

Employee Access—How to enter leave/check balances

Website: <https://miltonfreewatersdor.tylerportico.com/tesp/employee-selfservice/profile/my-info>

Username: District gmail

Password: District password (for email, computer login)

Click My time > Time off Requests

Click "Show Breakdown"

Available Today column are your current leave balances

Type	Available	Available Today	Start of Year Balance	Earned this Year	Taken this Year	Pending Requests	Approved Requests	Adjustments
Athletics/Other hours	0.00 as of 07/02/2018	-1.00	0.00	0.00	1.00	-1.00	1.00	0.00
BEREAVEMENT - CONFIDENTIAL hours	0.00 as of 07/02/2018	40.00	0.00	40.00	0.00	0.00	0.00	0.00
Comp Time hours	0.00 as of 07/02/2018	-1.25	0.00	0.00	10.50	0.00	0.00	9.25
DOCK/TIME WITHOUT PAY hours	0.00 as of 07/02/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FAMILY ILLNESS - CONFIDENTIAL hours	0.00 as of 07/02/2018	31.25	0.00	40.00	8.75	0.00	16.25	0.00
JURY DUTY hours	0.00 as of 07/02/2018	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERSONAL - CONF/SUPERV 12 MOS hours	0.00 as of 07/02/2018	16.50	0.00	40.00	23.50	0.00	5.50	0.00
SICK LEAVE - CONF/SUPERV 12 MOS hours	0.00 as of 07/02/2018	191.42	128.92	96.00	33.50	0.00	8.50	0.00
VACATION - CONFIDENTIAL 12 MOS hours	0.00 as of 07/02/2018	80.00	0.00	120.00	40.00	0.00	0.00	0.00

HOW TO ENTER LEAVE

Request time off

1 Type: SICK LEAVE - ... 2 Specific use: self 4 Current request

< November 2022 >

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			

Tue 11/22/2022
SICK LEAVE - CONF/SUPERV 12 MOS • 0 hou... 5

Clear request Submit

- 1) Enter type from dropdown
- 2) Enter specific use if needed
- 3) Select date(s)
- 4) Click + next to current request – allows you to enter a comment
- 5) Click on pencil next to date – allows you to enter hours or time of absence

Tuesday, November 22, 2022

08:00 - 16:00 (SICK LEAVE - CONF/SUPERV 12 MOS)

Type*: SICK LEAVE - CONF/SUPERV 12 MOS

Specific use: self

Amount*: 0 hours

Start time*: 08:00 AM

End time*: 04:00 PM

+ Split day Cancel Save

Request time off

Type: SICK LEAVE - ... Specific use: self Current request

< November 2022 >

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			

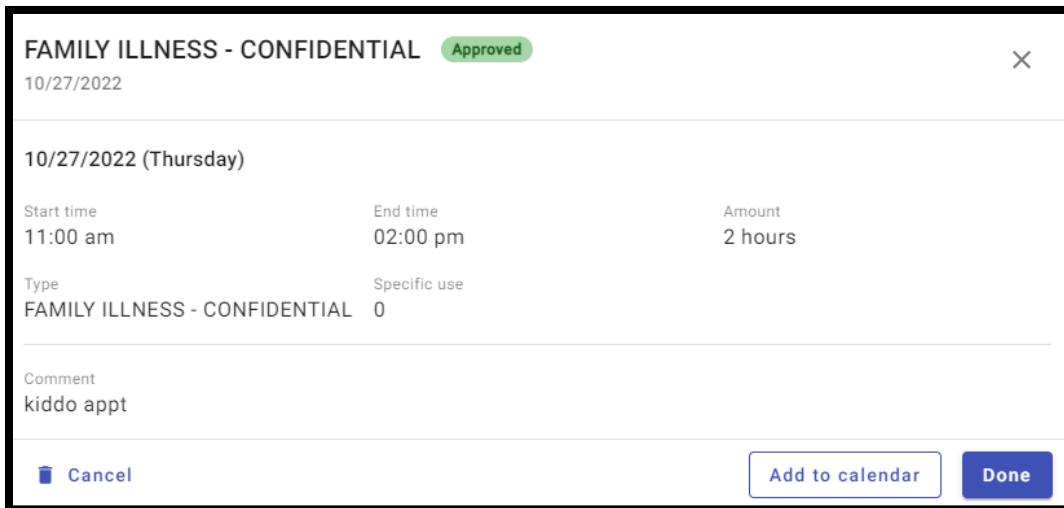
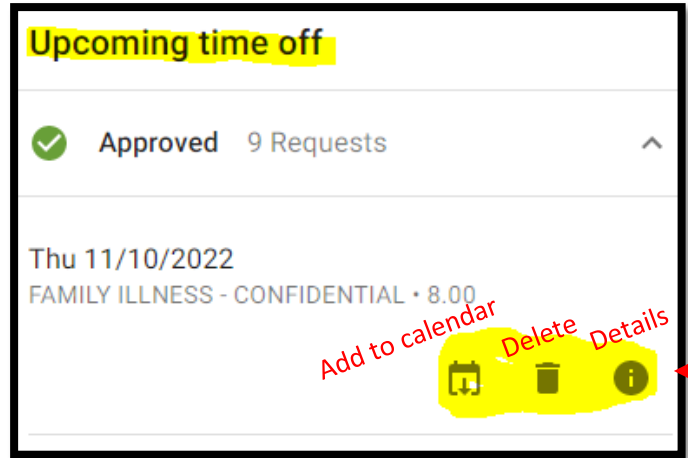
Tue 11/22/2022
SICK LEAVE - CONF/SUPERV 12 MOS • 0 hou...

Clear request Submit 6

- 6) CLICK SUBMIT – this will save your leave request and send to your supervisor for approval.

HOW TO REVIEW ENTERED LEAVES AND DELETE IF NEEDED

To the right of your time off home page, you will see your time off requests—past and upcoming:



****NOTE****

Editing absences is not an option anymore.

If you have to make ANY changes, you have to delete and start over with a new entry

Hopefully you enjoy the new Employee Access—questions?
Contact Tara Lewis in Payroll ext 7433 or email [here](#)