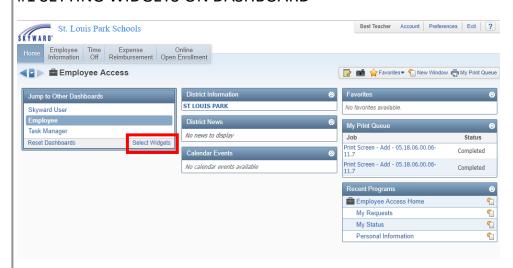
Employee Access

#1 SETTING WIDGETS ON DASHBOARD

Log in ID = lastname.firstname

#1

On the dashboard, click on Select Widgets.



Temporary Password = lastname####(last 4 of SSN)

You will be directed to enter a NEW PASSWORD

Go to slpschools.org→Departments→Human Resources→Skyward

#2

Check the box to enable My Time Off Status widget; then click Save.

#2 MY TIME OFF STATUS WIDGET



Employee Access

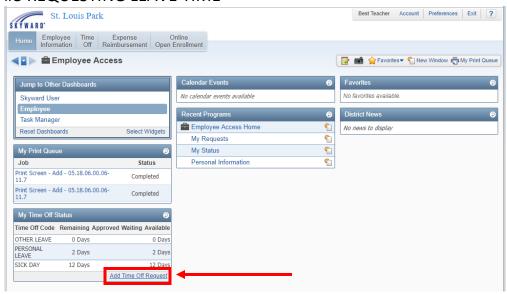
#3

Select Add Time Off Request

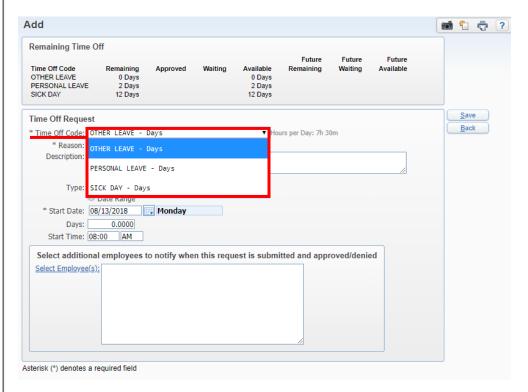
#4

Time off Code drop down box shows the available types of leave.

#3 REQUESTING LEAVE TIME



#4 TYPES OF AVAILABLE LEAVE



Employee Access

#5

The SICK Time Off Code has multiple reason options.

Use the Reason drop down box to select the appropriate category for your sick absence.

Click Detail for a brief explanation of each reason.

#6

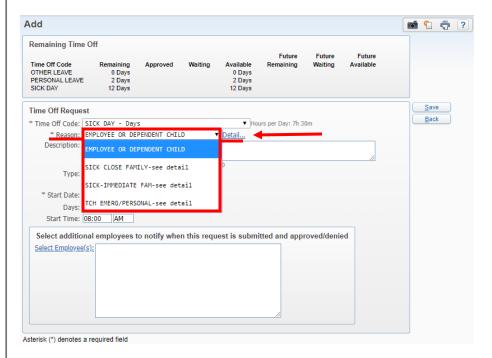
You may use the Description box to record a brief explanation of your absence.

Select Single Day or Date Range.

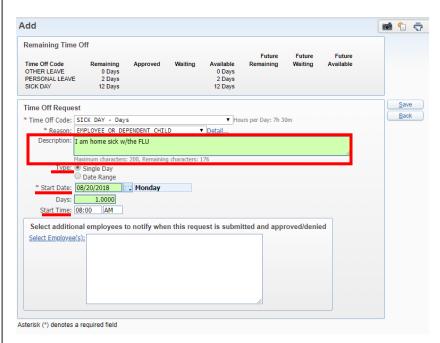
Select Start Date

Enter # of Days

#5 SICK TIME OFF - REASON CODES



#6 SICK TIME OFF - EXAMPLE

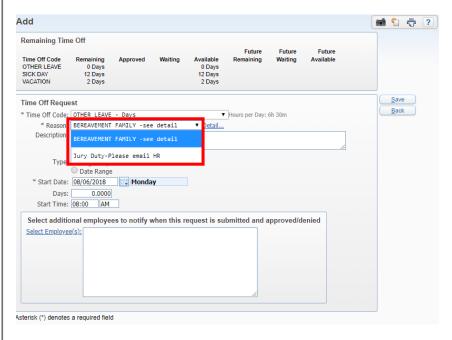


Employee Access

#7

Time Off Code Other includes leave for Family Bereavement and Jury Duty.

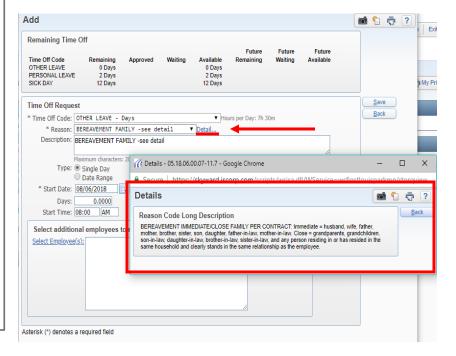
#7 TIME OFF CODE - OTHER



#8

Detail boxes include important information as to what events qualify for specific leave reasons. This is a brief description. See your contract for the full explanation.

#8 DETAIL BOXES

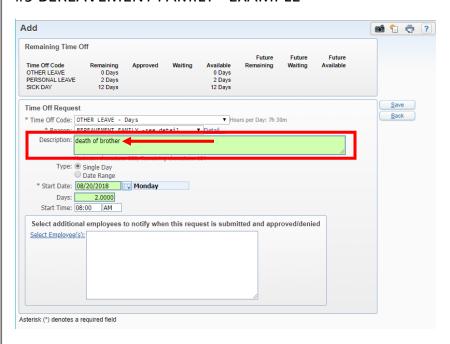


Employee Access

#9

Use the Description box to record a brief explanation for the absence. Include the relationship of the deceased.

#9 BEREAVEMENT FAMILY - EXAMPLE



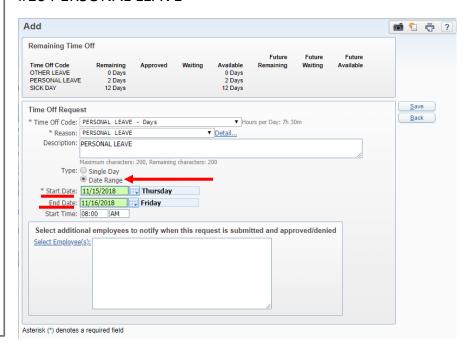
#10

Select Single Day or Date Range.

ENTER Start Date

Enter End Date

#10 PERSONAL LEAVE



Employee Access

#11

If your absence requires a substitute, check the Sub Needed box. This will direct you to the Absence Management/AESOP Login after the request is submitted.

#12

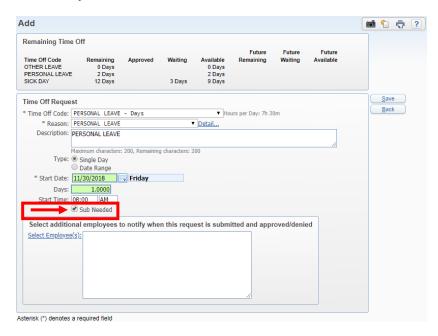
Log in to Absence Management/AESOP:

User ID = 10 digit phone #

Password = last 5 digits of phone # (typically/some exceptions)

You should have received an email with your Log in information.

#11 REQUESTING A SUBSTITUTE



#12 ABSENCE MANAGEMENT/AESOP

