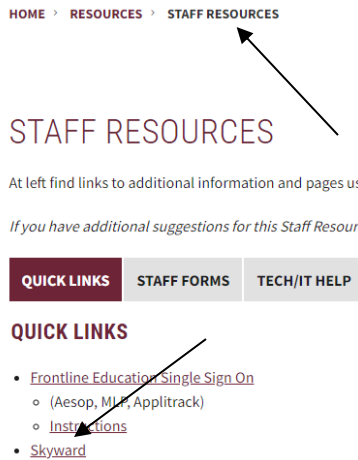


# Skyward Employee Access Instructions

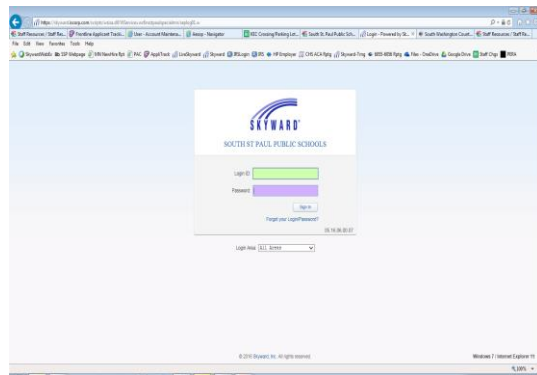
## Requesting Time Off (Sub Needed)

**Please enter time off requiring a sub right away to increase the likelihood of securing a substitute in a timely manner**  
**Enter in Skyward First**

Go to the District website ([www.sspps.org](http://www.sspps.org)), Staff Resources, Quick Links, click on Skyward



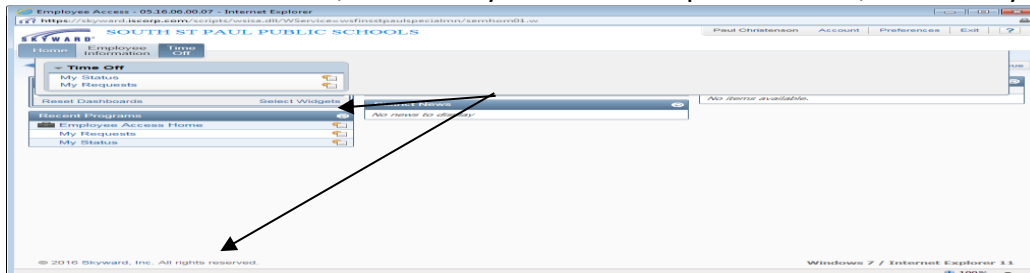
At the login page, enter your username and password that you currently use to log into your South St. Paul email account or work computer (example: *jsmith@sspps.org* – Login ID is *jsmith*). As a tip, add this site to your *favorites* for easy access in the future.



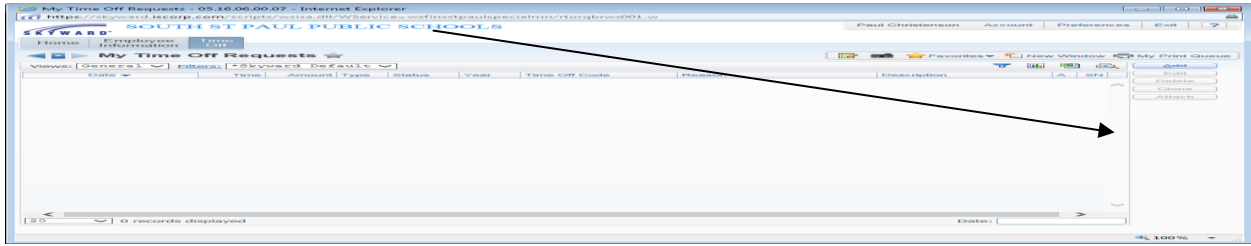
If you see a pop-up blocker warning at this point, see the FAQ at the end of this document.

Click on the Time Off/My Requests.

To view time off balances, click on My Status. To request time off, click on My Requests



Click Add



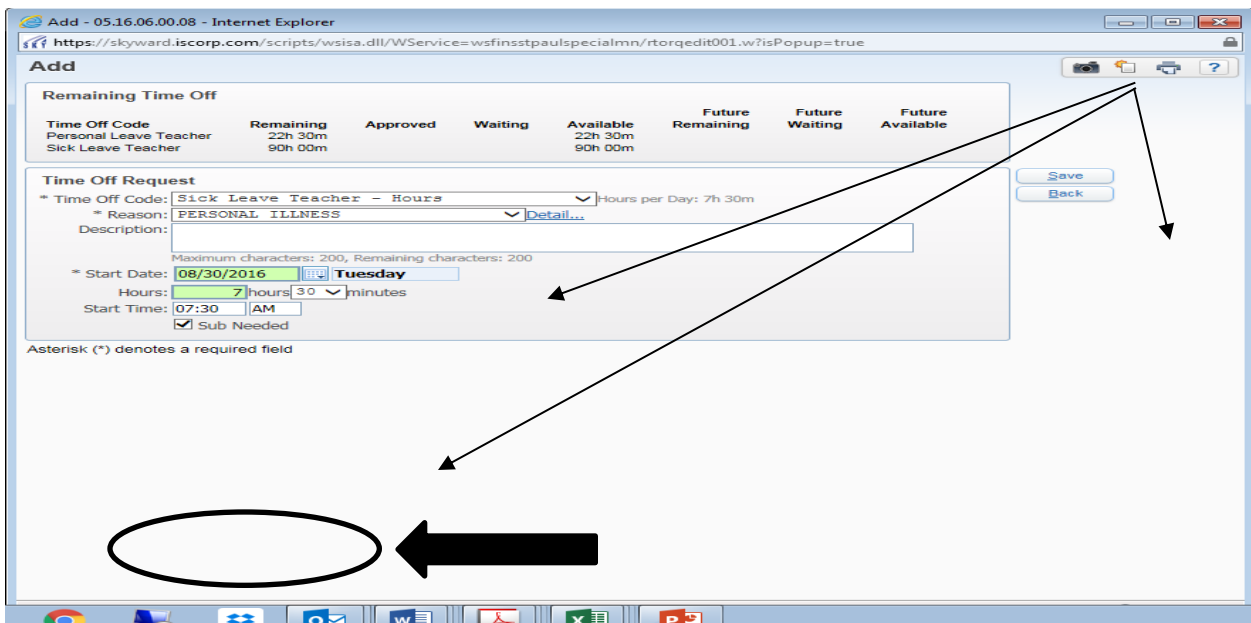
Choose the appropriate Time Off Code, Reason, Description, Date and Hours. Enter only one day at a time. Please use the description box to provide additional information regarding your absence such as:

- Family illness – indicate family member (i.e. mother)
- Funeral leave – indicate the relationship (i.e. grandmother)
- Unpaid leave – indicate the reason for the request (required)
- Other additional information as appropriate

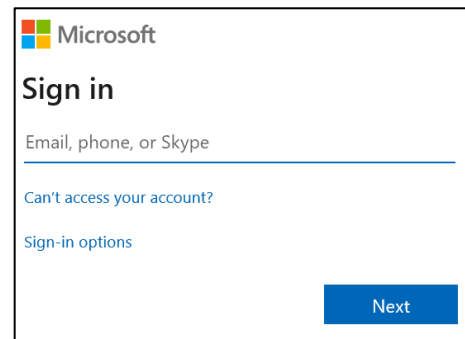
**If a sub is required, check box Sub Needed**

*If absence will be filled with current staff (i.e. teacher prep) **do not check Sub Needed***

Click Save



After time off has been saved and if Sub Needed is checked, you will be redirected to the Frontline Education Absence Management site. Login by entering your email address (example: *jsmith@sspps.org*) as your username and your password (the same password you use to login to Skyward).



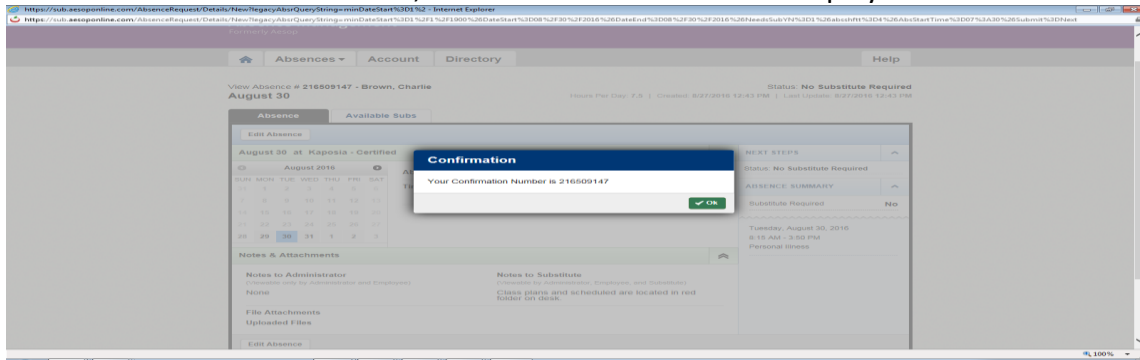
After logging into Absence Management, the absence date will carryover; however, the absence reason and specific time must be entered. Any notes to the sub should also be entered.

Click on **Create Absence** to allow system to find a substitute

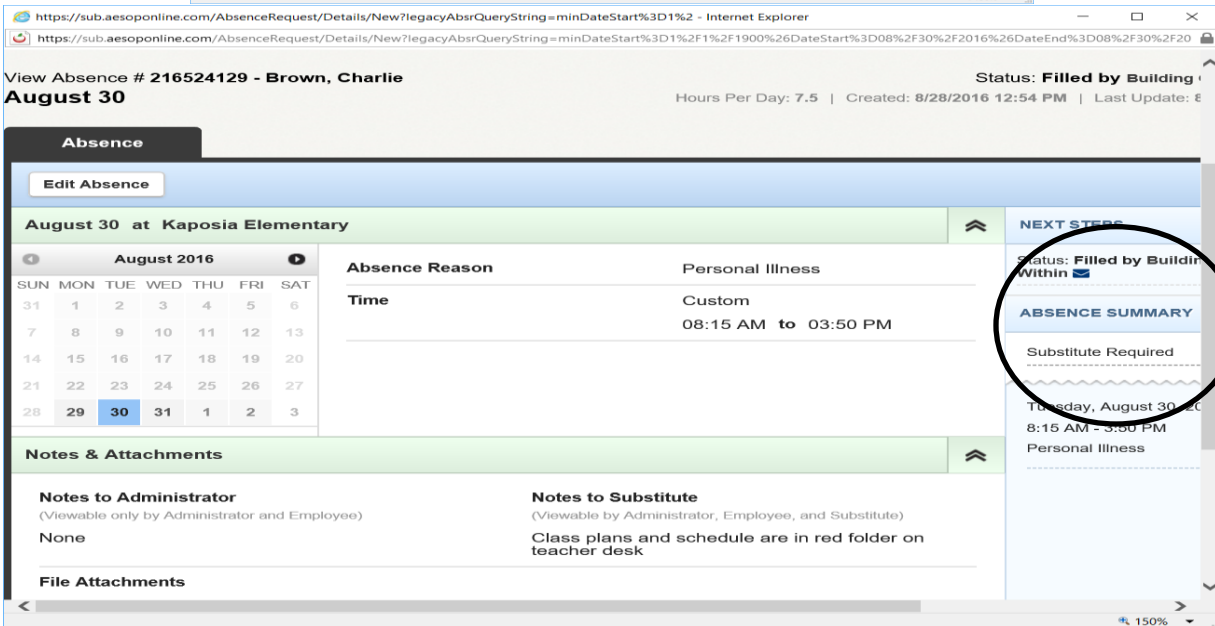
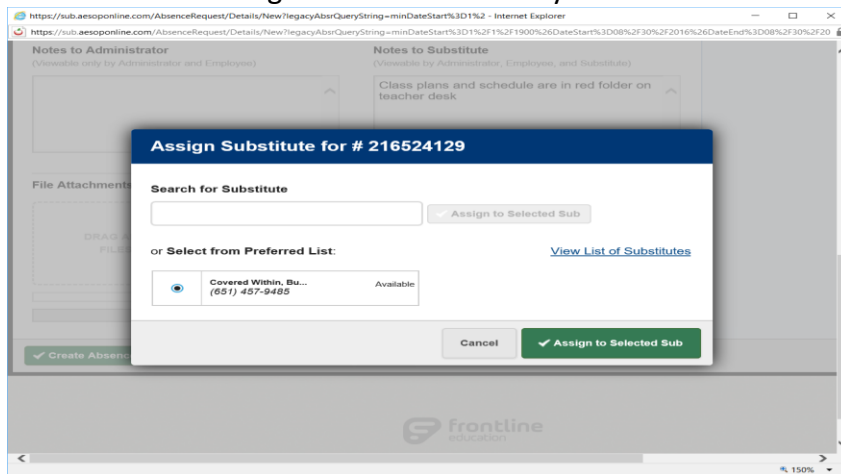
Click on **Create Absence & Assign Sub** to choose a predetermined or preferred sub

The screenshot displays the 'Absence Management' web interface. At the top, the browser address bar shows the URL: <https://sub.aesoponline.com/AbsenceRequest/Details/New?legacyAbsrQueryString=minDateStart%3D1%2F1900%26DateStart%3D08%2F30%2F2016%26DateEnd%3D08%2F31%2F1900%26DateStart%3D1%2F1900%26DateEnd%3D08%2F31%2F1900>. The main heading is 'Absence' with a sub-heading 'August 30 at Kaposia - Certified'. Below this are two buttons: 'Create Absence' and 'Create Absence & Assign Sub'. A calendar for August 2016 is shown on the left, with the 30th highlighted. The 'Absence Reason' is set to 'Select One' and the 'Time' is 'Custom' from 08:15 AM to 03:50 PM. The 'Substitute Required' checkbox is checked 'Yes'. The 'Notes to Substitute' field contains the text: 'Class plans and daily schedule are in the red folder on teacher desk.' The 'File Attachments' section is at the bottom, with a 'Browse' button. The 'Create Absence' button is circled in black, and the 'Substitute Required' checkbox is also circled. Arrows point from the text above to the 'Create Absence & Assign Sub' button, the 'Absence Reason' dropdown, the 'Time' input, and the 'Notes to Substitute' field.

If **Create Absence** was checked, a confirmation number will display.

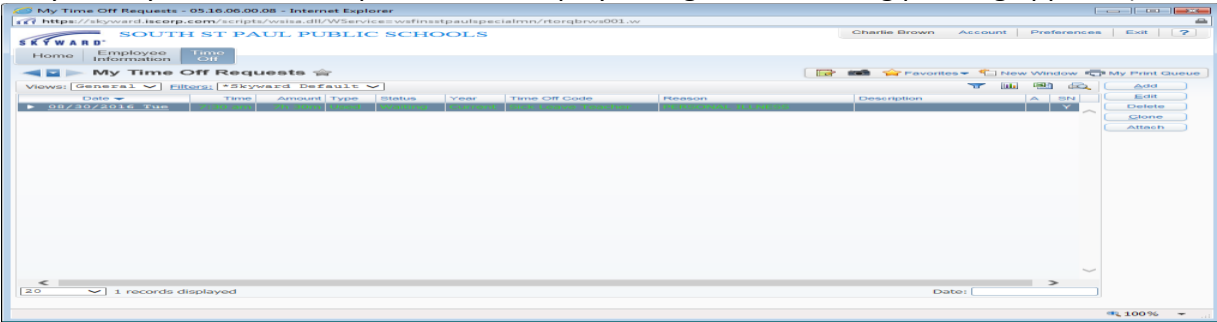


If **Create Absence & Assign Sub** was checked, choose sub option and click Assign to Selected Sub. Assigned sub will be listed. Log out and return to Skyward site

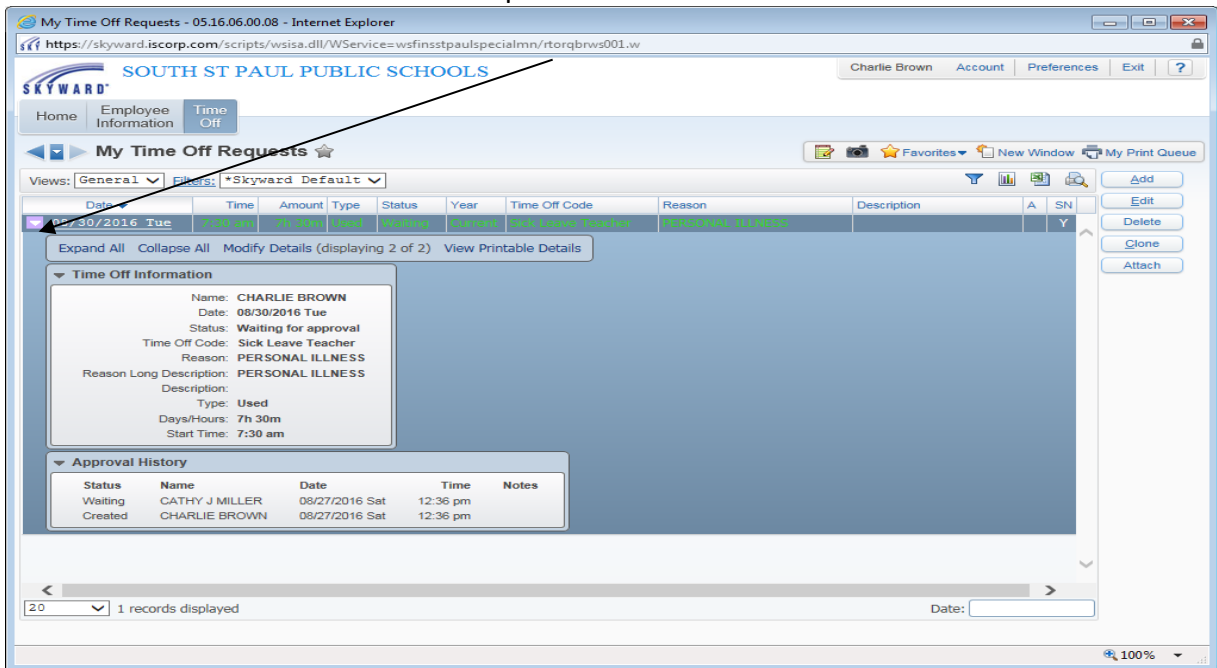


## Requesting Time Off (Sub Needed)

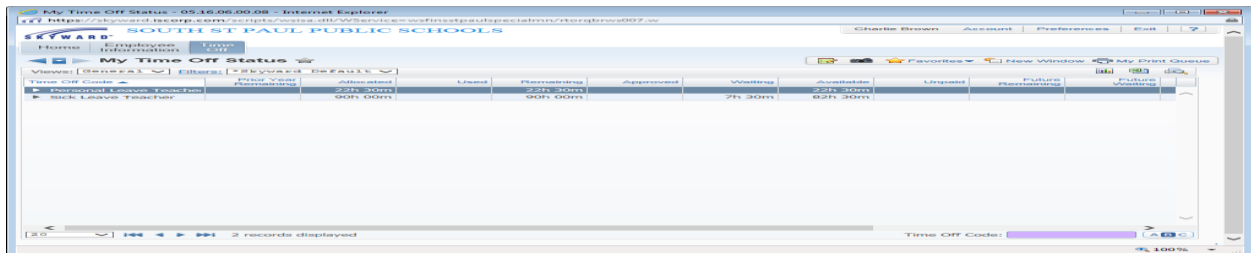
In Skyward, your time off request will be displayed in green-indicating pending approval).



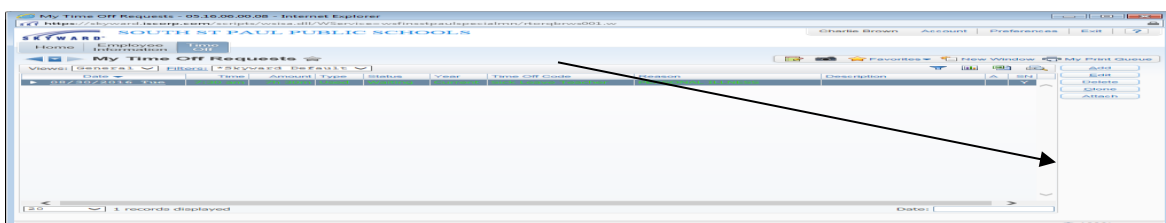
Click on the arrow beside the date to expand for more details



Under My Time Off Status, the available hours have been reduced and the request is listed under waiting.



The time off request can be deleted if the request has not yet been approved by anyone yet. Click the Delete button to delete the absence. To cancel a sub, contact building/department secretary.



## Frequently Asked Questions

### What is my Skyward log in information?

- Your Skyward login information is the same username and password that you currently use to log into your SSPPS email account or computer (*example: jsmith@sspps.org – Login ID is jsmith*). If you do not have an email account or work computer, login and password information will be assigned and communicated with you.

### What if I have trouble logging into Skyward or Absence Management?

- Contact Tech Support at Ext. 9459 (651-457-9459) or [techhelp@sspps.org](mailto:techhelp@sspps.org)

### What if I have questions about my time off?

- Human Resources [human.resources@sspps.org](mailto:human.resources@sspps.org) (651) 457-9409
- Joel Milteer at [jmilteer@sspps.org](mailto:jmilteer@sspps.org) (651) 457-9473

### What if I receive a pop-up blocker message?

After logging in, Skyward may notify you that your browser is blocking popup windows in Skyward. If you have trouble with this process, contact Tech Support at Ext. 9459 (651-457-9459)



If you see this pop-up message, follow the directions below and click Retry when done.

#### For Internet Explorer:

Look for this message at the bottom of your screen. Click Options for this site, then "Always allow"



#### For Google Chrome:

Click this icon near the top right of the Chrome window and select "Always allow popups from <https://skyward.iscorp.com>". Then click Done.

