

SKYWARD

Employee Access

#1

On the dashboard, click on **Select Widgets**.

#2

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

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

Log in ID = lastname.firstname

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

You will be directed to enter a **NEW PASSWORD**

#1 SETTING WIDGETS ON DASHBOARD

The screenshot shows the Skyward Employee Access dashboard for St. Louis Park Schools. The user is logged in as 'Best Teacher'. The dashboard includes several widgets: 'District Information' (ST LOUIS PARK), 'District News' (No news to display), 'Calendar Events' (No calendar events available), 'Favorites' (No favorites available), 'My Print Queue' (two completed print screen tasks), and 'Recent Programs' (Employee Access Home, My Requests, My Status, Personal Information). In the 'Jump to Other Dashboards' section, the 'Select Widgets' button is highlighted with a red box.

#2 MY TIME OFF STATUS WIDGET

The screenshot shows the 'Dashboard Maintenance' page in Skyward. The user is logged in as 'Skyward User'. The page has tabs for 'Skyward User', 'Employee', and 'Task Manager'. The 'Employee' tab is selected. The 'Employee Widgets' section is expanded, showing a list of widgets with checkboxes. The 'My Time Off Status' widget is checked and highlighted with a red box. A red arrow points to this checkbox. Other widgets include 'District News', 'Insurance Tracking Unsubmitted OE records', 'Recent Programs', 'Task Manager', 'District Information', 'Web Favorites', 'Favorites', 'My Print Queue', 'Notifications', 'Task History', and 'Task Processes'. The 'Save' button is visible on the right side of the page.

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#3

Select **Add Time Off Request**

#4

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

#3 REQUESTING LEAVE TIME

Time Off Code	Remaining	Approved	Waiting	Available
OTHER LEAVE	0 Days			0 Days
PERSONAL LEAVE	2 Days			2 Days
SICK DAY	12 Days			12 Days

#4 TYPES OF AVAILABLE LEAVE

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0 Days			0 Days			
PERSONAL LEAVE	2 Days			2 Days			
SICK DAY	12 Days			12 Days			

Time Off Request

* Time Off Code: OTHER LEAVE - Days (Hours per Day: 7h 30m)

* Reason: OTHER LEAVE - Days

Description: PERSONAL LEAVE - Days

Type: SICK DAY - Days

* Start Date: 08/13/2018 Monday

Days: 0.0000

Start Time: 08:00 AM

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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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

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0 Days			0 Days			
PERSONAL LEAVE	2 Days			2 Days			
SICK DAY	12 Days			12 Days			

Time Off Request

* Time Off Code: SICK DAY - Days Hours per Day: 7h 30m

* Reason: EMPLOYEE OR DEPENDENT CHILD [Detail...](#)

Description: EMPLOYEE OR DEPENDENT CHILD

Type: SICK CLOSE FAMILY-see detail

* Start Date: SICK-IMMEDIATE FAM-see detail

Days: TCH EMERG/PERSONAL-see detail

Start Time: 08:00 AM

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

Select Employee(s):

Asterisk (*) denotes a required field

#6 SICK TIME OFF – EXAMPLE

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0 Days			0 Days			
PERSONAL LEAVE	2 Days			2 Days			
SICK DAY	12 Days			12 Days			

Time Off Request

* Time Off Code: SICK DAY - Days Hours per Day: 7h 30m

* Reason: EMPLOYEE OR DEPENDENT CHILD [Detail...](#)

Description: I am home sick w/the FLU

Type: Single Day Date Range

* Start Date: 08/20/2018 Monday

Days: 1.0000

Start Time: 08:00 AM

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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Employee Access

#7

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

#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.

#7 TIME OFF CODE - OTHER

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0 Days			0 Days			
SICK DAY	12 Days			12 Days			
VACATION	2 Days			2 Days			

Time Off Request

* Time Off Code: OTHER LEAVE - Days Hours per Day: 6h 30m

* Reason: BEREAVEMENT FAMILY - see detail [Detail...](#)

Description: BEREAVEMENT FAMILY - see detail

Type: Jury Duty-Please email HR

* Start Date: 08/06/2018 [Monday](#)

Days: 0.0000

Start Time: 08:00 AM

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

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

Asterisk (*) denotes a required field

#8 DETAIL BOXES

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0 Days			0 Days			
PERSONAL LEAVE	2 Days			2 Days			
SICK DAY	12 Days			12 Days			

Time Off Request

* Time Off Code: OTHER LEAVE - Days Hours per Day: 7h 30m

* Reason: BEREAVEMENT FAMILY - see detail [Detail...](#)

Description: BEREAVEMENT FAMILY - see detail

Type: Single Day

* Start Date: 08/06/2018

Days: 0.0000

Start Time: 08:00 AM

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

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

Details

Reason Code Long Description

BEREAVEMENT IMMEDIATE/CLOSE FAMILY PER CONTRACT. Immediate = husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law. Close = grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and any person residing in or has resided in the same household and clearly stands in the same relationship as the employee.

Asterisk (*) denotes a required field

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Employee Access

#9

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

#10

Select **Single Day** or **Date Range**.

ENTER **Start Date**

Enter **End Date**

#9 BEREAVEMENT FAMILY - EXAMPLE

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0 Days			0 Days			
PERSONAL LEAVE	2 Days			2 Days			
SICK DAY	12 Days			12 Days			

Time Off Request

* Time Off Code: OTHER LEAVE - Days Hours per Day: 7h 30m

* Reason: BEREAVEMENT FAMILY - see detail1

Description: death of brother

Type: Single Day Date Range

* Start Date: 08/20/2018 Monday

Days: 2.0000

Start Time: 08:00 AM

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

Select Employee(s):

Asterisk (*) denotes a required field

#10 PERSONAL LEAVE

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0 Days			0 Days			
PERSONAL LEAVE	2 Days			2 Days			
SICK DAY	12 Days			12 Days			

Time Off Request

* Time Off Code: PERSONAL LEAVE - Days Hours per Day: 7h 30m

* Reason: PERSONAL LEAVE

Description: PERSONAL LEAVE

Type: Single Day Date Range

* Start Date: 11/15/2018 Thursday

End Date: 11/16/2018 Friday

Start Time: 08:00 AM

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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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

The screenshot shows the 'Add' form for requesting a substitute. The form is titled 'Add' and has a 'Remaining Time Off' table at the top. Below the table is the 'Time Off Request' section. The 'Sub Needed' checkbox is highlighted with a red box and an arrow.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0 Days			0 Days			
PERSONAL LEAVE	2 Days			2 Days			
SICK DAY	12 Days		3 Days	9 Days			

Time Off Request

* Time Off Code: PERSONAL LEAVE - Days Hours per Day: 7h 30m

* Reason: PERSONAL LEAVE [Detail...](#)

Description: PERSONAL LEAVE

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 11/30/2018 [Calendar](#) Friday

Days: 1.0000

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

#12 ABSENCE MANAGEMENT/AESOP

The screenshot shows the login page for Frontline Education Absence Management. The page has a purple header with the Frontline Education logo and the text 'Absence Management Formerly Aesop'. The main content area is white and contains a 'Sign In' form. The form has two input fields: 'ID or Username' and 'PIN or Password'. Below the fields is a blue 'Sign In' button. There are also links for 'Forgot ID or Username' and 'Forgot PIN or Password'. The sign-in fields and button are highlighted with a red box.

frontline education

Absence Management
Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

[Having trouble signing in?](#)
Or Sign in with District SSO