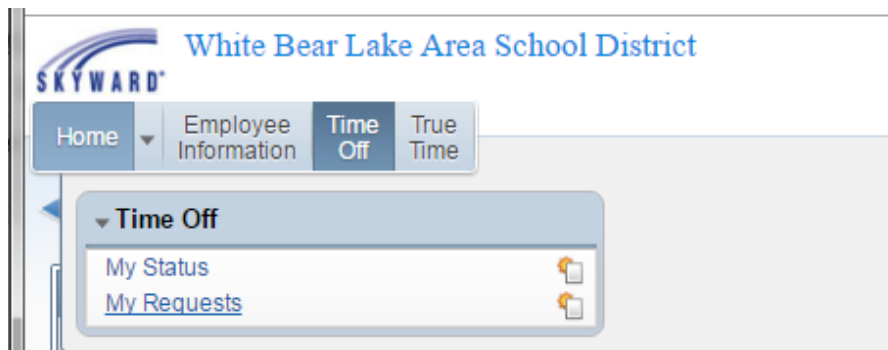


REPORTING TIME OFF

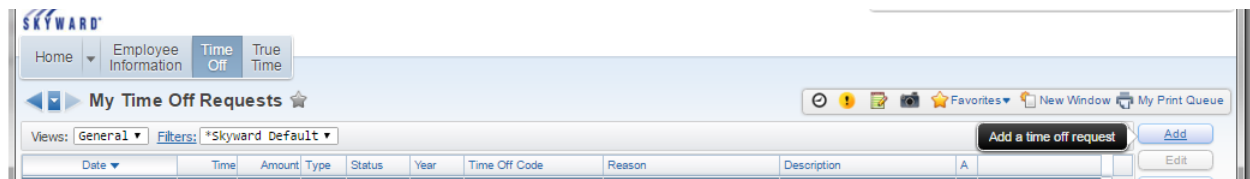
Please note--- If someone cannot get into Skyward to enter their time off, but requires a sub, Frontline Education (formerly AESOP) can still be called at 1-800-942-3767 and Skyward time off reporting can be done by the employee upon their return or by the Principal at their building.

Skyward Web Access-----

Log into Employee Access (all employees will not see the True Time tab in their Skyward ribbon)



- Click on “Time Off” tab, then click on “My Requests” Click “add”



- Select the Time Off code. (click on the triangle to display the drop down list).
- Select the Reason code. You can change the information in the Reason field by displaying the drop down list.
- Enter a description. Optional for most codes but you must include a note if this is a Worker's Compensation injury or a result of a pre-approved FMLA absence
- Enter the start date (or date range if entering more than one day) you are requesting.
- You can click on the calendar icon to display a calendar.
- Enter the number of hours and start time for the absence. Do not include any unpaid lunch time in the hours field.
- Check the box “Sub Needed” to fill your position (upon save, Skyward will lead you to AESOP to enter the sub request). **SELECT SAVE!**

Time Off Request

* Time Off Code: **SICK LEAVE - Days** Hours per Day: 8h 00m

* Reason: **SELF**

Description: **SELF**
Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day
☐ Date Range

* Start Date: **05/11/2016** **Wednesday**

Days: **0.0000**

Start Time: **08:00** **AM**

☐ Sub Needed? Check box for Aesop; then Save

[Save](#) [Back](#)

- Sign into Aesop with your username and password,

Sign In

ID or Username

PIN or Password

[Sign In](#)

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

- **CREATING AN ABSENCE:** You can enter a new absence from your absence management homepage under the Create Absence tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click Create Absence.

Create Absence **3 Scheduled Absences** **1 Past Absences** **0 Denied Absences**

Please select a date Need more options? [Advanced Mode](#)

April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Substitute Required Yes

Absence Reason

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

Notes to Administrator (not viewable by Substitute)

Notes to Substitute

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

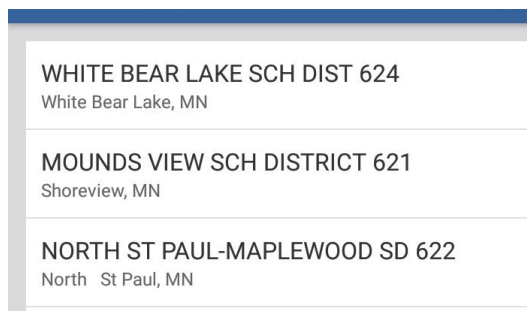
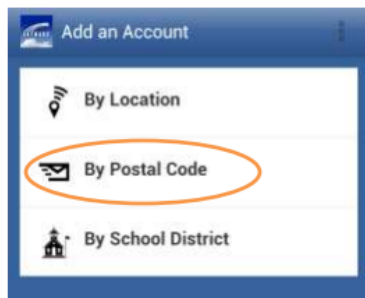
If you have questions on time off, please email [your dedicated HR Specialist](#).

[FAQ's about Reporting Time Off](#)

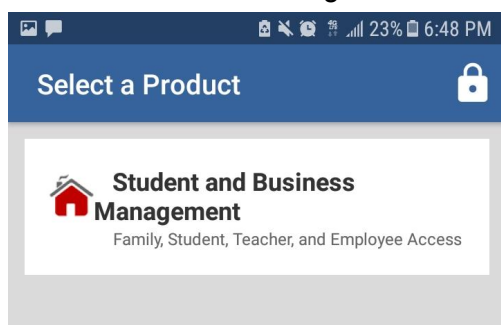
-----Skyward Mobile App Setup & Accessing Employee Access

Search for “Skyward” in the app store and install on your phone

Find our school district By Postal Code, enter 55110, then select “WHITE BEAR LAKE SCH DIST 624”



Choose “Business Management” to view Employee Access options



Enter your user name (Firfirstname.lastname) Enter your Skyward password. Select the save

button  top of window next to account settings, enter a 4 digit passcode you would like to use to access Skyward on your phone. Select “right away” in passcode setting

Account Settings

Required account credentials

User name
Skyward user name

Password
Skyward password

Optional account details

Description
Account description

Advanced settings

Access URL
URL used for Mobile Access

Set a passcode to secure your Skyward Mobile Access account.

1 2 3

4 5 6 Done

7 8 9 .-

0

Passcode Settings

Would you like Skyward to require a passcode every time you open the application or only when you've been away for 10 minutes? Wait time can be adjusted from account settings.

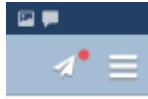
RIGHT AWAY AFTER 10 MINUTES

Double click on your account name

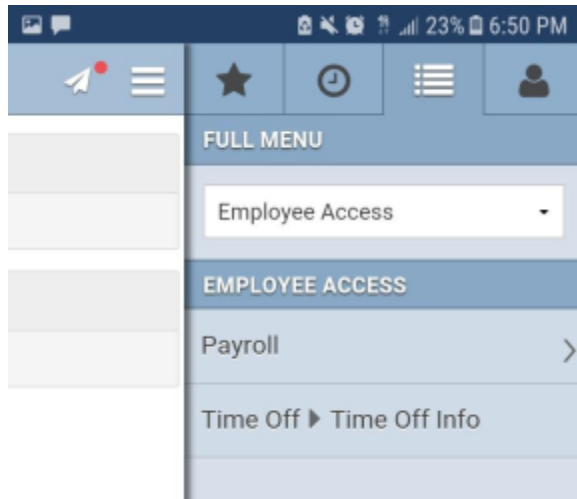
Accounts

account

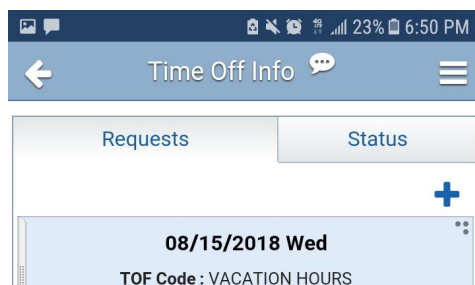
WHITE BEAR LAKE SCH DIST 624



Click on the three lines in upper corner to select employee access
From here you can elect “payroll” to view check information or “Time Off - Time Off info” to request time off. *Note* you don’t have to be on district wifi to request time off.



To request time off select “Time Off - Time Off Info”, select the + button. Select the drop down arrow next to Time Off Code, select reason for time off, select calendar and select your date, enter how many hours, minutes you will be absent. If you need a sub select the box next to “Sub Needed” Select “Save (top of window)”



If you select “Yes” for sub needed an aesop login screen will open. Login using your aesop username and password.

16% 8:38 PM

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4

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Absence Management
Formerly Aesop

Sign In

ID or Username

I am an Employee or Substitute
Your ID is most likely your 10 digit phone number.
I'm an Organization User / Campus User
This is often your district email address.

PIN or Password

PIN
Your PIN is usually a 4-5 digit number.

Sign In