Employee Access Instruction Manual

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<u>LOGIN</u>

At the original sign-in screen, please use the login (your last name followed by your first letter of your first name. Example: Frank Martinez would enter martinezf. (*There may be a few exceptions to this if there is more than one employee with the same login.*) If you have the same login as someone else in the system you may use 2 letters from your first name or the first letter of first name and a number at the end of your login. Your login should be the same as your e-mail <u>martinezf@lisdtx.org</u>. If this is your first time to login and you do NOT have a Skyward Finance login, you may have to click on the Forgot your Login/Password to reset your password. All new employees will need to click on the Forgot your Login/Password to setup an Employee Access account. You should be prompted to change your password the first time you enter Employee Access.

Substitutes (in most cases) have a personal e-mail in the system. Your initial password is your birth date (MMDDYYYY). You will be required to change your password the first time you log into Employee Access.

If you have a Skyward Finance login, Employee Access is on the same database and shares the same password. Skyward Student and Family Access are on different databases and do not share the same password.

Note that screen views and menus may vary throughout Employee Access depending on each employee's setup and/or which Skyward option(s) the employee chooses to use. Also you may have issues with Pop-Up Blockers – Allow Pop-Ups so you can login and use Employee Access.



If you click on **Forgot your Login Password** above, the following screen will appear. Enter your user name (example: martinezf) and click the Submit button.



If you are a regular employee, you should receive an e-mail from the district after you **click ok** below. If you do not receive an e-mail, please contact Wanda Bunting <u>buntingw@lisdtx.org</u> in the Administration office so she can help you setup your account. Substitutes that do not have an e-mail account setup in Employee Access will not be able to use the Forgot your Login/Password feature.

	ŚКŸWARD°	
	Forgotten Login/Password Assistance	
	Skyward 🔞	
	Your request has been received by the district. If you don't receive the email soon, please contact the district.	
	ОК	
Forgotten Login/Password Assistance - Windows Internet Expl	sirer	
https://lampasas1.iscorp.com/owa/?ae=ltem&a=Open&t=IP? Reply Reply All Forward * • • • • • • • • • • • • • • • • • •	A.Note8iid=RgAAAACmtRhWCHHwR6bFhlZpefz8wCAPtxP%2frqQ6egpbFE02rvAOV%2bLr2nAAA99E6NhpFT	\$63q5In1AMyEAAALXEcJAAAA8tpspid=_1352211642000_42214
Forgotten Login/Passwor	d Assistance	
do.not.reply@lampasas.k12.tx.u	IS	
To: Wanda Bunting		Tuesday, November 06, 2012 10:27 AM
We received a request to response to response to request, please follow the interval of the second s	et the account associated with this e-mail addres nstructions below.	ss. If you made this
If you did not request to ha	ve your account reset you can ignore this email.	
WANDA MARIE BUNTING (BUNTIWA	N000)	
Login puntingw click or paste the following https://skyward.iscorp.com/s id=14004&dc=2456239&tc=37662	link to reset your account: cripts/wsisa.dll/WService=wsfinlampasastx/skyport slg=buntingwkenc=lbwakigcfaddfjVp&hforgotLoginPac	<pre>mexpired.w? ge=seplog01</pre>
IP Address Logged: 70.253.19	6.126	
District: Lampasas ISD Fin District Web Site: State: TX District Code: 141901		

If you click on the link provided in the e-mail above, you will be prompted to enter a new password (see below).

Once you enter your new password and confirm your new password, click submit. Then click ok on the pop up window. You will have reset your password and will be directed back to the login screen.

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File Edit View Favorites Tools Help	
🗙 🍕 Convert 🔻 🔂 Select	
Forgotten Login/Password Assistance	
Please enter a new password.	
Name: BUNTING, WANDA	
Login: buntingw	
New Password:	
Confirm New Password: Submit	
Minimum Password Length: 3	
Number of Passwords Before Reuse: 0	
Name Used As: SECURITY USER	
VENDOR	
VENDOR ORDER FROM	
EMPLOTEE	

Enter your Login ID (example: martinezf) and new password and click Sign In to enter Employee Access.

	S K Y W A R D° Lampasas ISD Fin			
	Login ID: Password: Sign In Forant your Legin/Passw	ord?		
Employee Access - 05.12.10.00.06-10.2 - Windows Interr	Login Area: All Areas	Y		
Lampasas ISD Fin	vstiniampasastu semnomuw	XXXXXXXX	Account Preferences Exit	?
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My Favorites	My Print Queue		Jump To Other Systems	
Employee Access	Job	Status	Employee Access	\$ 1
My Time Off Approvals	Pay Distribution Report - Title I Comparability Report	Completed	Financial Management	*
My Time Off Requests	Pay Distribution Report - Title I Comparability Report	Completed	Human Resources	*
Human Resources	Pay Distribution Report - Title I Comparability Report	Completed	Product Setup	(
Employee Profile - Org Chart	Pay Distribution Report - All Employees for Acct Range	Completed		
Employee Management Reports	10/15/2012 Check Information	Completed	Recent Programs	

Be sure you are in **Employee Access** if you have more than one option at the top right side of your screen. You may need to "Jump to Other Systems" and select Employee Access.



Once in Employee Access, click on **Employee Information** to see additional menu options. The top row is your first menu. You can always click on Home to go back to the Home screen or you can click on Employee Information or Time Off.

Employee Access - 05.12.10.00.06-10.2 - Windows Internet Explorer				- - X
ff https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlampasastx/	semhom01.w			a
Lampasas ISD Fin		XXXXXXXXX	Account Preferences	Exit ?
Employee Information	- Payroll			eue
Personal Information 1 Calendar 1 Accounts Payable Payments 1	Check History 1 Calendar Year-to-Date 1 Direct Deposit Information 1 W2 Information 1 W4 Information 1			
District N No news to	ews o disolar.		Check History My Status Calendar Year-to-Date Calendar	
			W4 Information W2 Information	

CHANGE YOUR PASSWORD

If you would like to change your password for Skyward Finance / Employee Access. Click on the Account link in the upper right corner, then click on Change Password.





Enter your current password and click submit.

	Name: BUNTING, WA	NDA	
Password Last Ch	Login: buntingw anged: 11/06/2012		
New Pa	ssword.		
Confirm New Pa	ssword.		ubmit
	Minimum P	assword Length:	3
	Number of Password	Is Before Reuse:	0
Name Used	As: SECURITY USER		
	VENDOR VENDOR ORDER	FROM	
	EMPLOYEE	TROM	

Enter what you want your password to be in both empty fields. **Do not share your password with anyone.** Remember that this your personal information. Your social security number is available on your W-2, so be sure that you keep your password confidential.

PERSONAL INFORMATION – REQUEST ADDRESS & PHONE NUMBER CHANGES



If you select Personal Information you will see information currently on file for you.

Personal Information - 05.13.02.00.03-10.2 - Windows Internet Explorer												
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlampasastx/rempitabs001.w												
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Home Information	Home Enhibitive Information Off Personal Information Comparison Image: Comparison Comparison											
Demographic												
Employee Info	Employee Info											
Payroii	H	/iew istory										
Checks Calendar YTD History Report Direct Deposit	Employee Information	tequest										
W2 Information W4 Information	Name	Conf.										
Time Off Status	Former Name: XXXXXXXXXXXXXX	No										
AP Payments	Spouse Name:	No										
UDF Tables Long Distance Code	Phone	Conf.										
Attachments	Phone 1: (512) XXXXXX	No										
Web Post	Phone 2: (512) Ext: Phone 3: (512) Ext: Email: martinezs@lampasas.k12.tx.us	No										

You will see your phone numbers on file, your address information. Just select what you would like to view. If you need to update your name, phone number, address you can click on Request Changes.

You may make changes to your Former Name, Spouse Name, Phone Numbers and Address. Once you make the changes, click <u>Save</u>. Your request will be sent to Human Resources automatically and will be reviewed and approved within a week of submission.

You may also make changes to the Confidential flag (Yes or No). <u>Just be aware Human Resource</u> <u>uses information that is gathered upon employment as the official request for confidentiality</u>. This confidentiality flag is not the official way to make your information confidential. Reports and inquiries do NOT pull this information. Please contact HR to update your confidentiality status.

Personal Information - 0	Request Changes - Employee Information - 05.13.02.00.03-10.2 - Windows Int	ternet Explore	er				
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SKYWARD' Lan	Request Changes - Employee Information					i 💼 🔁 🔁	tes Exit ?
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Demographic	Demographic Request Change - Employee Information	ı					
Employee Info	Name						
Address	Former Name: XXXXXXXXXXX		ont.	•			
Payroll	Spouse Name:		No	-			
Checks							
History Report	Phone						
Direct Deposit		Conf.	_				
W2 Information	Phone 1: ((512) XXXXXX	NO	-				
vv4 information	Phone 2: (512)	No	-				
Time Off Status	Phone 3: ((512)	No	•				
AP Payments	Email: martinezs@iampasas.k12.tx.us						

Your change requests will be highlighted in red and once approved the red box will be removed.

LONG DISTANCE CODE

The district no longer uses long distance codes effective summer 2022. The employee handbook states that: School telephones and fax machines are to be used for school business only. Personal long distance charges to the school are not allowed. If an employee makes a personal call or fax charged to the school, the employee will pay a \$5.00 service fee plus the charge for each personal call or fax.

WEB POST DOCUMENTS

The district no longer uses the WebPost Documents. Bi-Weekly pay schedule, direct deposit forms, W-4 forms and much more is available on the <u>district website</u> under **Departments > Finance > Payroll/Benefits**.

PAYROLL

🥖 En	mployee Access - 05.16.06.00.06 - Internet Exp	lorer					
si h	https://skyward.iscorp.com/scripts/wsisa.dll/V	VService=w	sfinlampasastx/semhom01.w				
SKY	Lampasas ISD Fin				XXXXXXX	Account Preferences	Exit ?
HO	Information Off						
	Employee Information		✓ Payroll		 Professiona 	I Development	
ſ	Personal Information	<u></u>	Check History	1	History		(
	Calendar	1	Calendar Year-to-Date	1	<u></u>		
	Modify HR Calendar Events	(1)	Direct Deposit Information	1			
	Accounts Payable Payments	1	W2 Information	1			
	Online Forms	(1)	W4 Information	(
L V			1095 Forms	Contract (1)			

Under Employee Information and **Payroll** you can view more detail payroll information. Check History, Calendar Year-to-Date information, Direct Deposit information, W-2 for prior years, 1095 forms, and your current W-4 information.

If you click on Check History above, you will see your processed payroll checks.

🥑 htt	ps://skyward.iscorp.co	m/scripts/wsisa.dll/WSe	ervice=wsfinlampasa	stx/tabcontainer001.w	PhPogra - Windows Internet Explorer
skî hi	tps://skyward.iscorp.c	om/scripts/wsisa.dll/WS	Service=wsfinlampas	astx/tabcontainer001.v	/?hProgram=epayrollbrws001&hSecurity=0&hSLinkName=Check History&hJSToLoad=EmpProfile&hShowButton=false&hInProfile=fal 🔒 🗟
SK	Lam WARD	ipasas ISD Fin	n		XXXXXXXX Account Preferences Exit ?
H	Informatio	on Off			
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	Check Date 👻	Check Number	Gross Wages	Net C Amount T	Show
C	10/15/2012	<u>900064940</u>	3,102.67	2,189.84 R	YTD Amts
•	09/14/2012	900064176	3,102.67	2,189.84 R	
►	08/17/2012	900063668	450.00	411.74 R	
•	08/15/2012	900063409	3,102.63	2,204.96 R	
►	07/20/2012	900062998	150.00	137.24 R	
Þ	07/13/2012	900062688	3,102.67	2,204.99 R	
►	07/06/2012	900062434	2,550.00	2,225.39 R	
	06/15/2012	900062018	3,102.67	2,204.99 R	
►	06/08/2012	900061778	60.00	54.90 R	E
►	05/15/2012	900061253	3,102.67	2,204.99 R	
►	05/11/2012	900060961	210.00	192.14 R	
►	04/27/2012	900060774	60.00	54.90 R	
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÷.	04/13/2012	900060167	60.00	54.90 R	
►	03/09/2012	900059431	3,102.67	2,204.99 R	
•	02/17/2012	900059021	300.00	274.50 R	
►	02/15/2012	900058566	3,102.67	2,204.99 R	
•	01/13/2012	900057868	3,102.67	2,209.93 R	
•	12/15/2011	900057183	3.102.67	2.206.60 R	·
20	• •• •	20 record	ds displayed		Check Date:

You can drill down further into any check by clicking on the '>' sign next to the date. You can also select '**Show Check with YTD Amts**' to view a summary of your pay, deductions, and benefits. (This would be like a check stub for any particular payroll.) *At any screen use the back button to go back to the previous screen or click on the Home button to get back to the main menu.*

If you want to look at a check stub from a payroll date in August 2010, you can click on the number of records displayed in the bottom left corner and increase the amount to see additional history.

heck Information for	XXXX>	(XXXX						Prir
Employer Informatio Name: LAMPASAS I.S Address: 207 WEST 8TH LAMPASAS, T	n S.D. I STREET X 76550			Emp Na Addr	loyee Informatio	n XXXX XX		<u>B</u> ac
Check Detail Informa	ation							
Check Date: 10/15/20 Check Number: 9000649 Check Type: Regular	12 Gross W 40 Net Ar	/ages: 3,102.67 nount: 2,189.84						
Taxable Wage Inforn	nation							
		Federal	State	FICA	Medicare			
0	Gross Wages:	3,102.67	3,102.67	3,102.67	3,102.67			
Minus Deductions that D	ecrease lax:	674.57	674.57	476.00	476.00			
Taxable (Gross Wages:	2 428 10	2 428 10		2 626 67			
YTD Taxable G	Gross Wages:	28,012.00	28,012.00		30,243.46			
Pays								
Description HRLY EXTRA DUTY	Rate	Factor/Hours	Current	YTD 510.00	Period End			
LONGEVITY-P/TCH STIPEND-ACDEM SUMMER SCHOOL	12.50	1.00	12.50	125.00 150.00 2.550.00	10/31/2012			
TEACHER TUTORIALS	3,090.17	1.00	3,090.17	30,901.66 330.00	10/31/2012			
UIL		Total:	3,102.67	300.00 34,866.66				
Deductions				Bene	efits			
		Decrease	e Tax				Taxable	
Description	Current	YTD Fed St	F/M	Descr	iption	Current	YTD Fed St F/M	

Above is a check stub that you can print. This will have your current check information and your year-to-date information. If you click the Print button in the top right corner, you will run an actual report, if you need something official with social security number, the report may be your best bet (see below for options), otherwise you can just right click with your mouse and select print to print the current page.



DIRECT DEPOSIT

?
Queue
t

Direct deposit information will show what account(s) you currently have setup. The example above shows a deduction to a savings account and the net amount going to a checking account. You may choose to have your payroll check deposited into one account or multiple accounts. If you choose multiple accounts, you must set a flat amount (example: \$100 to savings) to be setup as a deduction with any remaining amount being deposited into your account that is setup as the net account (example: checking). If you have any questions on your direct deposit or if you want to update your direct deposit information, please contact Payroll.

IMPORTANT NOTICE: If you change your direct deposit account number on file with the payroll office, you may receive paper checks in the transition period while the new bank account is sent a pre-note file to verify that the correct account and routing number of the bank process correctly. It could take up to two months (for monthly employees) to complete this process, so please verify with your bank that your initial deposit is received on pay day. Payroll employees will take specific steps to verify that the employee did in-fact change their banking information for a direct deposit, either by phone or in person, to ensure that the employee is the actual person making the request.

W-2 FORMS (1095 Forms – similar process)

🖉 W2 Informati	on - 05.16.06.00.06	i - Internet Explo	orer												
https://skyw	🕅 https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlampasasty/epayrollbrws006.w														
SKYWARD.	Lampasas ISD Fin														
Home Em	Home Employee Time Off														
Views: W2 In	formation V	- Inters: *Skywa	rd Default 🔪	-									T L		View W2 Form
Year 🔻	Federal Wages	Federal Tax	Social Security Wages	Social Security Tax	Medicare Wages	Medicare Tax	State 1	State 1 Wages	State 1 Taxes	State 2	State 2 Wages	State 2 Taxes	Electronic Option		How is my W2 calculated?
▶ <u>2015</u>	30,606.22	1,324.75			33,481.12	485.50	TX						Electronic		
▶ 2014	32,281.80	1,198.57			34,982.92	507.28	TX						Electronic	- I I	
▶ 2013	32,040.28	951.50			34,658.00	502.57	TX						Electronic		
▶ 2012	32,868.20	1,465.28			35,496.80	514.70	TX						Electronic		

W-2 information is under "How is my W-2 calculated". If you select <u>View W2 Form</u>, your W-2 will display as shown below and you can print your W-2 and use it for tax purposes.

🔁 2011W2.pdf - A	dobe Reader		المراجع الأربيسي
File Edit View	Window Help		
4 🖏 🖉		🖻 114% 🔹 📙 🔛 👂 🐶 📝	Tools Sign Comme
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	5 с. [сарарстана станата: 14 Заначара, цо. ев. [17] Запачината 7 К Последна, цо. ев. 19 заначината 20 запачара, цо. ев. 16 последна, цо. ев. 19 заначината 20 запачара, цо. ев. 20 запачара, цо. ев. 17 Сотр. 10 - г. Wago and Tax Statement 20 запачара, цо. ев. 20 запачара, цо. ев. 17 Обл 124 White Парабора 18 въздера, цо. ев. 20 запачара, цо. ев. 20 запачара, цо. ев.	15 (repayer of the term of the server, type, or, 17 the mean in TX	15. Развиратова Сталина 16 за кара, пр. п. 17 Закланита 17. На кара, пр. п. 19 закланита 19 закланита 18. на кара, пр. п. 19 закланита Эбългария 19. на кара, пр. п. 19 закланита Эбългария 19. на кара, пр. п. 19 закланита Эбългария 19. на кара, пр. п. 19. Эбългария 19. на кара, пр. п. 19. на кара, пр. п. 19. 19. на кара, пр. п. 19. на кара, пр. п. 19. 19. на кара, пр. п. 19. на кара, пр. п. 19.

ELECTRONIC W-2 OPTION (Option also available for 1095 Form)

Each year, you will have the option to receive your W-2 electronically. When you log into Employee Access, the window will appear for you to choose if you would like to receive an electronic W-2. *(This option will be available from mid October through December each year.)* You may choose to receive an electronic W-2 as shown below or you may choose to receive a paper copy, or you may request the system to ask you again later. If you select 'ask me again later', the option will be available each time you log into Employee Access through December 31st. If you do not make a choice by December 31st, you will automatically receive a printed W-2 from the Payroll office on or before January 31st. Be sure to **save** your selection.

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Options for Receiving My 2012 W2 This year, you have the option to receive your W-2 electronically. You have until 12/31/2012 to make your decision. If you do not make a choice your W-2. You will receive an e-mail when your W-2 becomes available and it may be pri Employee Access Manual for more information. I do not need a printed copy of my 2012 W2 from my employer. I will prin I want to receive a printed copy of my 2012 W2 from my employer. Ask me again later.	e by then, you will receive a paper copy of nted from Employee Access. See the t my own W2 from Employee Access.	Save Back	

If you change your mind after you made your selection above there is a way to change your decision by going to Employee Information > W2 Information.

<u>@</u> E	mployee Access - 05.12.10.00.06-10.2 - Windows Internet Ex	plorer		
ski	https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfin	lampasastx/s	emhom01.w	
SI	Lampasas ISD Fin			Account Preferences Exit
/	Employee information Personal Information Calendar Accounts Payable Payments	2 2 2	Payroll Check History Calendar Year-to-Date Direct Denosit Information W2 Information W4 Information	

Select the Options for Receiving My 20XX W2 Electronically.

fit https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlampasastu/epayrollbrws006.w fit https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlampasastu/epayrollbrws006.w fit https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlampasastu/epayrollbrws006.w fit https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlampasastu/epayrollbrws006.w fit https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlampasastu/epayrollbrws006.w fit https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinlampasastu/epayrollbrws006.w structure structure	Account Preferences Exit ?
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Update your selection and <u>Save</u>.

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▶ <u>2011</u> ▶ 2010	You have until 12/31/2012 to make your decision. If you do not make a choice by then, you will rec your W-2. You will receive an e-mail when your W-2 becomes available and it may be printed from Employee a Employee Access Manual for more information. I do not need a printed copy of my 2012 W2 from my employer. I will print my own W2 from Em I want to receive a printed copy of my 2012 W2 from my employer. Ask me again later.	ceive a paper copy o Access. See the mployee Access.		Options for Receiving My 2012 W2 Electronically

You will have the ability to change your decision up until the date printed in the notification. See above 12/31/2012.

W-4 INFORMATION

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Tax Federal Marital State State Status Status Allowances					
IX Married Married 2 2	·				

Your W-4 Information is available, example above shows "Married claiming 2 allowances". If you need to make changes to your W-4, please contact payroll. *Payroll must have the information (completed form) at least 3 weeks prior to a pay date to ensure that the change will be in effect for a particular pay date.*

TRAVEL REIMBURSEMENTS

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Calendar 1	Calendar Year-to-Date	1	
Accounts Payable Payments	Direct Deposit Information	1	
	W2 Information	1	
	W4 Information	<u></u>	

If you have any travel that you were reimbursed for, the payments will show up under **Accounts Payable Payments** *except Meal Per-Diem for day trips which is in Payroll* Check History.

6	AP Payments - 05.12.10.0	00.06-10.2 - Windov	vs Internet Ex	plorer	Contractory of the		the second second					x
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\mathbf{O}	11/17/2011	48674		87.33								
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	Expand All Coll	apse All Modif	y Details (d	displaying 2 of 2) 🐧	ïew Printable D	etails						
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	- Check Detail											
	Description MEAL REIMB	. TO SAN ANTON	NO ON JUL	Y 15 - 17, 2010 FOR (AMT CONFERE	Amount NCE 75.00						

Under AP Payments if you click on the '>' sign the data will expand and show you what you were reimbursed for (i.e. Meal reimbursement for XXX conference). If the check number is a 9 digit number then it was received by the employee as a direct deposit. If you recently changed bank accounts, please confirm with your bank that your check was actually deposited into your account.

CALENDAR

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Calendar	Calendar Year-to-Date		
Accounts Payable Payments	Direct Deposit Information		
	W2 Information		
	W4 Information		

Additional information will be available under the Calendar. <u>The calendar in Employee Access is</u> <u>currently not being used to display any district information</u>, but will show you Leave information.

Once you select the calendar, you will be able to view any leave taken. Just move your mouse over the top of the leave taken as shown below and a bubble box will display.



If you did not see the information on the previous screen, you can select Calendar Options (see below) and select the option to view time off entries.

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Calendar Information Currently Being Displated Calendar Events Time Off Ref & et clanadar Display Options - 05121.00.000-10 (1) https://dywardi.scep.com/corplat/sina.dl/V/O Set Calendar Display Optio	alendar: Options Pro Calendar	rue		
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TIME OFF

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	No news to display.		Check History	
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Select Time Off and then My Status to see your various time off categories like State Leave; Local Leave; Vacation (*if you are a 260 day contract employee*); Non-Duty Leave (*if you are a 222 or 230 day contract employee*), etc.

<u>(</u>	/ly Time Off Status - 05.12.10.00	0.06-10.2 - Windows	Internet Explorer							_			×
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	LOCAL LEAVE		30 Days	26 Days	4 Days			4 Days					
₽	PERS STATE LEAV		30 Days	20.5 Days	9.5 Days			9.5 Days					

The summary will show how many days you have remaining/available to be used.

You can accumulate up to 30 Local Days before you will have to use them or be paid for them at the daily rate established by the School Board.

<u>State Leave</u> does not expire and does not have a maximum number of days that may be carried forward from one year to the next. *If you have State Sick Leave Day(s) earned before 1995-96 school year, you will need to use those for sick leave only.* State leave is not paid when an employee retires or leaves the district.

Keep in mind that if you have Vacation Days and/or Non Duty Days that they expire annually.

- <u>Vacation Days</u> expire on July 31st of each year.
- <u>Non Duty Days</u> expire on December 31st of each year.

<u>Excused Leave</u> is like a planning/workshop/training day/event with students. These days are in Employee Access for information/reporting purposes only and will carry negative balances.

Please see the Employee Handbook for more information.

My Time Off Status - 05.12.10.00.06-10.2 - Window	vs Internet Explorer	a bara	to make a second	New of Lot of Lo	- 20,	all have		_		-	X
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11/02/2011 Wed 08/01/2011 Mon	Illness / Illness	CATED		5 Dave	Days	4 Days 5 Days					
02/09/2011 Wed	Illness / Illness	CATED		5 Days	Days	5 Days					
02/08/2011 Tue	Illness / Illness			1	Days	1 Days					
More Time Off Transa	ictions										
PERS STATE LEAV	30 Days	20.5 Days	9.5 Days			9.5 Days					

If you click on the '>' sign next to the leave (i.e. Local Leave), detail will show what specific days you submitted leave. The detail also shows newly allocated days for each year in the Allocated column and the most current record is shown at the top therefore the top record will display the number of days you have remaining. Please refer to the next section of this training manual on entry of time off in Employee Access. With employee online entry, there is no processing time; all leave balances are current as you enter each request.

TIME OFF – LEAVE REQUEST ENTRY

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Select Time Off and then My Requests. Click Add to enter a time off leave request.

My Time Off Requests - 05.12.10.00.20-10.2 - Windows Internet Explorer	
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	Clone

When submitting your time off request, you will see your available balances in the 'Available' column at the top of the screen. If you have any pending requests that have not been approved, you will see those in the 'Waiting' column. If the request is for a future date, see future columns.



When entering your time off request, be sure to complete all required fields. Select 1) time off code 2) reason code 3) update description as necessary. If off one day or ½ day leave 4) 'single day' must be marked. 5) Enter 1.0 for a full day or 0.50 for a half day in the Days field. If a full day, there is no need to update the start time. If only using a ½ day (0.50), then update the 6) 'start time.' If you are taking off the afternoon and your afternoon starts at 11:30am, please change the time to 11:30am to identify that you will be off for the afternoon. Be sure to 7) check the box next to 'Sub Needed' if you are required to enter information in "ReadySub" which includes all campus staff that reports to the campus principals and a few other employees around the district. No auxiliary staff currently report in the "ReadySub" system. If you need to notify someone that you will be out of the office, add their name in the 8) Select Additional Employees box. Your campus/department will automatically be notified of your submission. Example: An LVN at a campus may use this feature so that an e-mail will be sent to the district nurse. 9) Be sure to click the <u>Save</u> button when entry is complete. An e-mail will automatically generate for the campus principal/designee in addition to the automatic email that will be sent to the district nurse.

See below for an example of a multiple day request. Same fields as a single day, except when you select 'Date Range', all days must be full days. If you took a $\frac{1}{2}$ day, do not include that day in your date range. Enter a separate request for a $\frac{1}{2}$ day. The date range will exclude weekends and holidays. So the request below will be for 4 days (Wed, Thurs, Fri, Mon). Be sure to <u>Save</u> when entry is complete.



All employees should have Local Leave, Personal State Leave, Dock Pay, Excused Leave and Donated To leave codes. 222 and 230 Day contract employees will have Non Duty Days, 260 Day contract employees will have Vacation Days. Para Professionals will have Comp Time available if previously earned. A few employees have Old State Sick Leave from before 1996 available. Comp Days are allocated up to 3 per year to professional exempt staff for approved professional development and may only be used on the "District Calendar Comp Days." Contact payroll 512-556-6224 if you do not see all your time off codes when you are in Employee Access.

A leave request may be entered before you leave or after you return to work. Any leave request entered after the date will receive the warning below after you click the save button. Just click OK once you confirm the date entered is correct. Any 'Warning' you may bypass by clicking the OK button once confirming that what you entered is correct.



Beware of an error message, like one below that states you do not have enough leave available. <u>This request cannot be submitted</u>. You will need to update your request to use a different time off code. If necessary, enter two time off requests to use different time off codes. If you are out of leave, you will have to use the Dock time off code.



At any time after entering your time off request, you can go to **'My Status'** and you will see that your request is waiting for approval.

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Even though your request is waiting for approval, it <u>does</u> remove the requested day from the available column so your available balance displayed is assuming that your request is approved. If it is denied, the available balance will be increased back as though you did not request the leave.

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Comp Time			-2h 30m	2h 30m			2h 30m			· · · · · · · · · · · · · · · · · · ·		
EXCUSED LEAVE			4 Days	-4 Days			-4 Days					
LOCAL LEAVE		40 Days	34 - ws	6 Days		1 Days	5 Days					
NON DUTY DAYS		19 Days	13 Days	6 Days			6 Days					
PERS STATE LEAV		77 Days	34.5 Days	42.5 Days			42.5 Days					

TIME OFF – LEAVE REQUEST – OUT OF LEAVE – DOCK PAY

If you are out of leave, you must enter a Dock Pay entry by selecting the Dock Pay Time Off Code and Dock Reason code. If you receive a donated day for a Sick Leave Pool that has been approved for the current school year, the payroll staff will remove the Dock and enter a Donated Day allocated and used under your Local Leave code. If the donated day is not received prior to processing payroll, your pay will be docked based on your daily pay rate. Any donated days received will be tracked by the payroll staff and will be available for a date in the future, but payroll will not refund a dock pay that was processed on a previous payroll. See Employee Handbook for additional information on the Sick Leave Pool / Donated Days.

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▶ 12,10	Type: ○ Single Day		
12/0	* Start Date: 02/14/2013 Thursday		
12/0	End Date: 02/15/2013 Friday		
12/0	Start Time: 08:00 AM		
12/0:			
▶ 11/1:	Select additional employees to notify when this request is submitted and approved/denied		
10/30	<u>select Employee(s).</u>		
09/1			
 09/11 			
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Message below will be displayed after clicking save on a dock time off request. Just click OK for the request to finish processing.



TIME OFF – LEAVE REQUEST ENTRY – COMP TIME

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There are no records to display, check your litter settings.			e

Select Time Off and then 'My Requests.' Click Add to enter a new request.

If you are earning comp time or using comp time. It is always <u>entered in 15 minute</u> <u>increments (hours, not days)</u>. Always leave 'single day' selected and enter the time for the week on the last work day in the week. See examples below.

Please enter all comp time on a weekly basis using the last work day in the week for your entry. Please contact the Director of Accounting or Payroll Accountant at 512-556-6224 if you have any questions on how to calculate your comp time. A document is also available on the district website under Departments > Finance > Procedures, Forms, Exhibits: "Calculating Comp Time Earned-Used." Some examples are provided below to help you. All comp time earned and comp time used will be approved by your campus/department and then will require a second approval by the Accounting Department. The request will be pending and 'waiting' for approval status and will move to approved after BOTH approvals are complete.

If the request is denied by the Accounting Department, a note will be added to the request explaining why the Accounting department denied the request and the note will be sent to the employee in a system generated e-mail. At this time the employee will need to submit a corrected request. (*The campus/department approver should also receive an e-mail for the denied request.*) See example below of the information that will be included in the system generated e-mail.

Example of information in system generated e-mail:

Time Off Request Approval History
Date Time Event
04/08/13 Time Off Request Created.
04/08/13 7:59 AM Approved by XXXX XXXXX
04/08/13 5:17 PM Denied by WANDA MARIE BUNTING Notes: Comp time for week ending 4/5 should be 2.5 hrs per weekly sign in sheet. Employee will need to submit corrected entry. wb

When using Leave and Comp Time Combinations:

If you are a 7 hour; 7 1/2 hour, or 8 hour per day employee you can divide your day in half evenly when you are using leave and comp time combination.

Example if you are a 7 1/2 hour employee, you are required to work 3 3/4 hours for a half day. If you work 2 hours and go home sick,

Option 1: use a 1/2 day of state or local leave and use 1 3/4 hrs of comp time.

Option 2: use 5 1/2 hours of comp time.

Option 3: earn 2 hrs of comp time and take a full day of state or local leave. Employee Access Instruction Manual Page 21 of 32 July 2023 Below are additional examples of calculating comp time earned:

- 1) A 37.5 hour a week employee worked 10.25 hours on Monday to prepare for a district wide training and worked 7.5 hours for the remaining of the work week. This resulted in a 40.25 hour work week with 2.5 hour of straight comp time earned and .25 hour earned at time and a half (.25x1.5=.375 which rounds up to .5 or 30min) for a total of 3hrs comp earned. You must round up when calculating the time and a half on your total weekly hours. Please keep all comp time in quarter hour increments. (15 min, 30min, 45 min)
- **2)** A 37.5 hour a week employee works 7.5 hours every day through Thursday and on Friday, the employee works 10 hours. The total hours worked is 40. The employee would earn 2.5 hours of straight comp time for the extra time worked up to 40 hours.

Reminders

All <u>Non-Exempt Employees*</u> MUST report <u>all</u> time worked on their weekly sign in sheets / timecards which are signed by the employee.

Time worked includes all before and after school meetings, parent nights, etc. A non-exempt employee of the district **can not volunteer** to help with a parent night, work through lunch, take work home, etc. During lunch time, the employee must be completely relieved from their duty for at least 30 minutes or they must be compensated for the time. If an employee meets at 6:30am to leave for a conference, their travel time should be documented on their weekly sign in sheet / timecard. The employee must be compensated for all time worked including travel time to and from a work event.

All <u>Non-Exempt Employees</u> MUST receive <u>approval</u> from their Campus Principal / Department Director before working any extra time.

*Non-Exempt Employees include all employees that are required to sign-in and sign-out on a timecard or weekly sign-in sheet. <u>All extra time worked by Non-Exempt Employees, must be</u> reported as Comp Time Earned. *Auxiliary staff earn overtime for any extra hours worked, therefore they do not earn any Comp Time.*

Comp Time Earned: So for the week ending February 8, 2013, if you worked 41.75 hrs and your regular work week is 40hrs (8hrs per day), then you would enter comp time earned of (1.75 x 1.5= 2.625) rounds up 2.75 or 2hr 45 minutes. When <u>entering time earned you need to enter as a **NEGATIVE amount** so the system will show as a positive amount available. Be sure to select <u>Comp Earned</u> for the time off code and reason code, add "Week Ending mm-dd-yyyy" to the description and be sure to <u>Save</u> before leaving the page.</u>



If you are a 37.5hr employee and work over 40 hrs in a week you would calculate your straight comp time and then your time and a half for any hours over 40 in a week. For example if you are a 37.5 weekly worker and you worked 42 hrs the week ending February 8, 2013, you would earn 2.5hrs of straight comp time and 3hrs earned at time and a half rate (2x1.5=3), for a total comp time earned equal to 5hrs and 30 minutes for the week. In the description: **1**)enter week ending, **2**)total hours worked, **3**)straight time earned, **4**)time and a half hours earned, and **5**)total comp time hours earned. *Example: Week ending 2-8-13 worked 42hrs earning 2.5hrs straight time and 2hrs at time & a half for a total of 5.5hrs comp earned.* Be sure to <u>enter as negative hours</u> and <u>save</u> before leaving this page.

The system will not allow comp time to be entered on a **non-work day**, so an employee will need to enter the comp time earned or taken the last workday of the week. If an **employee works over spring break**, **Christmas break**, **or the summer**, the employee may use the first day back to work or the last day before the break as the date to enter their comp time into Employee Access.

Comp Time Used: Comp time used would be entered as follows. Used is entered as a positive number just like any leave request since the system is tracking leave taken. So if you were approved to come in 2hrs late on Wednesday and did not work extra any other time in the week you would be short two hours at the end of the week, therefore you would use 2hrs of your comp time available. A 37.5hr weekly person would only show 35.5 hours on their weekly timecard /

sign-in sheet. Be sure to select <u>Comp Used</u> for the time off code and reason code, add "Week Ending mm-dd-yyyy" to the description and be sure to <u>Save</u> before leaving the page.

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Time Off Request	<u>S</u> ave
* Time Off Code: Comp Time - Hours Vous Provide August 2000 - Hours per Day: 8h 00m	<u>B</u> ack
Description: Comp Used - Week ending 2-8-2013	
Type: Single Day Date Range	
* Start Date: 02/08/2013 Friday Hours: 2 hours 00 minutes	
Start Time: 08 • 00 • am • Sub Needed	
Select additional employees to notify when this request is submitted and approved/denied Select Employee(s):	
Asterisk (*) denotes a required field	
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TIME OFF – LEAVE REQUEST ENTRY – DUAL POSITION

There are a few employees in the district that are in dual positions. Example of a dual position employee is one who works as a Teaching Assistant at High School and works as a Bus Driver for Transportation. Employees that are in dual positions **only have the leave benefit available for their primary campus position**. If they take time off from Transportation, they are docked the hours not worked. As a dual position, you would have a morning and afternoon for the Bus Driver position and a morning and afternoon for the Teaching Assistant position. If you miss the morning for the Teaching Assistant position, you will enter a 0.5 day of leave. If you miss the afternoon Transportation position, you will NOT enter any leave, the payroll staff will just dock the $\frac{1}{2}$ day from your bi-weekly payroll.

If you are a <u>dual position employee that reports to the same supervisor for both positions</u> (example: Mechanic and Bus Driver), you may use the ¹/₄ day increment option. Please contact payroll if you have any questions.

TIME OFF - DONATED DAYS

If you would like to donate a day to another employee, you must enter a **Donated To** entry by selecting the Donated To Time Off Code and Donated Local Leave To or Donated State Leave To Reason code. Please use the Current Date "Today". **Add the employee name that you are donating to** in the description. If a name is not included in the description field and/or you do not have the Local or State Days available, the leave request will be denied. *Payroll staff will approve or deny your request and make adjustments to your Local and/or State Leave when the Donated day is used.* Donated Days will not be deducted from your Local or State Days until the employee that you are "donating to" needs to use the donated day. See the Employee Handbook for additional information on who is eligible to receive a Donated Day.



The Employee Handbook also has information on the total number of days you can donate to any one employee / Sick Leave Pool.

If you use all your Local Leave before the employee needs to use the Donated day, your "donated to" request will be deleted. Essentially whoever needs the Local Leave day first will be able to use the day.

An employee must have used all their leave before they can receive any Donated days. An employee that receives Donated days, will be required to enter a <u>Dock Leave</u>. See Dock Pay on previous pages.

TIME OFF – APPROVAL (Principals/Directors or Designees)

Select Time Off and then My Approvals.

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To approve an employee time off request, simply check the box next to the employee name in the approve column and click on 'Submit Approval and Denials' in the upper right hand column.

If you are the Campus Principal / Department Director and you have designated another employee at your campus / department to approve time off requests. You would need to click on the button on the right hand side, 'Requests Awaiting Lower Level Approval' to see all staff requests for your campus / department.

Under the Views, you may select to view all requests that have been approved, all that have been denied, all requests or like the example above 'Waiting for Approval (sorted by date).'

Also if you want to view more information on any specific request you can click on the arrow on the left side and the Expand All option to view more information about the employee's status.

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Other Employees with Time Off on this day	Calendar

<u>TIME OFF – REVIEWER REPORTS (Principals/Directors or Designees)</u>

Home > Jump to Other Systems > Human Resources



Select Time Off > Reports

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Click on the "Unapproved Time Off Requests Report" to view all outstanding Time Off Requests for your location.

Click on "Employee Access Time Off Requests" to review all submitted requests for a specific time period. *This is the report that should be run weekly and compared to the weekly signin sheets to verify that all leave requests have been entered by the employee and approved by the Principal / Director or their designee.*

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Click on your campus / department report and click on the edit button on the right side.

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Update the "**date time off request was requested**" to the week that you are reviewing. Then click Save and Print to view the report.

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Click on View Report.

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The report will be displayed and you can print the report to review all time off requests for your department / campus.

E-MAIL NOTIFICATIONS – OUTLOOK FOLDER

As a first level approver, if you do not want your e-mail notifications to clutter up your inbox, below is a process you can setup where all time off related e-mails will be automatically dumped into another folder.

First, you will need to setup a separate folder under your inbox. Open up your e-mail account. Right click on the Inbox and select Create New Subfolder. Name your folder. Example: 'EA Leave Requests'



Once you have your folder created, click on Settings in the upper right corner and select "Options."



Under Options (Clic	ck on "Inbox Rules." Click on +.	
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Name your new inbox Rule (Time Off Requests); Under 'When the message arrives, and:' select "It includes these words in the subject" and then type "Time Off Request." Click the '+' plus sign to add the words to the box and then click OK.

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4 Lavout	Stop processing more rules (What does this mean?)
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Under 'Do the following:' select "Move the message to folder" and then select the folder that you created "EA Leave Requests." Click OK.

Below is an example of what your "inbox rule" will look like. If you agree with the actions, click Save.

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PRINTING

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If you want to **print** any screen, you can right click with your mouse on any screen and select Print.

If there is a print option (usually in the upper right hand corner of the screen as seen on previous pages) you can run a report and print the information.