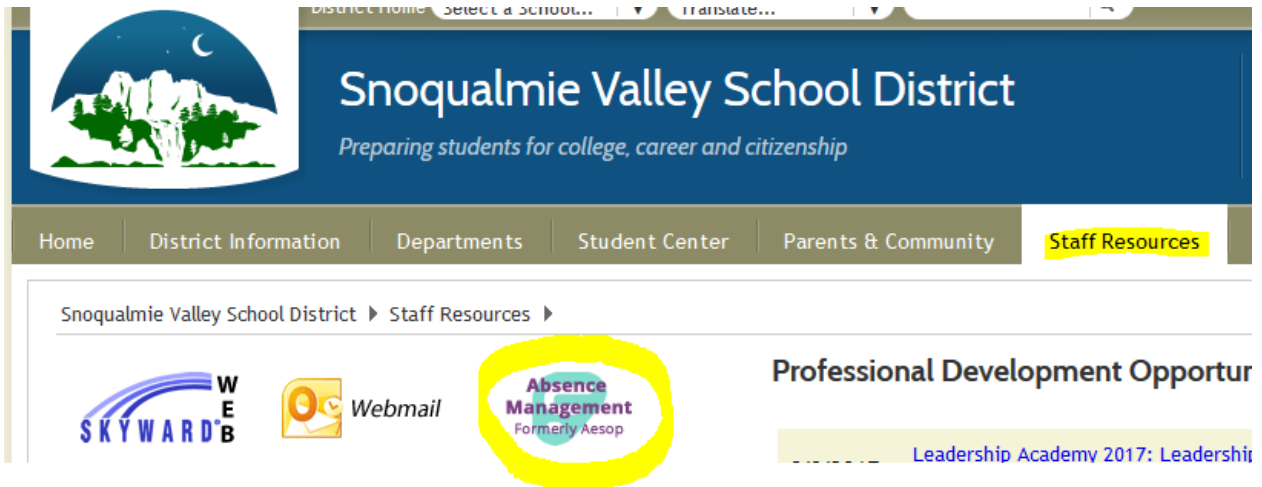


Employee Tip Sheet – No sub needed

You must enter your Absence in Absence Management ASAP. If you are sick that is the only thing you need to do until you are better and return to work. Once you are back at work you can then enter your absence in Skyward.

Login to Absence Management:

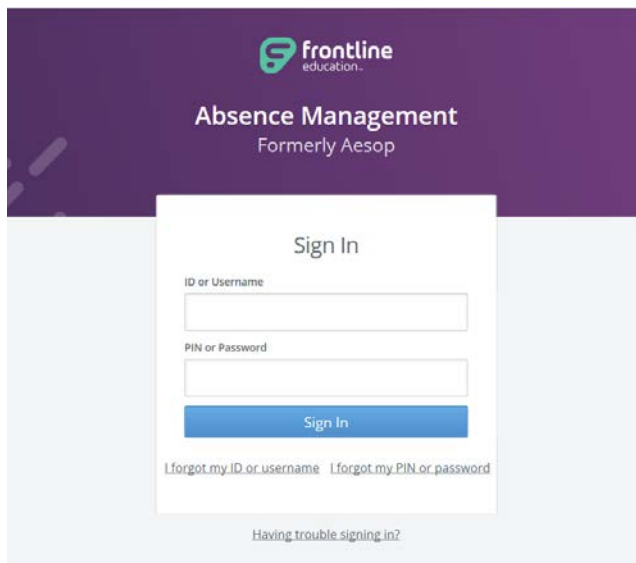
Go to the SVSD webpage, click on Staff Resources and then the Absence Management icon:



OR When you enter your leave times in Skyward if you are entering it prior to your absence check the Sub Needed (even if you don't need one!) box and this will take you to the Absence Management login page. It DOES NOT enter the information for you, it only takes you directly to the Absence Management login page.

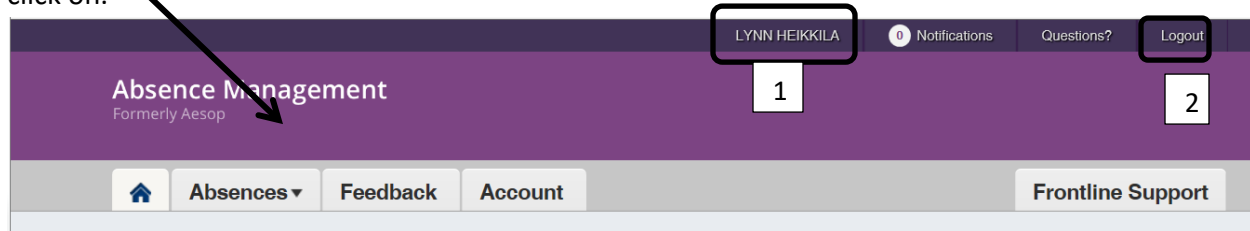
A screenshot of the "Time Off Request" form in Skyward. The form includes fields for "Time Off Code" (SICK LEAVE - Hours), "Reason" (SICK LEAVE), "Description", "Start Date" (08/26/2013), "Hours" (0 hours 00 minutes), and "Start Time" (08:00 AM). A checkbox labeled "Sub Needed" is located at the bottom of the form, and a black arrow points to it from the right.

Any of these will take to to the site where you login to Absence Management and enter your absence, even if you do not need a sub. All absences need to be entered in Absence Management.

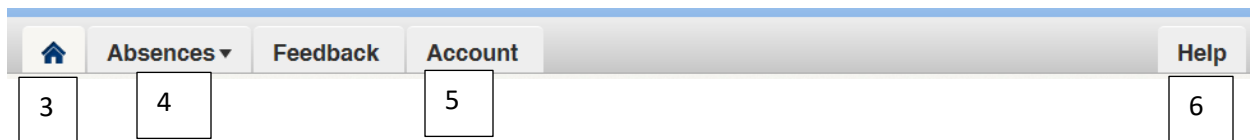


Use the ID Number and PIN sent to you by Absence Management to login to your page.

Top Bar: At the very top of your home page you will see a black bar with different buttons you can click on.




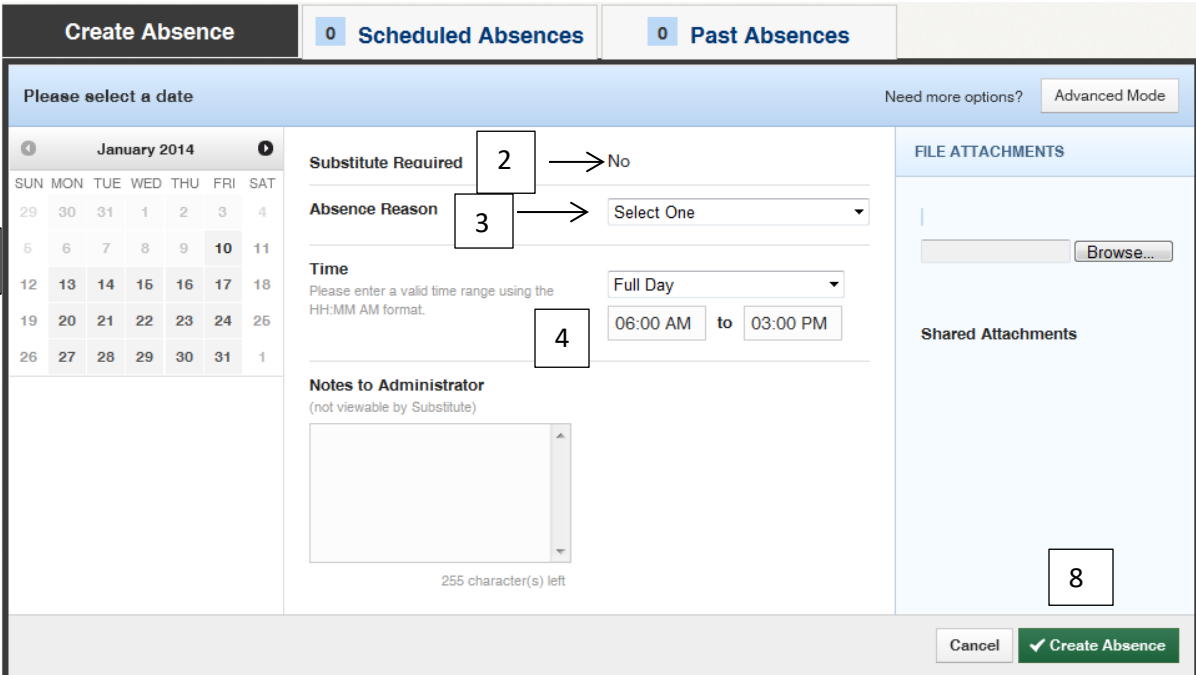
1. **Your Name** - Clicking on your name will take you to your Account tab where you can change things like your personal info, PIN, and your preference list. These items will be covered in more detail in downloadable guide; link found on the Help button.
2. **Logout** - Click the Logout option to log out of Aesop and be taken back to the login page.



3. **Home Tab** - The tab with the blue house icon is your Home Tab. You can click this tab from anywhere in the website to be taken back to the home page.
4. **Absence** - The Absence Tab will take you to the absence creation page.
5. **Account** - The Account Tab will take you to where you can change your personal info, change your PIN, edit your preferred subs, and view your absence reason balances. This is the same as #1 above when you click on your name.

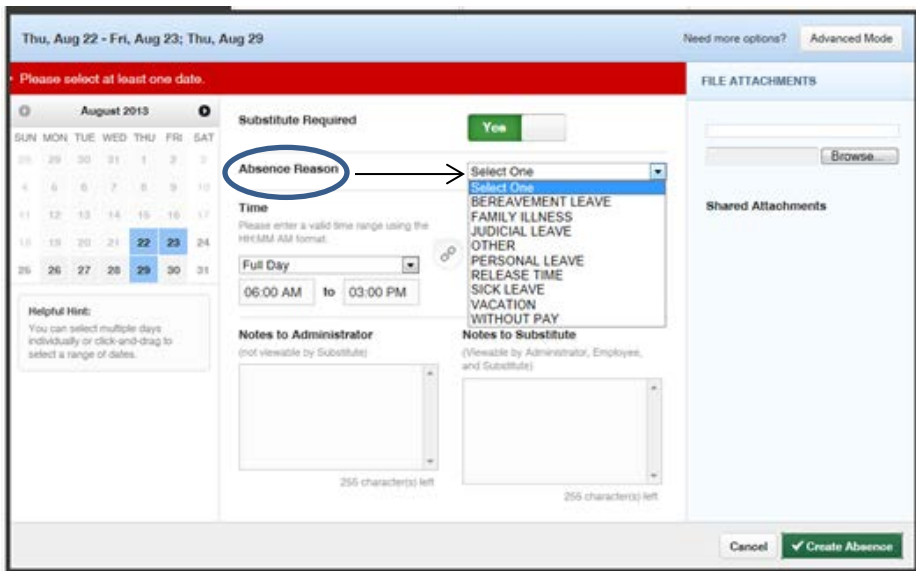
- Help** - The Help Tab will bring you to a page where you can access user guides and training videos.

To create and absence click on the  button in the lower right corner of the page.



The screenshot shows the 'Create Absence' form. Callout 1 points to the calendar grid for January 2014. Callout 2 points to the 'Substitute Required' dropdown menu, which is set to 'No'. Callout 3 points to the 'Absence Reason' dropdown menu, which is set to 'Select One'. Callout 4 points to the 'Time' range input, which is set to 'Full Day' from '06:00 AM' to '03:00 PM'. Callout 8 points to the 'Create Absence' button at the bottom right.

- Click on the day you will be gone. You can also click on multiple days; they do not have to be consecutive – do not include weekends.
- “Substitute Required”: This will always default to “No”.
- Select an absence reason from the drop down list.



This screenshot shows the 'Absence Reason' dropdown menu open, displaying a list of options: BEREAVEMENT LEAVE, FAMILY ILLNESS, JUDICIAL LEAVE, OTHER, PERSONAL LEAVE, RELEASE TIME, SICK LEAVE, VACATION, and WITHOUT PAY. Callout 3 points to this dropdown menu. The 'Substitute Required' dropdown is set to 'Yes'.

4. Select the time you will be gone – **NOTE on Friday you will have to use “custom” from the drop down to enter the actual times you need the sub for the half day or if your hours change.**



Time
Please enter a valid time range using the HH:MM AM format.

Full Day
Full Day
Half Day AM
Half Day PM
Custom
Notes to Administrator
(not viewable by Substitute)

4

5. If you need to you can enter notes to your building administrator.

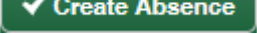
Notes to Administrator

(not viewable by Substitute)



255 character(s) left

5

6. Once you have entered the information click the  in the lower right corner.

7. You will get a confirmation number that your absence has been created.

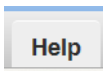


Confirmation

Your Confirmation Number is 112771861

Ok

For more information click on



There are documents and videos to answer questions. The phone guide is available in Spanish and French as well.

Employee Help

Documents

Employee Web User Guide
Employee Home Page Interactive Guide
Employee Phone Guide  Español  Français

Videos

Employee Web Basic Training
Employee Web Advanced Training
Feedback
Preferred Substitutes
Employee Mobile Web
Multi-School Employee Absence Creation

Note there is a video for creating an absence for more than one location for staff that are at 2 (or more) schools or locations.