

PROFESSIONAL STAFF INSTRUCTIONS
EMPLOYEE ACCESS TIME OFF IS USED FOR SEVERAL PURPOSES
Updated January 2023

The Employee Access online Time Off software is being utilized for more than the recording of your personal time off days. It is also being used as a communication tool with the office and co-workers, tracking purposes for your professional development and other school duties/functions, etc.

This means that your attendance at workshops or off-site meetings, fieldtrips as part of your job in the District, curriculum committee meetings, etc. should be entered into the time off area of Employee Access. Time Off entries for school-related activities such as staff development, curriculum committees, needing subs due to fieldtrips, etc. do NOT count against your individual paid time off days!

When foreseeable, it is expected that Time Off information will be entered *prior* to the date and time of occurrence. This will assist with planning, obtaining subs, etc. *When unforeseeable*, it is expected that the information will be entered as soon after as possible, such as the first day back at work from an illness. Time Off information may be entered from any computer with an Internet connection.

Additional People: Be sure to select your office ladies when submitting your requests to assist with communications. This helps for obtaining substitutes when needed. HS—Melanie K and Karen S; MS—Ashley P & Kailea S; NV—Tiffany G & Katie W.

Shared staff should select his/her primary supervisor for approval and add the other supervisor(s) for communication purposes.

Please read through the entire set of instructions! *In general, as a quick reference, you should make an entry in Time Off for:*

1. Anytime that a sub is required
2. Anytime you are out of the district (staff development, meeting) or participating on a district-wide committee (curriculum, etc.) whether you need a sub or not.
3. Using Paid Time off (PTO) or Bereavement. All **contracted** days and times need to be accounted for appropriately.

You do NOT need to make an entry in Time Off for:

1. Regular department meetings, early dismissals, or IEP meetings during the day (unless you need a sub).
2. Short trips with students outside the building that don't require a sub.

Do the best that you can when entering your information. The important part is to enter the information. The District Office is able to correct entries and re-categorize time (i.e. to FMLA) when needed. The school offices do not have the ability to fix or enter requests for you. Each individual employee must enter his/her own requests.

Questions should be directed to Payroll at Ext. 315. We are more than happy to assist you and are able to provide the consistency between buildings and departments.

HOW TO ENTER EMPLOYEE ACCESS TIME OFF REQUESTS AND MAKE ADJUSTMENTS TO ALREADY APPROVED REQUESTS

Login to your Employee Access account

On the school website home page, click on **STAFF RESOURCES**



The screenshot shows the website header for The School District of Howards Grove. The top navigation bar includes links for Staff Resources, Calendar, and Staff Directory. A red arrow points to the Staff Resources link. Below the navigation bar is a large banner image of a crowd of students in yellow and blue clothing. Below the banner, the text reads "WELCOME TO The School District of Howards Grove" and "Providing a caring, child-centered education for all students in early childhood through grade 12."

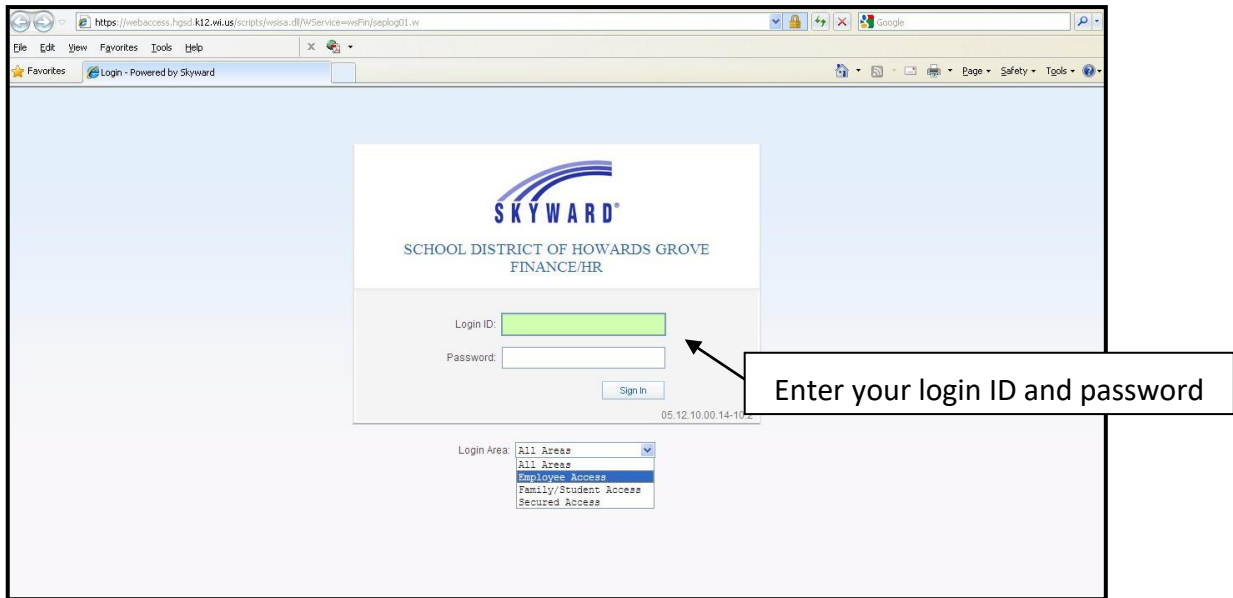
Select **Staff Links**, then **Skyward Employee Access**

Staff Resources

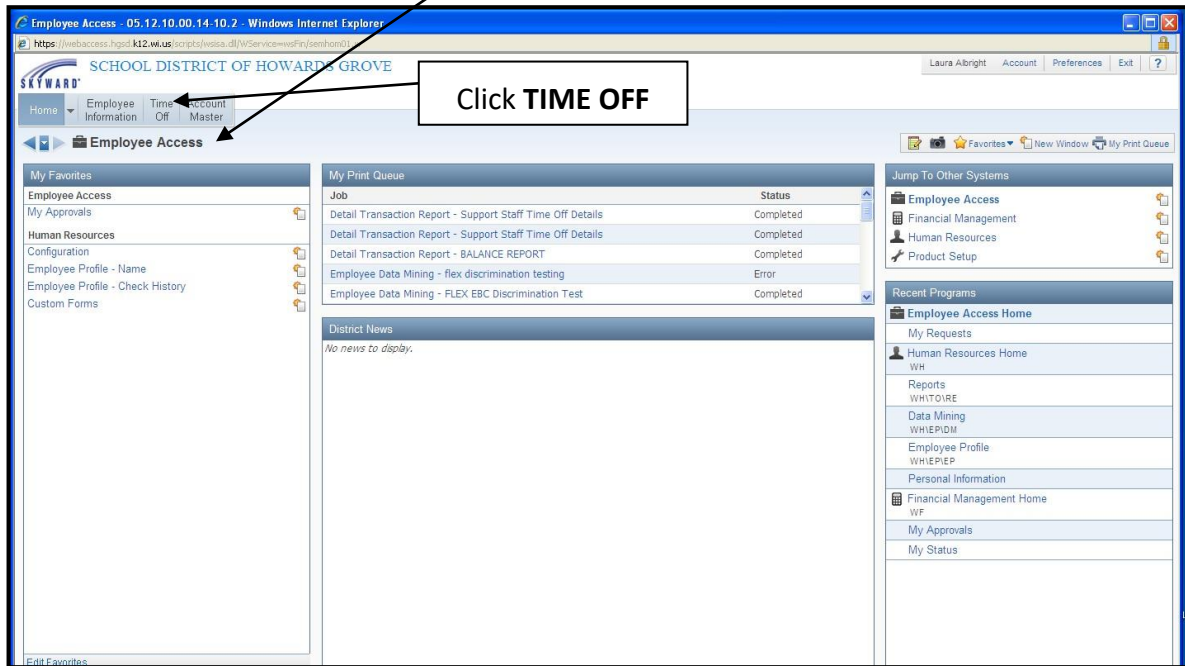
Staff Links

- [Safety Data Sheet Search](#)
- [Maintenance Request](#)
- [HGSD Outlook 365 Email](#)
- [hgtigers.com Email](#)
- [Skyward Educator Access](#)
- [Skyward Employee Access](#)

Enter your login ID and Password

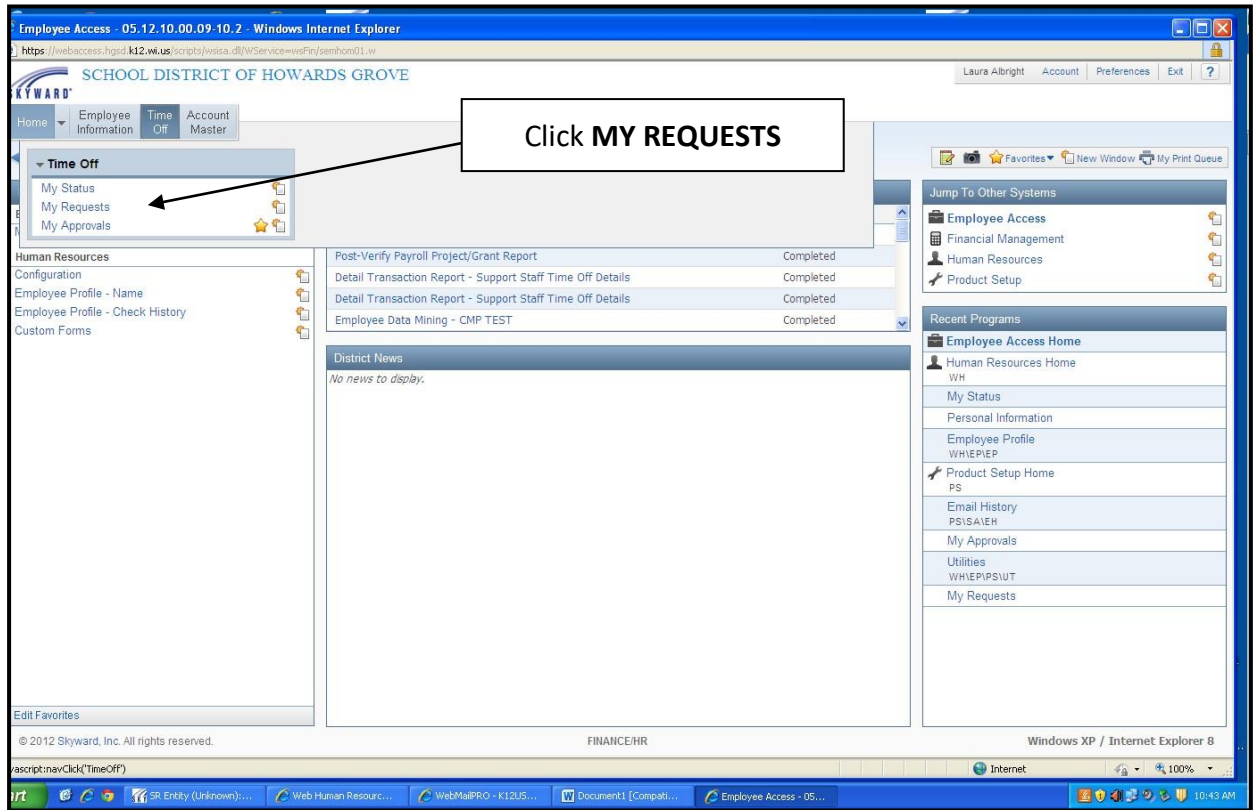


Be sure that Employee Access shows on this line. Select Time Off for next screen.

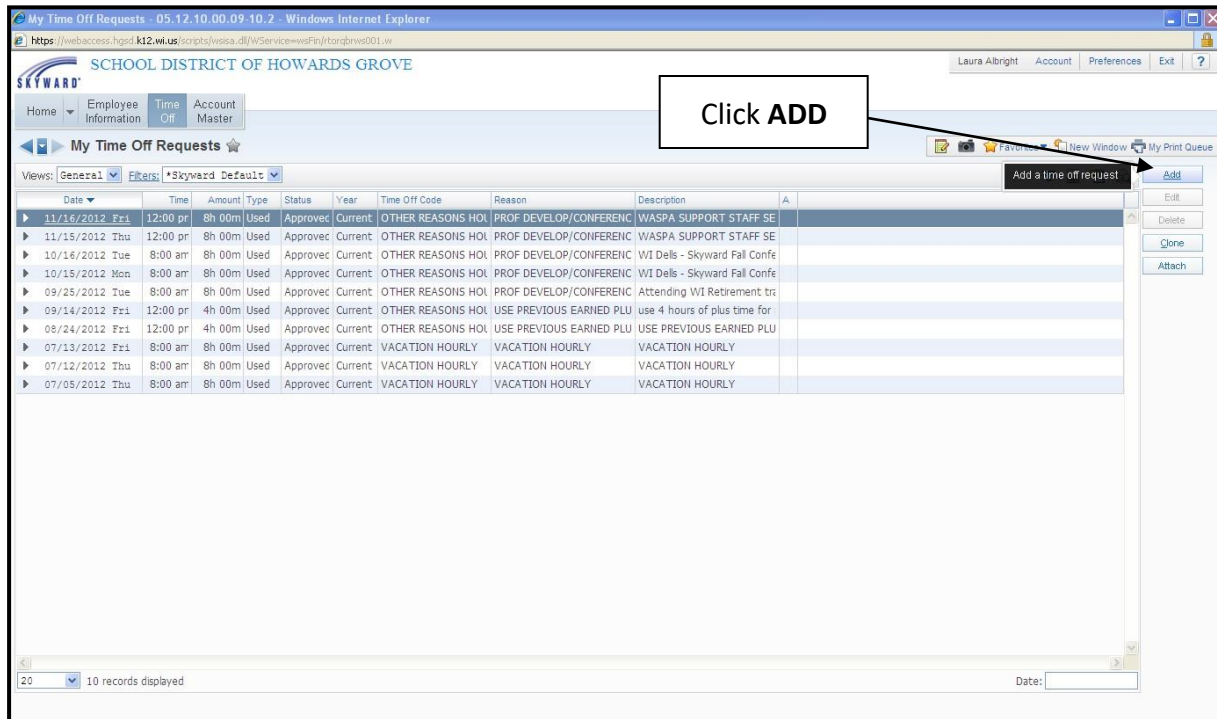


Entering a Time Off Request:

Click **My Requests**



To add a new request for time off or to *correct* a time off request previously entered, click the **ADD** button on right side bar.



Windows Internet Explorer - Add - 05.12.10.00.14-10.2

https://webaccess.hgsd.k12.wi.us/scripts/wesa.dll/WService=wsFin/torged001.w?Popup=true

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
EMERGENCY DAY	3 Days			3 Days			
OTHER REASONS HOURLY	-48h 00m			-48h 00m			
SICK DAY	50.5 Days			50.5 Days			
VACATION HOURLY	40h 00m	40h 00m		0h 00m			

Time Off Request

* Time Off Code: **VACATION HOURLY** - Hours Hours per Day: 8h 00m

* Reason: **VACATION HOURLY**

Description:

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: **Monday**

Hours: hours minutes

Start Time: : **aa**

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

Asterisk (*) denotes a required field

Choose **Time Off Code** from the drop down menu.

Choose **Reason Code** from the drop down menu.

Enter **Description**. (**Description REQUIRED FOR EMERGENCY REQUESTS**) Details are important for proper classification. Description can also be for your own use. *See examples.*

Select Correct **Date** (or Dates by Range).

Enter **days** needed. Rounding up to the nearest ¼ day (.25, .50, .75, 1.0). ****This is calculated using YOUR expected hours worked per day (4, 6, 7.5, 8, etc.)!**

Enter **Start time** (if partial day involved).

Select Employees (additional people to be notified besides your primary supervisor).

Windows Internet Explorer - Active Employees - 05.12.10.00.14-10.2

https://webaccess.hgsd.k12.wi.us/scripts/wesa.dll/WService=wsFin/torged001.w?Popup=true

Active Employees

Select	Employee Name	Type	Building	Check Location	Email Address
<input type="checkbox"/>	ABBOTT, DIANE C	SUPP STAFF SUBS	NORTHVIEW		
<input type="checkbox"/>	AKRIGHT, ANDREW A	COACHES	HIGH SCHOOL		
<input type="checkbox"/>	ALBRIGHT, LAURA L	OFFICE STAFF	DISTRICT OFFICE	DISTRICT OFFICE	labright@hgsd.k12.wi.us
<input type="checkbox"/>	ANDERSON, JEFFREY E	SUBSTITUTE TCHI	HIGH SCHOOL		
<input type="checkbox"/>	AUGUSTINE, MITCHELL P	TEACHERS	MIDDLE SCHOOL	MIDDLE SCHOOL	maugustine@hgsd.k12.wi.us
<input type="checkbox"/>	BAGNALL, LAEL J	SUBSTITUTE TCHI	NORTHVIEW		
<input type="checkbox"/>	BAINTER, GINA L	TEACHERS	NORTHVIEW	NORTHVIEW	gbainter@hgsd.k12.wi.us
<input type="checkbox"/>	BARRETT, AMY S	TEACHERS	NORTHVIEW	NORTHVIEW	abares@hgsd.k12.wi.us
<input type="checkbox"/>	BARRETT, JOELLE M	TEACHERS	NORTHVIEW	NORTHVIEW	jbarrett@hgsd.k12.wi.us
<input type="checkbox"/>	BARTZ, TIMOTHY J	TEACHERS	NORTHVIEW	NORTHVIEW	tbartz@hgsd.k12.wi.us
<input type="checkbox"/>	BEHR, JENNIFER L	CUSTODIAL STAFF	HIGH SCHOOL	HIGH SCHOOL	jbehr@hgsd.k12.wi.us
<input type="checkbox"/>	BEHRENS, MAMIE E	TEACHER AIDES	HIGH SCHOOL	HIGH SCHOOL	mbehrens@hgsd.k12.wi.us
<input type="checkbox"/>	BERGSTROM, DEENA L	SUBSTITUTE TCHI	NORTHVIEW		
<input type="checkbox"/>	BIEDERWOLF, BEVERLY J	TEACHERS	MIDDLE/HIGH	HIGH SCHOOL	bbiederwolf@hgsd.k12.wi.us
<input type="checkbox"/>	BIEDERWOLF, TYLER J	COACHES	HIGH SCHOOL		
<input type="checkbox"/>	BIVVERSIE, ANDREA F	SUPP STAFF SUBS	NORTHVIEW		
<input type="checkbox"/>	BIRENBAUM, CHRISTOPHER	SUBSTITUTE TCHI	HIGH SCHOOL		
<input type="checkbox"/>	BOELDT, KAREN L	LIBRARY AIDES	MIDDLE SCHOOL	MIDDLE SCHOOL	kboeldt@hgsd.k12.wi.us
<input type="checkbox"/>	BORN, DAVID A	CUSTODIAL STAFF	MIDDLE SCHOOL	MIDDLE SCHOOL	dborn@hgsd.k12.wi.us
<input type="checkbox"/>	BRADSHAW, BEAU D	COACHES	HIGH SCHOOL		

200 records displayed

Filter Options: Save, Back, Unselect All Employees

Choose the additional staff member(s) from the list that appears.

When finished selecting additional employees, Click **SAVE**.

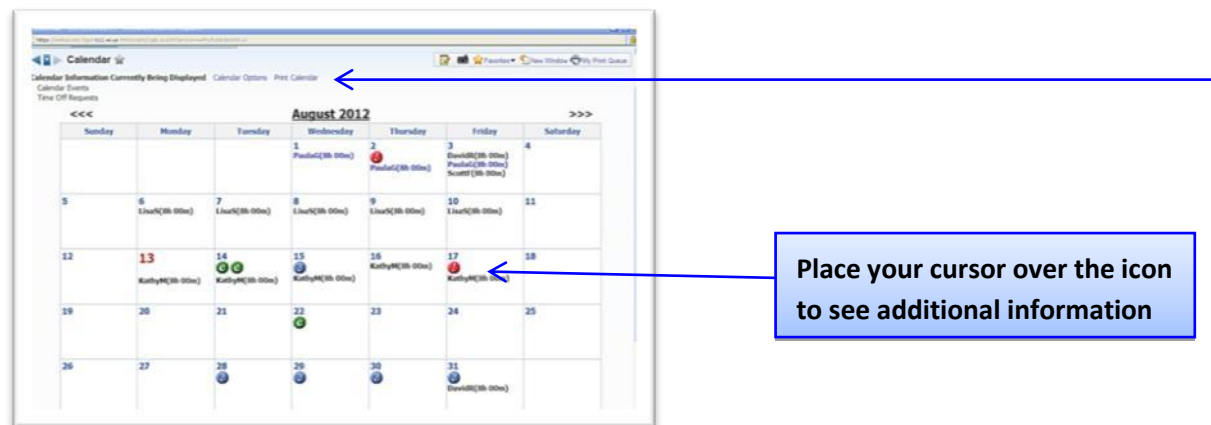
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
EMERGENCY DAY	3 Days			3 Days			
OTHER REASONS HOURLY	-48h 00m			-48h 00m			
SICK DAY	50.5 Days			50.5 Days			
VACATION HOURLY	40h 00m	40h 00m		0h 00m			

After your supervisor/principal approves or denies the time off request, you will receive an email, along with anyone else you selected on your request, notifying you of your supervisor's decision. A link will appear in the body of the email for you to click on to view your request status in Employee Access.

Once a request is approved or denied, you cannot edit or delete the request. The edit button will be grayed out. You will need to add a new request and enter in a negative (-) amount to correct the time you did not use, or enter in the additional amount of time needed for an already existing date. The system will accept a negative request for a previous date. A pop up message will appear warning you about this, but you will be able to proceed, just click OK.

[Additional Tips, Examples & Reminders:](#)

Please reference the Calendar under the Employee Information section of Employee Access to see not only your time off, but others you may have access to see also. (Go to the Calendar



Options to select what you would like to see on your individual calendar display.) You can also see District Events, Information, Deadlines, etc. listed on this calendar.

When you want to check the status of your time off balances, uses, etc., please view the information in the Time Off area under "My Status". This area will include the corrections/revisions made in the District Office as necessary. For example, only the District Office can code time off for FMLA, work comp, etc. due to the paperwork requirements.

You still need to follow the same procedures for calling in sick to your supervisor/ principal. This has not changed.

In addition, you will be expected to enter your time off requests in Employee Access yourself. Planned requests (i.e. personal, vacation, professional development, etc.) should be entered as soon as possible, and before the date of absence occurs. Unplanned requests may either be entered from home via the Internet or as soon as possible at school on the day you return to work.

Below are some common examples of Time Off Requests.

PAID TIME OFF (PTO):

- Time Off Code = PAID TIME OFF - Hours
- Reason Code = FMLA or PTO Use. (Only use FMLA for an approved & documented FMLA leave)
- Description = FMLA or PTO Use will appear, but no further description is necessary.

Note: Planned and/or unplanned time off consists of absences due to an employee's personal illness, personal situation, emergency or personal business, which cannot be conducted outside of normal working hours. It is the responsibility of the employee to follow all guidelines and procedures for reporting absences. All paid time off is calculated as hours and based on full-time equivalency.

Jury Duty:

- Time Off Code = Other
- Reason Code = jury duty
- Description = jury duty

Note: Don't forget to submit your jury duty pay to the District when received!

In/Out of District Meetings/Professional Development/Training and Other:

- Time Off Code = Other
- Reason Code = curriculum meeting, literacy assessment, fieldtrip (with students), professional development/conference, training, etc.
- Description = additional information including what you are doing, when, and where such as math curriculum committee in D.O. 12:30-3:30 or Reading Conference in Green Bay or music fieldtrip to Milwaukee PAC (10:00-2:30), etc. (Default description may be cleared out of this field to enter specific info.)

Request to Attend Meeting Forms must still be completed and processed prior to meeting attendance so that registration fees and/or reimbursements get paid.