

MEMO

School District of Greenfield

To: School Staff
From: Business Office
Date: January 18, 2016
Re: Entering absences into Skyward Employee Access

All Staff Members:

Attached is an updated copy of the **Employee Access Instruction Guide. Please read through the updated section on Time Off that explains the changes discussed below in further detail.

You will notice some changes to the choices you have for entering absences when you log in to Skyward's Time Off module.

In addition to Leave Days and Vacation Days (if this applies to your employee group), you will now see two new selection options:

1. **Professional Development:** All district staff are required to enter absences that occur due to Professional Development by choosing this time-off selection. This allows the absence to go through approvals and for easier tracking by the district.
2. **Jury Duty:** All district staff who are selected for jury duty leave must enter their absence by choosing this time-off selection. A copy of your jury duty release should also be sent to the payroll department as verification.

Teachers Only:

Some teachers will see two additional options, field trips and professional meetings. Some teachers already had these options, but this may be new to some. Time off selections available to teachers are as follows:

1. *Fields Trips* – Use this when a substitute is needed
2. *Jury Duty* – Applies to all staff (see above)
3. *Leave* – Paid time off for personal/sick days
4. *Professional Development* – Applies to all staff whether or not a sub is needed (see above)
5. *Professional Meetings* – Use this when a substitute is needed

A sub can be requested through any of the above absence selections by clicking on "Sub Needed" in the Skyward time off entry screen.

After selecting "Sub Needed" the software redirects you to AESOP to request your sub. Upon entering your absence in AESOP, you are prompted to select an absence reason. Absence reasons have changed to be more specific and are as follows:

1. Athletics/Activities: *High School Only*
2. Field Trip or Meeting
3. Jury Duty Leave
4. Personal/Sick Leave: *Use this for any paid leave days*
5. ProfDev District CAI: *Professional Development that is district directed – (PD assigned by Curriculum, Assessment and Instruction Department, district-wide PD)*
6. ProfDev Guidance: *Professional Development for Guidance Dept.*
7. ProfDev School: *Professional Development specific to your school building only*
8. SPED ProfDev: *Professional Development for special education only*
9. SPED Personal/Sick Leave: *Only for special education staff paid leave days (SPED teachers/Paraprofessionals)*
10. SPED IEP Meeting: *Special Ed IEP Meetings*
11. SPED Meeting/Field Trips: *Any special ed meeting that is not for IEP, SPED leave for field trip*
12. Student Service PBIS
13. Student Services CPI
14. Student Services RTI

Please read through absence reasons carefully and choose the one that best fits your situation. These selections affect the district budget and should be chosen as accurately as possible. **Special education teachers and paraprofessionals should choose a SPED (special education) reason in most cases.**

In addition, AESOP allows you the option to phone in your absences; however, we do not recommend this and prefer that your absences are always entered through Skyward *first* whenever possible so that your absence is recorded. If you are unable to first enter your absence into Skyward due to an emergency nature you may use the phone option or immediately contact your building secretary to have your absence filled, but you must remember to enter your absence into Skyward Time Off **as soon as possible.**

Please contact us if you have any questions.