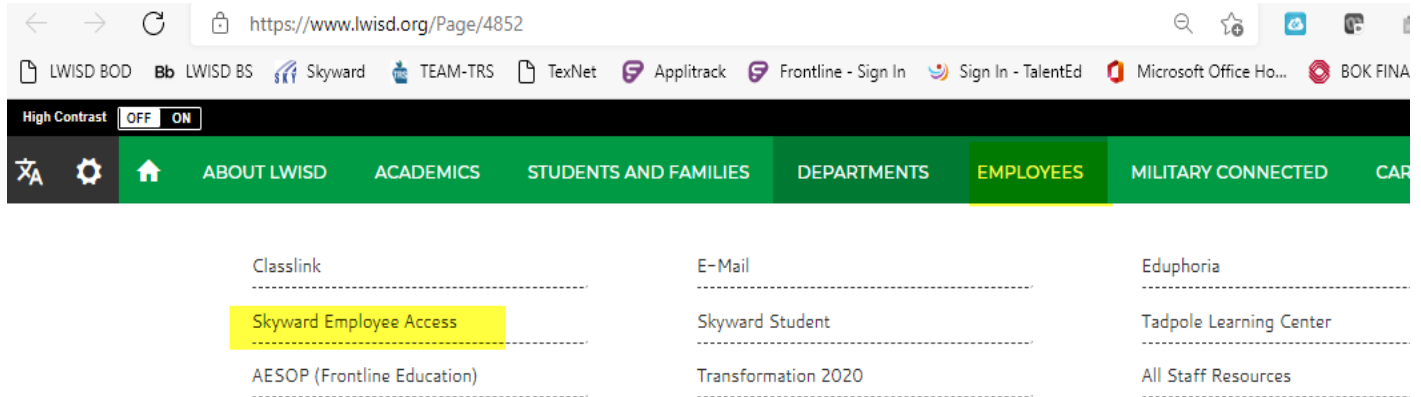


Entering Absences in Skyward Employee Access

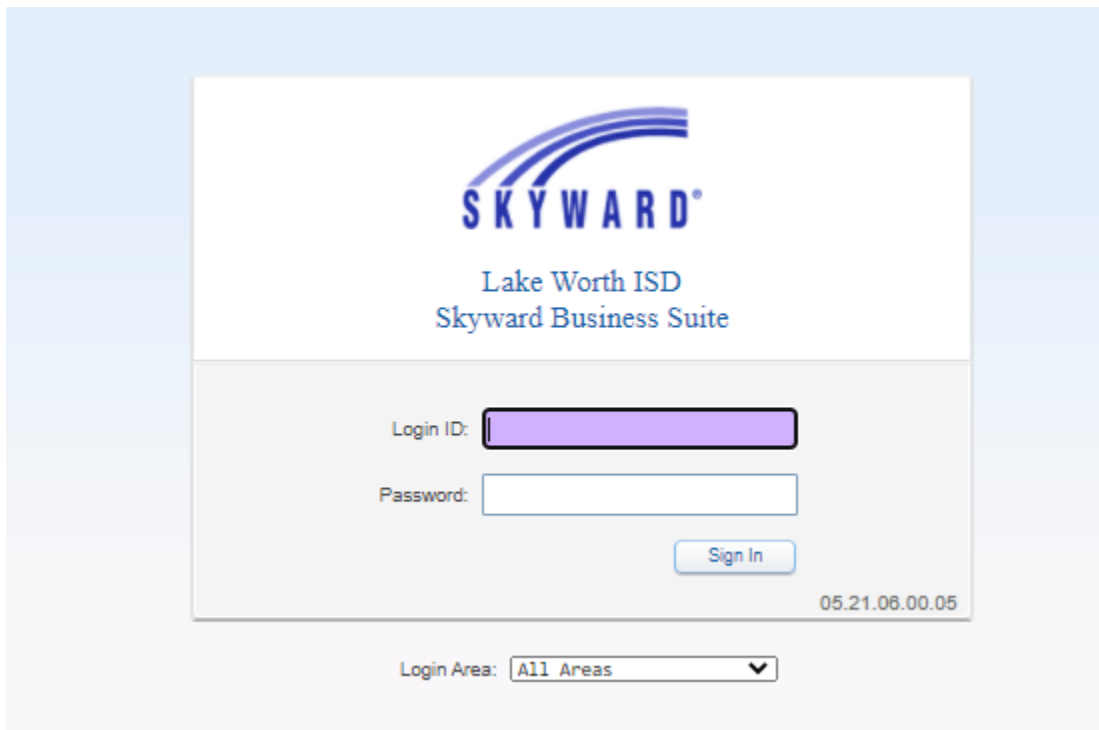
ALL employees must record their absences online using Skyward Employee Access.

Below are the instructions on how to access/enter absences.

Go to www.lwisd.org – Hover your mouse over EMPLOYEES then click Skyward Employee Access- Alternatively you can enter ClassLink and log in from there, use your smart phone, or the Skyward App.



This will take you to the log in screen. Make sure it says Skyward Business Suite



Note: You can log in from any computer, device or smart phone that has web access to enter time off.

Enter your Skyward Employee Access login and password- click Sign In

To view your leave balances go to Time Off / My Status

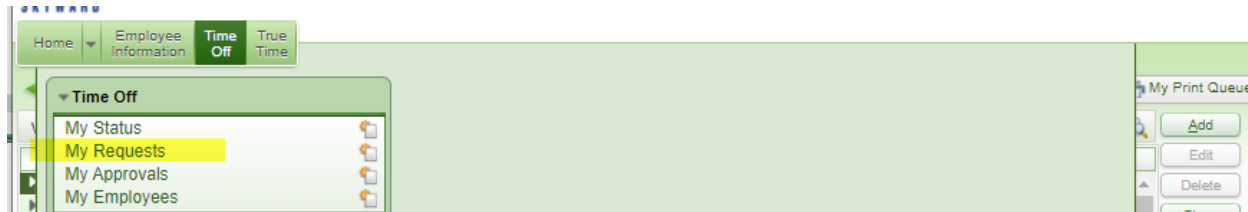


You can see your time off and available balances by category

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid
▶ ABSENCE DOCK-OUT OF LEAVE				0 Days			0 Days	
▶ JURY DUTY/SUBPOENA TO APPEAR				0 Days			0 Days	
▶ LOCAL PERS LEAVE		19.5 Days	7.5 Days	12 Days			12 Days	
▶ MILITARY LEAVE				0 Days			0 Days	
▶ NON-DUTY DAY		28 Days	23 Days	5 Days	2 Days		3 Days	
▶ SCHOOL BUSINESS		80.5 Days	80.5 Days	0 Days			0 Days	
▶ STATE PERS LEAVE		40 Days	4.5 Days	35.5 Days			35.5 Days	

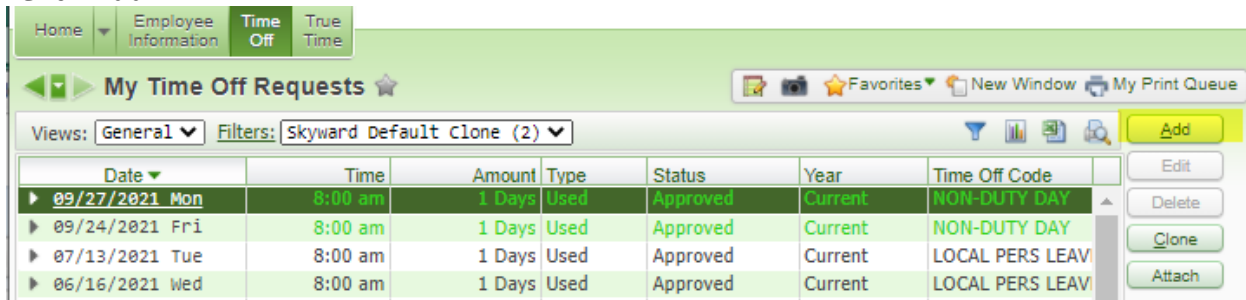
Under Time Off

Click My Requests- here you can view all previous or pending requests and enter new ones



To request an absence

Click Add



Time Off Required Information

*Time Off Code- make sure you pick the time off code you want to use

*If you have exhausted all paid leave, you will enter UNPAID leave as LOCAL-then it will prompt to UNPAID

*Reason:

Description: [optional- your supervisor will see this note]

*Start date:

*Days/Hours: Exempt staff [teachers] **MUST enter 1.00=Full Day or 0.50=Half Day**
Paraprofessionals & Auxiliary- may enter hourly increments unless requesting a sub, then it is 4 hours or 8 hours

Start Time: default is 8 am

NOTE: If you report to multiple campuses or multiple supervisors, you may select additional employees to send the time off request as an FYI.

Time Off Request

* Time Off Code: JURY DUTY/SUBPOENA TO APPEAR - Days Hours per Day: 8h 00m

* Reason: JURY DUTY/SUBPOENA TO APPEAR [Detail...](#)

Description: Example for training purposes only
Maximum characters: 200, Remaining characters: 166

* Start Date: 08/01/2019 Thursday

Days: 1.0000

Start Time: 08:00 AM

Sub Needed

If you are an employee who needs a sub, you should see this option. check the box and it will launch the Aesop application. If you do not see this option, contact Melissa Coulombe [mcoulombe@lwsd.org].

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

Select Employee(s):

select additional employees, like a second supervisor, to receive your time off request as an FYI.

Save Back

Once the fields are complete, click the **Save** button on the right side of the page. If you checked the Sub Needed box, it will open the window to Absence Management immediately where you can enter your sub request information.

If you did not request a sub, you are finished. . The system will notify your principal/supervisor via email that you are requesting time off and it is waiting on their approval.

You will receive an email once your time off has been approved or denied.

Log into Absence Management [further instructions will be provided by the HR department]

Frontline - Sign In - Google Chrome

Secure | <https://login.frontlineeducation.com/login?signin=fea9ccab205119b9d7e5311080bc51a88&productId=ABSMGMT&clientI...>

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](#)

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View My Time Off Requests - Go to Time Off / My Requests

You can view all past absence requests that you have entered here, including pending requests and future approved requests.

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason
09/27/2021 Mon	8:00 am	1 Days	Used	Approved	Current	NON-DUTY DAY	NON DUTY DAY
09/24/2021 Fri	8:00 am	1 Days	Used	Approved	Current	NON-DUTY DAY	NON DUTY DAY
07/13/2021 Tue	8:00 am	1 Days	Used	Approved	Current	LOCAL PERS LEAVE	PERSONAL SICK
06/16/2021 Wed	8:00 am	1 Days	Used	Approved	Current	LOCAL PERS LEAVE	PERSONAL SICK
05/17/2021 Mon	12:00 pm	0.5 Days	Used	Approved	Current	LOCAL PERS LEAVE	PERSONAL SICK
05/17/2021 Mon	8:00 am	0.5 Days	Used	Approved	Current	LOCAL PERS LEAVE	LOCAL PERS LEAVE

You can expand any selection to view more details

If the time off request is still pending, you can edit or delete the entry using the E. Using the buttons under Pending.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
ABSENCE DOCK-OUT OF LEAVE				0 Days			0 Days
JURY DUTY/SUBPOENA TO APPEAR				0 Days		1 Days	-1 Days

Date	Sts	Description/Reason	Allocated	Used	Available	Unpaid	A
ECD 09/27/2021 Mon	W	JURY DUTY/SUBPOENA TO APP		1 Days	-1 Days		

Time Off Code	Allocated	Used	Remaining	Approved	Waiting	Available
LOCAL PERS LEAVE	19.5 Days	7.5 Days	12 Days			12 Days
MILITARY LEAVE			0 Days			0 Days
NON-DUTY DAY	28 Days	23 Days	5 Days	2 Days		3 Days
SCHOOL BUSINESS	80.5 Days	80.5 Days	0 Days			0 Days
STATE PERS LEAVE	40 Days	4.5 Days	35.5 Days			35.5 Days

An employee can delete the absence if it is the day of or in the future. To change or cancel an approved request that has already occurred, please email: ldleon@lwisd.org, dtalbot@lwisd.org, or shmiller@lwisd.org AND CC your campus principal and secretary.

This keeps all parties in the loop.

Payroll/Benefits will reply all when it is deleted so the Secretary can verify in Frontline.

*******IMPORTANT NOTES*******

- **School Business** absences must include a description of the event or activity attending. A certificate of completion or a copy of the agenda must be submitted to Payroll/Benefits.
- **Military Leave** time off code does not use your State or Local Time off. Copies of your official orders must be presented to Payroll/Benefits by the end of the day when you return to work. See District Policy regarding limitations of days each year.
- **Jury Duty** time off code does not use your State or Local Time off. Copies of the Certificate of Service on a Jury and/or a copy of the payment for jury services must be presented to Payroll/Benefits by the end of the day when you return to work.
- **Bereavement** – per Board Policy, employees are allowed 5 (five) days of bereavement leave for an immediate family member [3 paid days, 2 unpaid days]. The district uses the same definition for immediate family member as the Family Medical Leave Act. An employee may choose to begin the three paid workdays of bereavement leave on the day a death occurs or on any day thereafter, up to and including the day of the funeral.

- The employee may use up to five workdays per occurrence; however, only three of those workdays will be permitted at no loss of accumulated leave. Employees can enter absences using the following Time Off Codes in lieu of being docked pay: State Leave, Local Leave, Non-Duty Day, or Vacation days (if applicable).
- Appropriate documentation must be provided for all bereavement leave. The documentation must establish the relationship between the employee and the deceased and sent to the payroll office.
- Once documentation has been obtained, the payroll office will transfer up to three days to School Business/Bereavement leave and refund the balance of used days to the employee.
- **Extended Leave--** If you will miss MORE than three days, you MUST complete an Extended Leave Notice. form is located on the Payroll page of the LWISD website and should be turned into to your principal or campus secretary.
- If you miss more than three days due to a medical reason, please provide a return to work release on the day you return to work.
- **NOTE: For Employee positions that require substitutes you must also record your absence in Frontline Absence Management [formerly AESOP] after you record your absence in Skyward.**