# GISD Timekeeping & Leave Procedures

**The following instructions are for Paraprofessional, Clerical, and Auxiliary Employees. You will enter absences or requests for leave in Skyward Employee Access/Time Off instead of the Aesop system** and you will use Skyward True Time for time keeping purposes. **(Some Paraprofessionals are still required to have a substitute and they will enter absences into both Aesop and Skyward Time Off.)**

## Introduction

Georgetown ISD (GISD) has several policies in place governing employee work schedules, the types of leave available, and rules governing each type of leave. These policies are available online at http://www.tasb.org/policy/pol/private/246904/pol.cfm?toc=D. This set of procedures has been developed to clarify the application of these policies for most departments in GISD.

## Employee Work Schedules

All employees who would be using True Time are hourly employees. The standard work day will be scheduled between 7:00am-5:00pm each day with a 30-minute or 1-hour lunch, (depending on your campus or department requirements) and will be determined by the employee and their supervisor. The following rules will govern these schedules:

- Work schedules may only be changed with **prior** approval of the employee's supervisor.
- Hourly employees may not work more than 40 hours per week without **prior** supervisory approval.

## Time Sheets

Hourly employees must submit time sheets electronically in Skyward True Time as the software was intended. This means:

- **Clocking in at the beginning of the shift**
- Clocking out for lunch*******
- Clocking in from lunch*******
- **Clocking out at the end of the shift**

*** **187 Day, 197 Day, 207 Day Clerical and Para's will have a 30 Min. "Auto Lunch" which means that you will NOT have to log in and out for your lunch time.**

Times may be edited if needed. **(Appendix I)**

Timesheets should be submitted electronically for approval every Monday. If Monday is a Holiday the timesheet should be submitted electronically the next business day for your supervisor's approval.

In addition, employees must submit a **printed timesheet report** for the previous month by the 2nd of each month, or the following Monday if the 2nd falls on a weekend, **(Appendix II)** to their supervisor for signature. This monthly timesheet report is then sent to the Payroll department by your campus/department secretary.

## Types of Leave

Per GISD Policies and the Employee Handbook, the following types of leave are available for employees:

- State Personal Leave (1/2 or full days only)
- Local Sick Leave (1/2 or full days only)
- Vacation **(only for employees on a 224, 230 or 239 Day Calendar)** (whole hours only)
- Comp Time (Paraprofessional/Clerical Employees) (whole hours only)
- Other types of specialized leave (see HR Policies or Employee Handbook)

***Please note that State and Local leave can only be taken in half or full day increments, while Vacation and Comp Time are to be taken in hourly increments, therefore, when requesting a <u>full day</u> of vacation or comp time, you will need to enter 8.0 hours in Skyward.***

## <u>Requesting and Reporting Leave</u>

The procedures for requesting and/or reporting leave depends on the reason for the leave. Each procedure will be described in this section. Leave must be taken if the employee will not be present during their normal work schedule, unless an agreement is made with the employee's supervisor to make up the time during the **same** week.

### State Personal Leave:

**Non-discretionary leave** is used for personal or family illness, family emergency, a death in the family, or active military service. Since this type of leave allows very little advanced notice, no request for leave is needed, but the following procedures should be followed to request this type of leave:

1. Contact your immediate supervisor and the departmental secretary by phone or email to notify them of your absence at the beginning of the work day.
2. Enter your absence into Skyward Time-Off **(Appendix III)** as soon as is practical.
3. If you miss 5 or more consecutive days due to a personal or family illness, you must also submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.
4. Non-discretionary use also includes leave for well-baby care within the first year after birth, adoption, or placement of a child.

**Discretionary leave** is taken at an employee's discretion and can be scheduled in advance. This type of leave requires an advanced notice request, and the following procedures should be followed to request this type of leave:

**1.** Submit a request for leave at least three days prior to your planned leave in Skyward Time Off **(Appendix III). Discretionary use of state personal leave shall not exceed three consecutive workdays.** ***If you are requesting the use of state personal leave for personal reasons and your request exceeds three days, you must submit a request to the Assistant Superintendent of Human Resources****. This form is available on the GISD website, under* ***Staff, Filing Cabinet :Request for Leave of Absence.***

### Local Leave:

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year, except that an employee may donate local leave to a sick leave pool. [See DEC(LEGAL)]

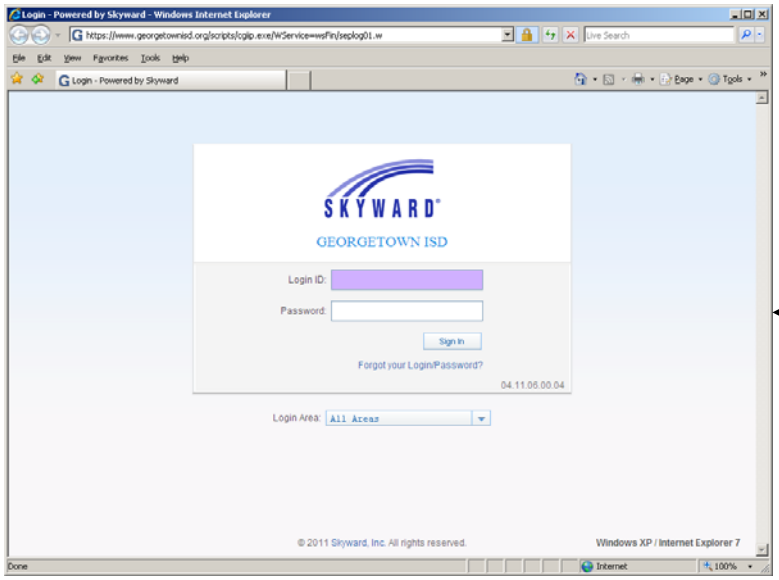
If your leave is approved, your supervisor will accept your request in Skyward. You will receive an email to that effect. (The email looks as if it comes from "**Skyward, No Reply**", but it is actually from your supervisor. (*It's a Skyward thing!)* **This is referenced in Appendix III.**

## Appendices

# Appendix I. True Time Timesheets - DAILY

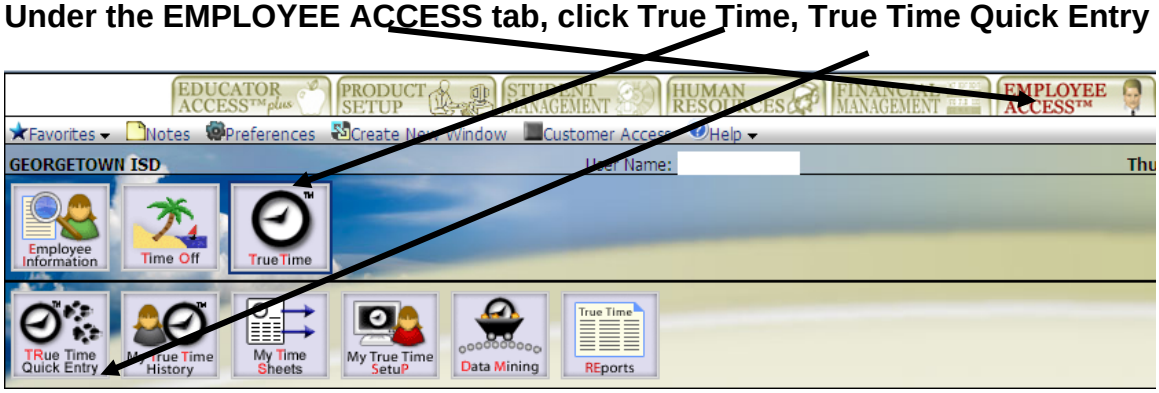
To clock in and out log into Skyward by going to the GISD website and scrolling down to the Skyward Info link, located in the Staff Center section on the upper right hand side of the webpage.



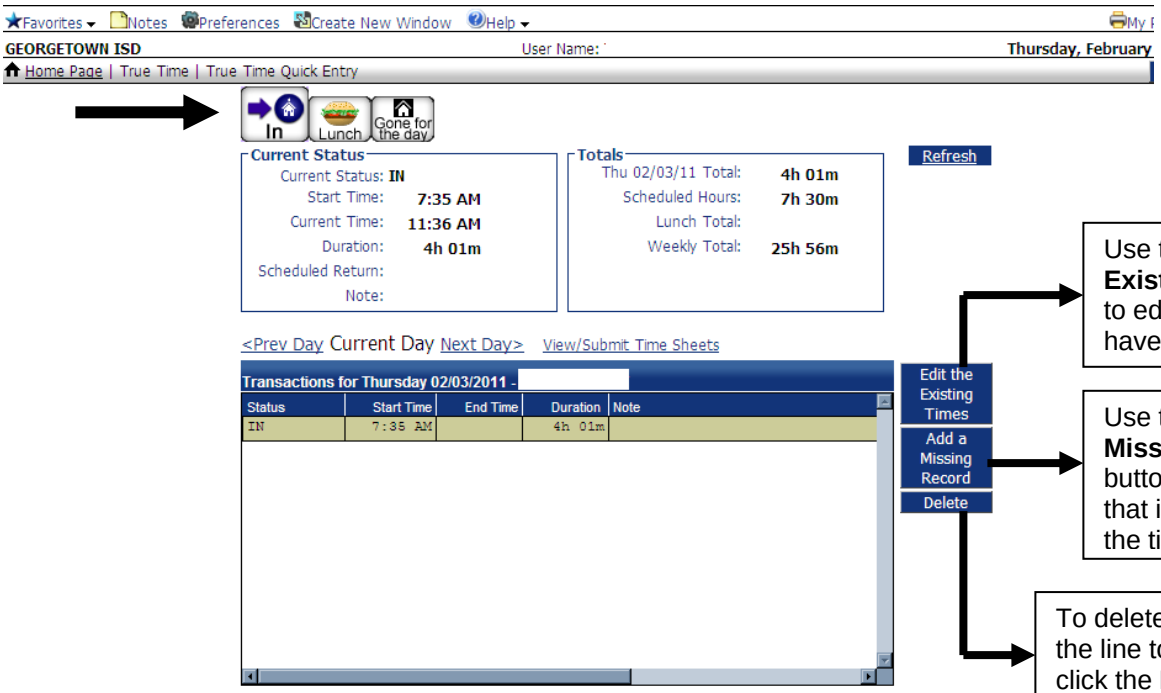




Log in and passwords are issued by Joan Elderton in HR.
Note: Not all employees in the district qualify for a Skyward log in.

**Under the EMPLOYEE ACCESS tab, click True Time, True Time Quick Entry**




Click the appropriate box: **IN, Lunch or Gone for the day**. If you forget to clock in or out, you may **Edit the Existing Time or Add a Missing Record**. A record of your edits will be printed on your Timesheet for your supervisor to see.




Use the **Edit the Existing Times** button to edit times that you have entered.

Use the **Add a Missing Record** button to add a time that is missing from the timesheet.

To delete an entry, select the line to be deleted and click the **Delete** button.

If you have entered a lunch but entered it as an IN instead of LUNCH, select Delete and a blue Add Record link will appear in the Note section. Click on Add Record and use the drop down to select Lunch.

# WEEKLY

Review your Timesheet. You will submit your time sheet weekly. **(See fig. 3)** If you are prompted to submit for **Comp Time**, you can submit for comp time, *however*, it will only **calculate** comp time if you have worked over a total of 40 hours for the week. Be sure that you have worked your scheduled number of hours. **You may need to request leave in order to equal your required number of hours.**

If you would like to print out timesheets weekly for your own records, you can print them two different ways. The first is to print it out in the actual **True Time Quick Entry Screen** under **View Timesheet** and it will give you the option to print on this screen (**fig.1**). The second is to print from the **My Timesheets Icon (fig. 2)**. Click on this box, then **Apply Filter** (Usually set at 10 for the last 10 weeks) Find the week that you would like to print. Highlight this week and Click on **View Time Sheet**. This will display your time sheet and you may print from this screen. **At the end of the week (or by the following Monday, at the latest) submit your time sheet to your supervisor for their approval.**

**Fig. 1**

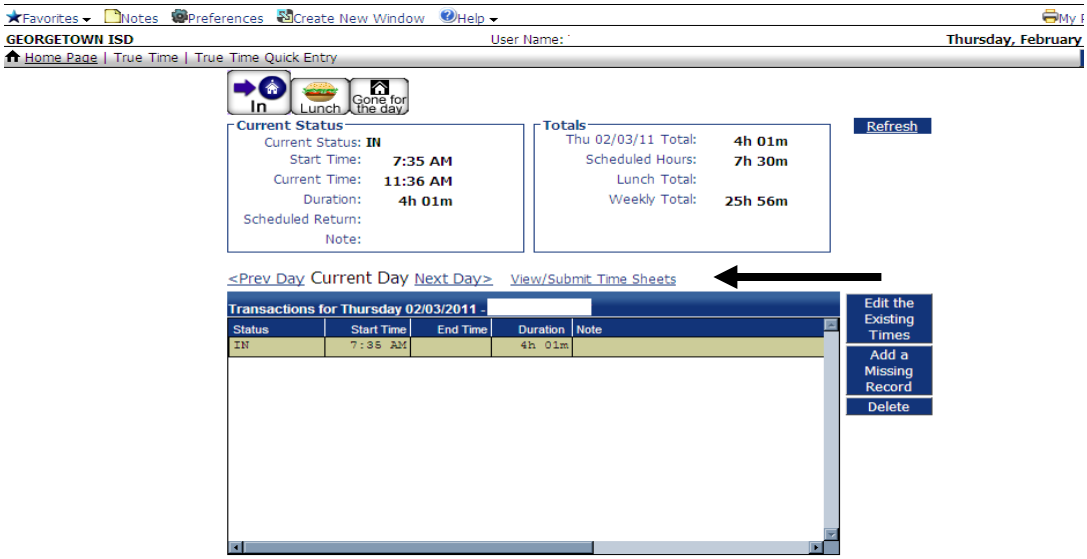
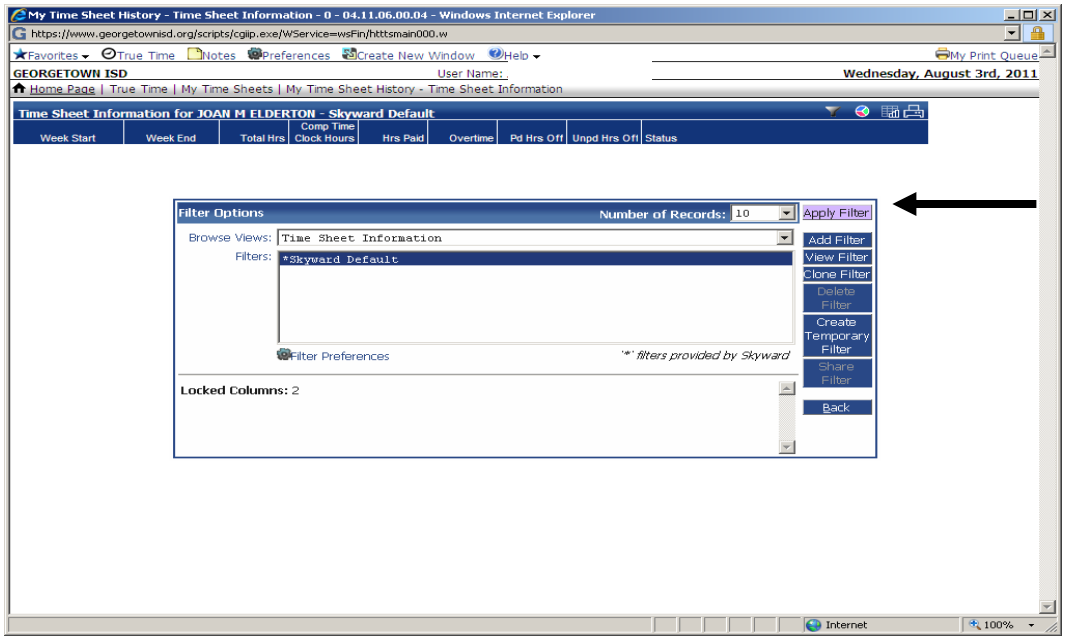
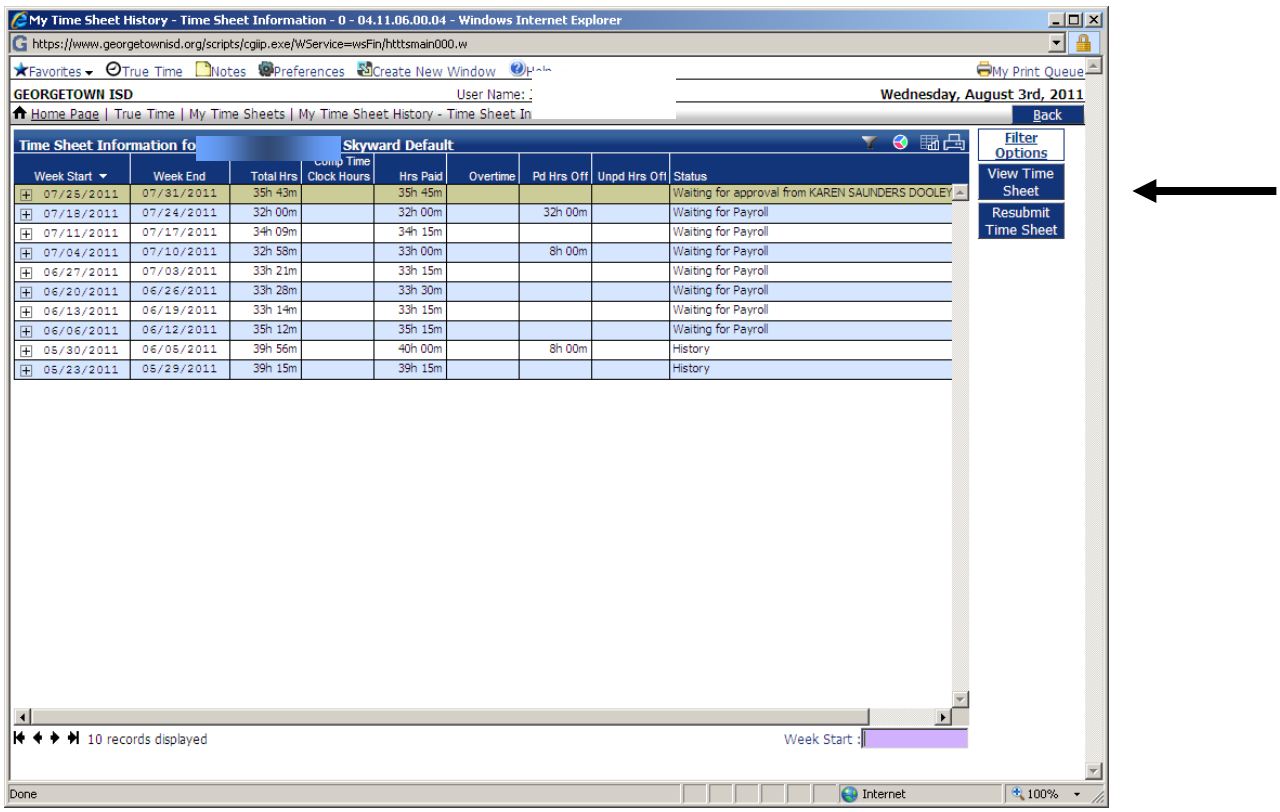



**Fig. 2**



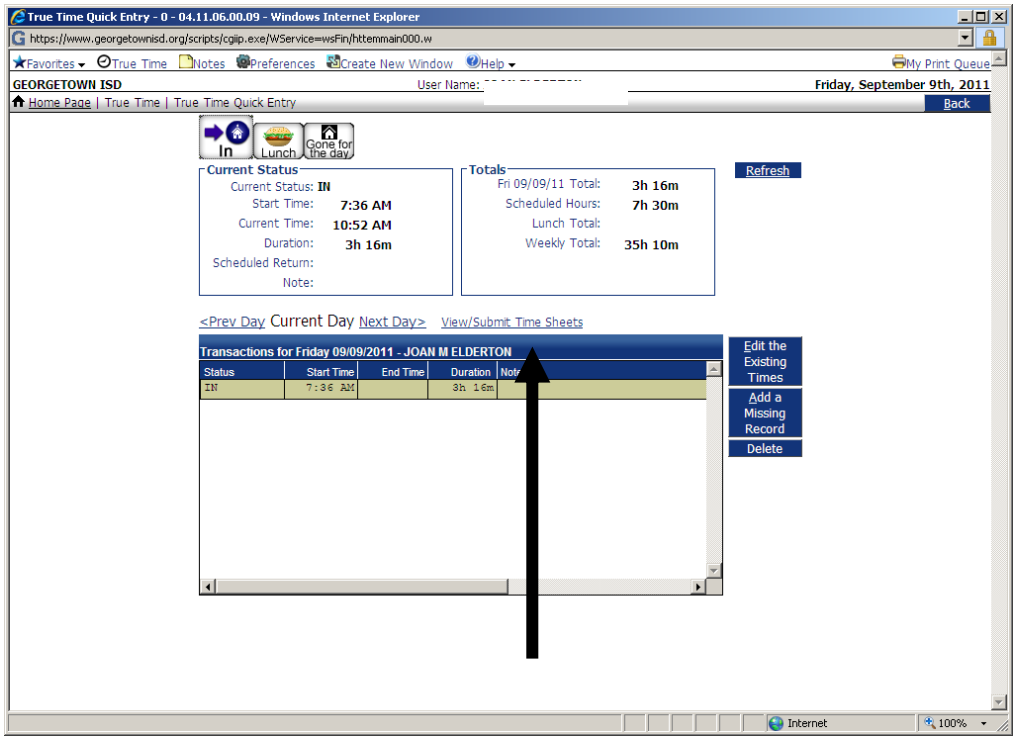
## Fig. 2 (cont.) ***SEE ADDENDUM 1 ON PAGE 10***



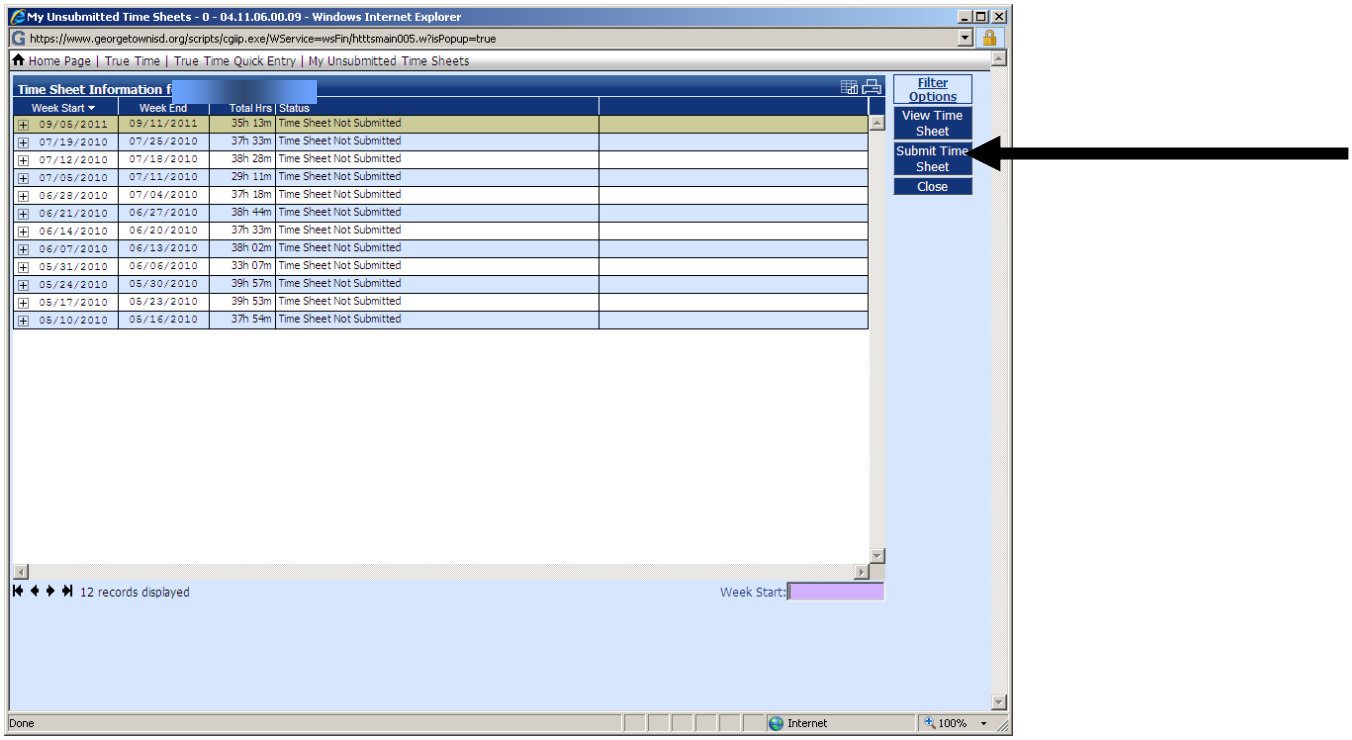



You can **submit** your time sheet from 2 different screens. The easiest way is to submit it **after** you click "**Gone for the Day**" on Friday afternoon/night. Click on **"View/Submit Time Sheets**". **Then highlight the week you are submitting. Check to make sure that you have at least 37.5 Hours (Under the Total Hours heading) and then click on "Submit Time Sheet**".

## Fig. 3

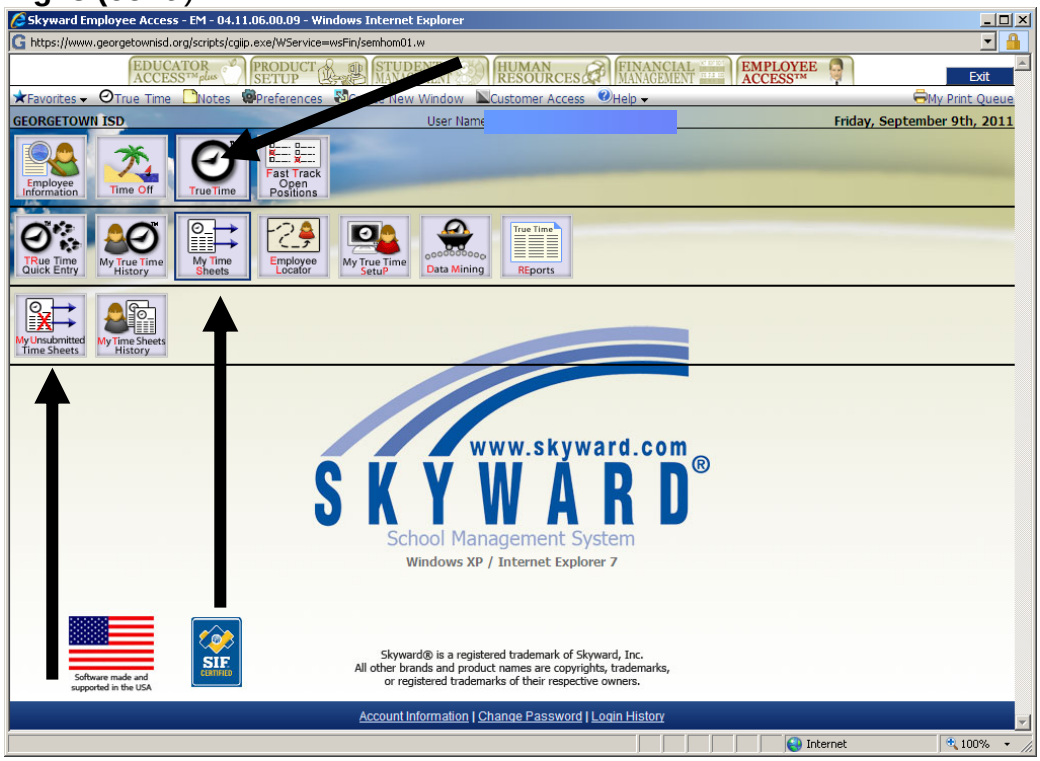


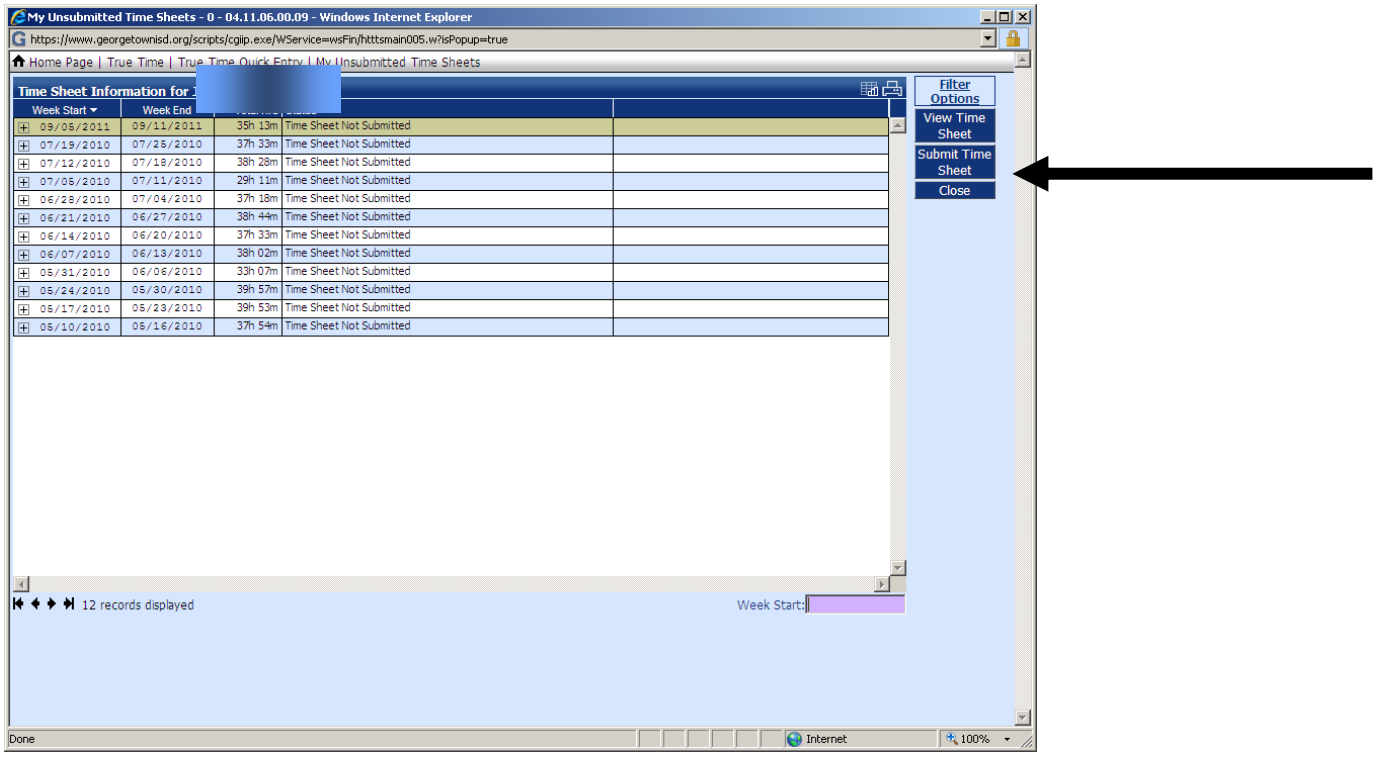

## Fig. 3 (cont.)



The other way to submit your time sheet is from the home page. Click on **"My Time Sheets"** and then click on **"My Unsubmitted Time Sheets"**. Highlight the week that you need to submit, make sure that you have **at least 37.5** hours and then click on the box **"Submit Time Sheet".**

**Fig. 3 (cont.)**



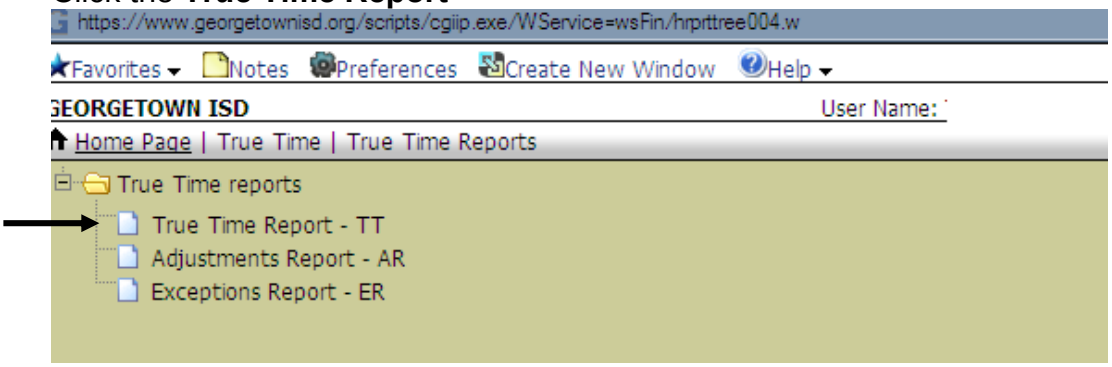



## Appendix II. Printing Time Sheets - MONTHLY

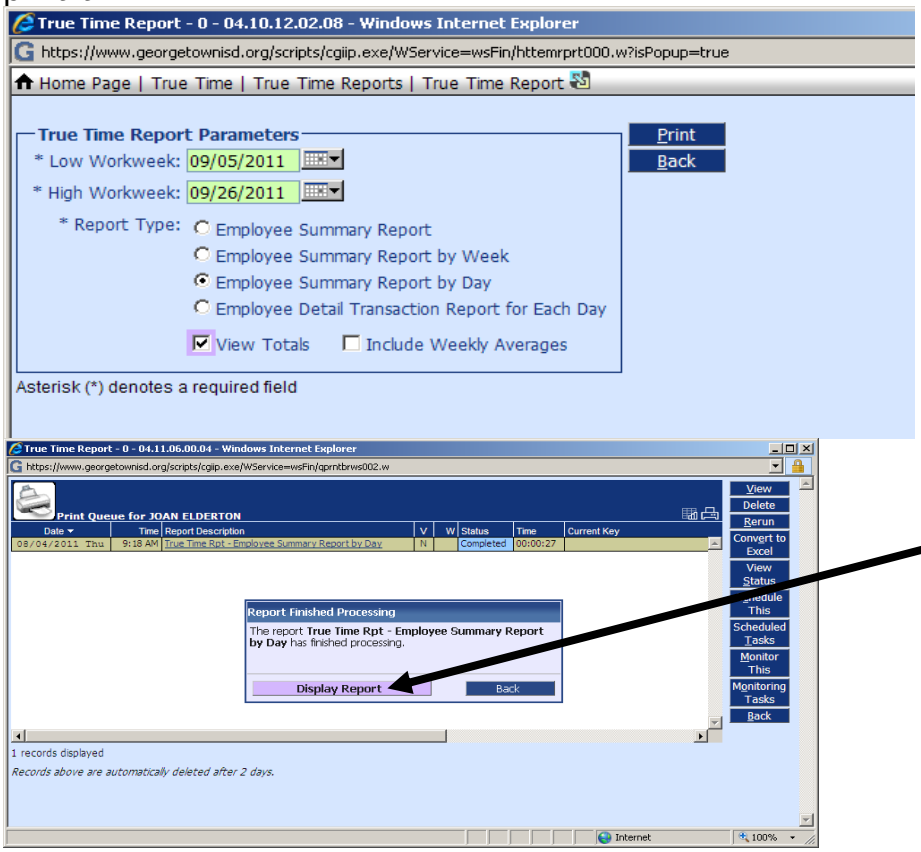
Print out your Timesheet Summary; Under the **EMPLOYEE ACCESS TAB,** Click **True Time-Reports**




Click the **True Time Report**




Enter in **whole weeks only** (Mon – Sun) for the month. Click as shown below, then click **Print**. The report will eventually give you a prompt to **Display the Report**. Click on "lavender" bar to print it.



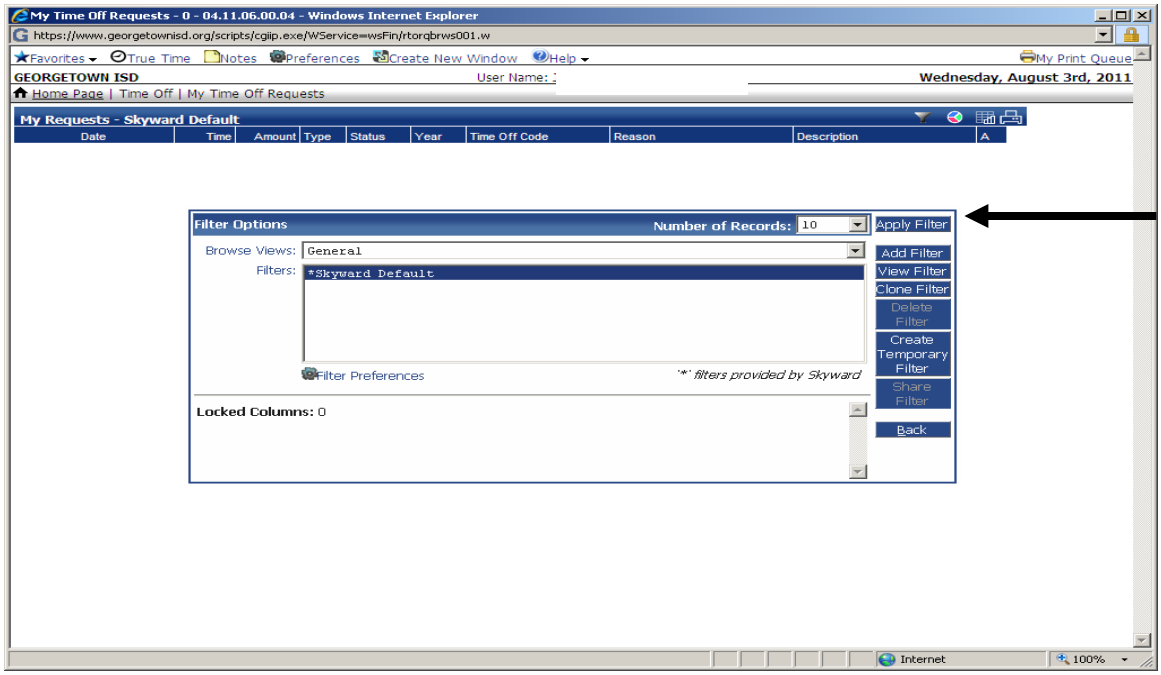
# .Appendix III. Entering an Absence and Requesting Time Off in True Time

Under the **EMPLOYEE ACCESS** tab, Click **TIME OFF, then click My Time Off Requests**

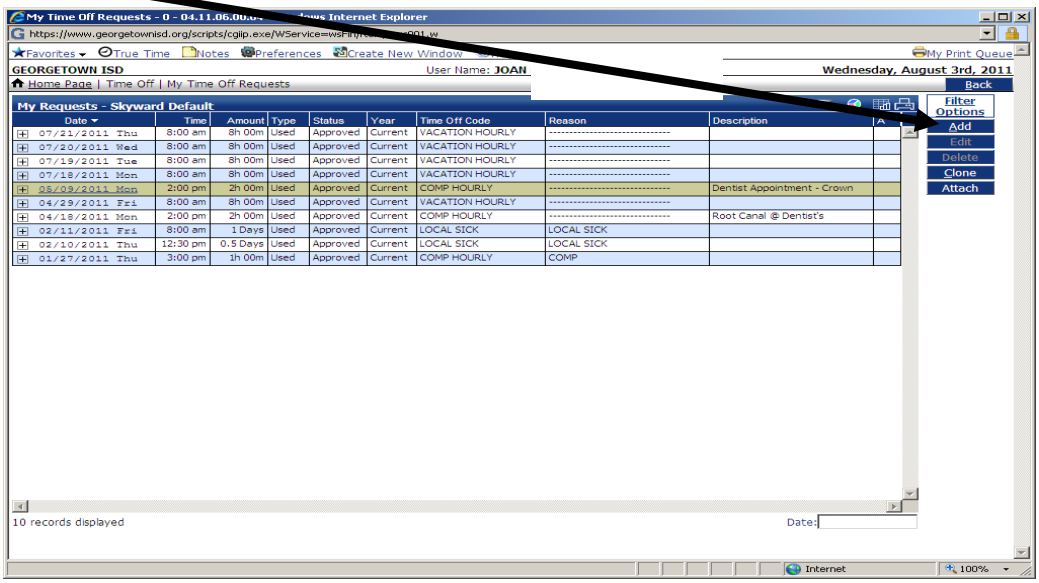



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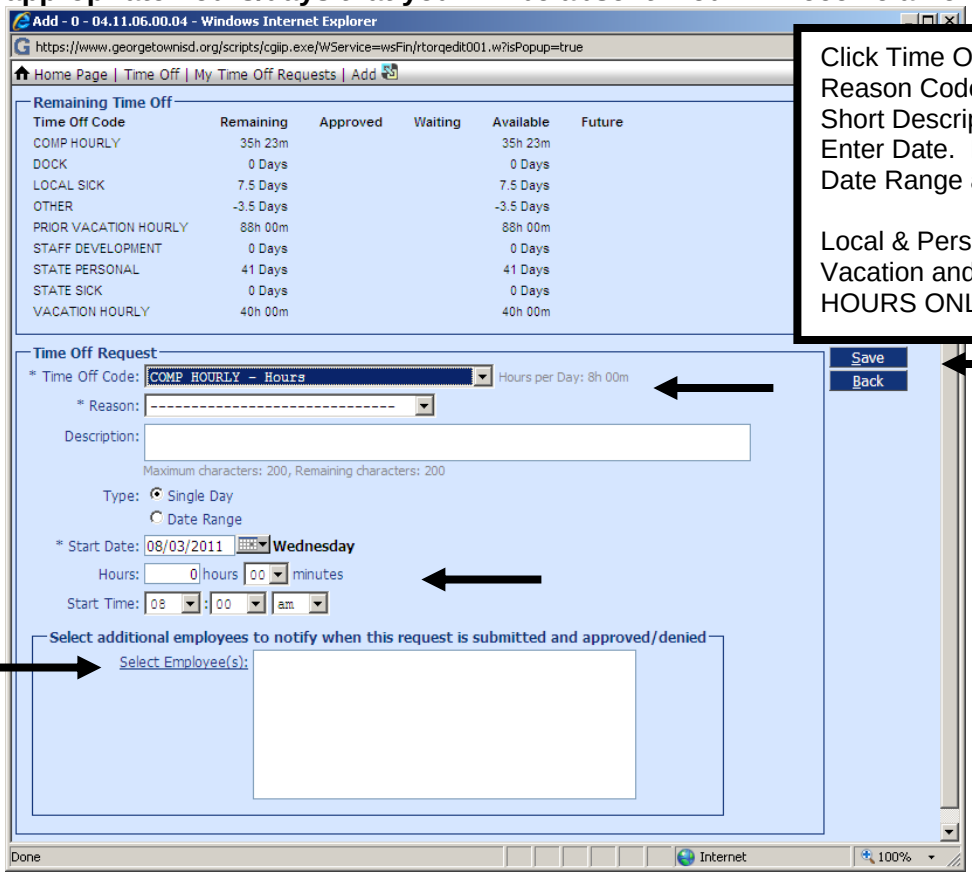
Set the **Number of Records to "10"** for a quicker load time (pull down menu) to show the last 10 requests. **Click on Apply Filter**. *****SEE ADDENDUM 1 ON PAGE 10*****



## Click on the Add button:




You will enter the **Time Off Code** from the **Pull Down Menu**. Entering a **Reason Code is optional**. You may add a description if needed. Be sure to click whether this will be for a **Single Day or a Date Range**. If you want to use **Comp Time or Vacation Hourly**, you must enter the amount of time requested in **Whole Hours Only.** If you will be using **Local Sick or State Personal, the time off must be entered in Full or Half Days Only.** You may also notify another employee (i.e. Campus Secretary) in addition to the approving supervisor of your time off request by clicking on the "Select Employee(s)". Your request will be emailed to your **<u>approving</u> supervisor** (and the other employee(s), if selected). Click on **"Save". Once your supervisor has <u>approved</u> your leave request, your timesheet will "populate" with the appropriate hours/days that you will be absent. You will receive an email back (see pg 2).**



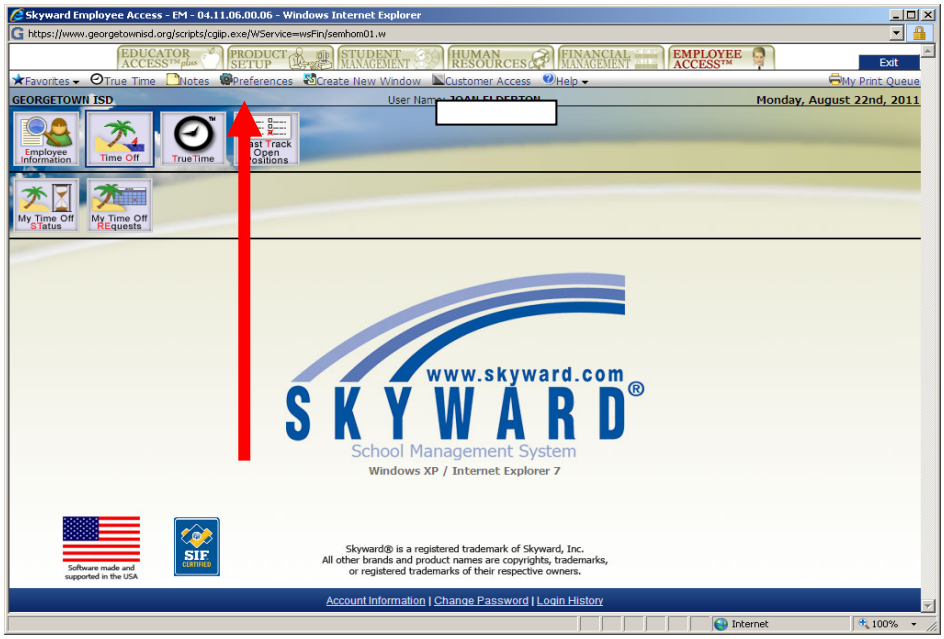

Click Time Off Code
Reason Code (optional)
Short Description i.e.-Sick, Personal.
Enter Date. If more than 1 day, Click Date Range and Enter Dates

Local & Personal are .5 or 1.0 Days ONLY
Vacation and Comp Time can be in WHOLE HOURS ONLY

To notify other employees of your absence, click the Select Additional Employees box and choose the person you want to notify (i.e.Campus/Dept Secretary)

## Addendum 1

**You may now skip the "Filter Screens" by setting your "Preferences" as listed below in the following example.**




**CLICK on the word "PREFERENCES" AND then set the Number of Records to "10" Make sure that you place a check mark in the box that says "DO NOT AUTOMATICALLY DISPLAY BROWSE FILTER". Click on "SAVE".**

