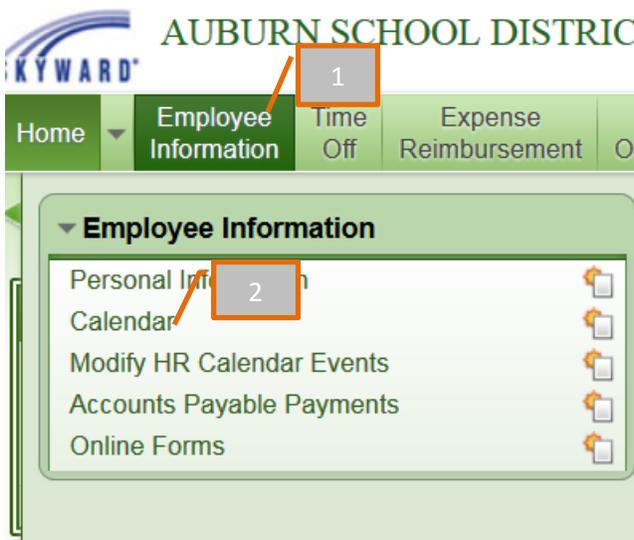
# Employee Calendars

In order to view your work calendars please follow the steps listed below.

1. Log into Employee Access



2. Click on Employee Information (1) and then Calendar (2).



3. Select "Calendar Options".

**SKYWARD** AUBURN SCHOOL DISTRICT

Home Employee Information Time Off Expense Reimbursement Online Open Enrollment

Calendar ☆

Calendar Information Currently Being Displayed **Calendar Options** Print Calendar

Calendar Events  
Time Off Requests  
EM Calendar: **CLASSIFIED 12MTH-AB** Calendar Start Date: **09/01/2014** Calendar E

<<<

Sunday	Monday	
	1	2

4. Make sure that the following boxes are checked:

- Display Calendar Events
- Display Calendar Events Details Below Calendar
- Display My Time Off Entries
- Display Selected Employee Management Calendar
- Display Employee Management Calendar Details Below Calendar

### Set Calendar Display Options

#### Calendar Display Options

- Display Calendar Events
- Display Calendar Events Details Below Calendar
- Display My Time Off Entries
- Display My Employees Time Off
  - Only Employees That Report Directly to Me
  - All Employees Under Me
- Display Time Off of Employees I Oversee
- Display Time Off Names using Last Name/First Initial instead of default First Name/Last Initial
- Display Selected Employee Management Calendar
  - Display Employee Management Calendar Details Below Calendar

- Using the drop down boxes first Select an Employee Management Plan and then choose the calendar you wish to view. Click Save.

Display Employee Management Calendar Details Below Calendar

2014-15 Professional Technical

CLASSIFIED 12MTH-AB (Classified / Prof-Tech / ADMIN)

Calendar Description (Position / Assignment / Building)

The calendar that you have chosen to view will then populate.

Additional information:

If you are a less than 12 month employee there will be a vacation calendar in the drop down box that you are able to choose. The vacation calendar is a numbers calendar only; the dates listed have no relevance and are used only to hold the number of vacation hours you receive each year.

For Holiday and vacation hours listed on the calendar; the hours that populate are the district default hours (in most cases 8 hours) and do not reflect the number of hours you work per day.