

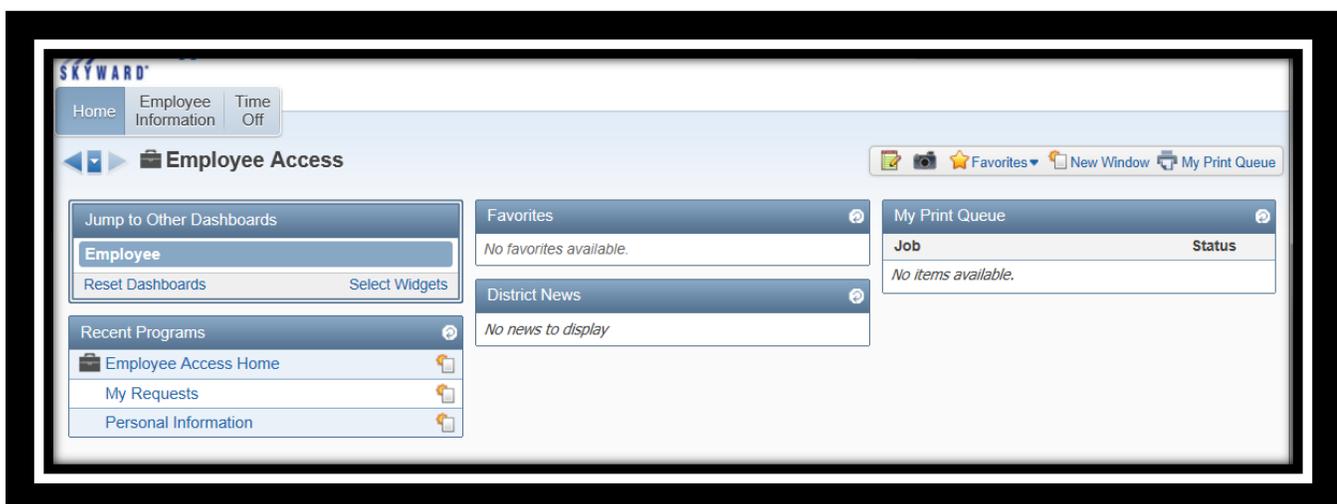
HOW TO NAVIGATE THE SKYWARD SYSTEM

TO LOG ON TO THE SKYWARD BUSINESS SUITE VISIT WWW.UMASD.ORG AND CLICK ON STAFF RESOURCES TO FIND THE SKYWARD BUSINESS SUITE LINK.

YOUR UPPER MERION USERNAME/PASSWORD ARE THE SAME LOG IN.



SCREENSHOT VIEW OF YOUR SKYWARD DESKTOP HOMEPAGE



TO ENTER AN ABSENCE:

STEP ONE:

- A. CLICK TIME OFF TAB, CLICK MY REQUESTS TO ENTER AN ABSENCE; OR
- B. CLICK TIME OFF TAB, CLICK MY STATUS TO REVIEW BALANCES AVAILABLE, ABSENCES PREVIOUSLY ENTERED, OR AN ABSENCE WITH APPROVALS PENDING.



STEP TWO: TO ENTER AN ABSENCE, CLICK ON TIME OFF TAB, CLICK MY REQUEST, AND CLICK ADD BUTTON (ON RIGHT SIDE OF SCREEN).



STEP THREE:

- A. TIME OFF CODE: SELECT TIME OFF REASON (I.E., SICK, PERSONAL, BEREAVEMENT, JURY DUTY, ETC.);**
- B. REASON: SELECTION ENTERED WILL APPEAR HERE;**
- C. DESCRIPTION: ENTER DESCRIPTION OF ABSENCE ENTERED (I.E., DOCTORS APPOINTMENT, FUNERAL OF BROTHER, ETC.);**
- D. START DATE: ENTER START DATE OF ABSENCE FOR THE DATE ABSENCE BEGINS;**
- E. DAYS FIELD: ENTER 1.0 FOR FULL DAY ABSENCE OR 0.5 FOR HALF DAY ABSENCES. MAY ALSO ENTER MULTIPLE ABSENCES BY SELECTING THE DATE RANGE "TYPE" RADIO BUTTON AND INCLUDE A START AND END DATE (I.E., 3.0 FOR THREE DAYS, ETC.). ALL ABSENCES MUST BE ENTERED IN FULL DAY OR HALF DAY INCREMENTS ONLY;**
- F. START TIME: ENTER START TIME OF ABSENCE;**
- G. SUB NEEDED FIELD – CHECK ONLY IF A SUBSTITUTE IS NEEDED. THIS FIELD APPLIES ONLY TO UMAEA MEMBERS, INSTRUCTIONAL AIDES, SECRETARIES AND HEALTHROOM ASSISTANTS CURRENTLY USING AESOP.**

PLEASE NOTE: IF A SUBSTITUTE IS NOT REQUIRED – CLICK SAVE NOW. ABSENCE IS NOW RECORDED AND BEGIN THE APPROVAL PROCESS.

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
BEREAVEMENT DAYS	0 Days			0 Days			
EXTRA PERSONAL DAYS	0 Days			0 Days			
JURY DUTY	0 Days			0 Days			
MEETING/WORKSHOP	0 Days			0 Days			
PERSONAL DAYS	3 Days			3 Days			
SICK	15 Days			15 Days			

Time Off Request

* Time Off Code: **JURY DUTY - Days** Hours per Day: 7h 00m

* Reason: **JURY DUTY** [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

* Start Date: **11/25/2015** **Wednesday**

Days:

Start Time:

Sub Needed

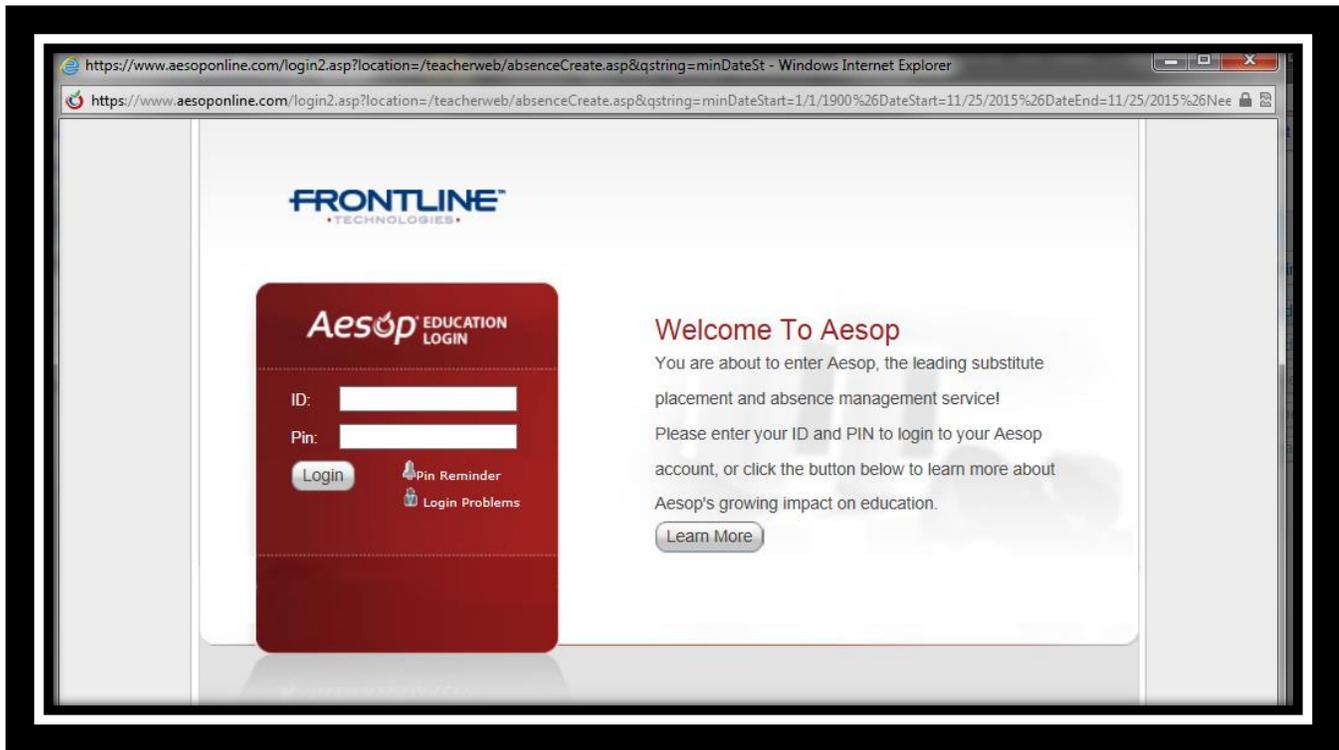
Asterisk (*) denotes a required field

[Save](#)
[Back](#)




IF A SUBSTITUTE IS REQUIRED - YOU WILL NOW BE RE-DIRECTED TO THE AESOP SYSTEM.

STEP FOUR: LOG ONTO AESOP (WHICH WILL APPEAR) TO COMPLETE THE REQUEST. ONCE COMPLETED, YOUR ABSENCE IS RECORDED AND WILL BEGIN THE APPROVAL PROCESS.

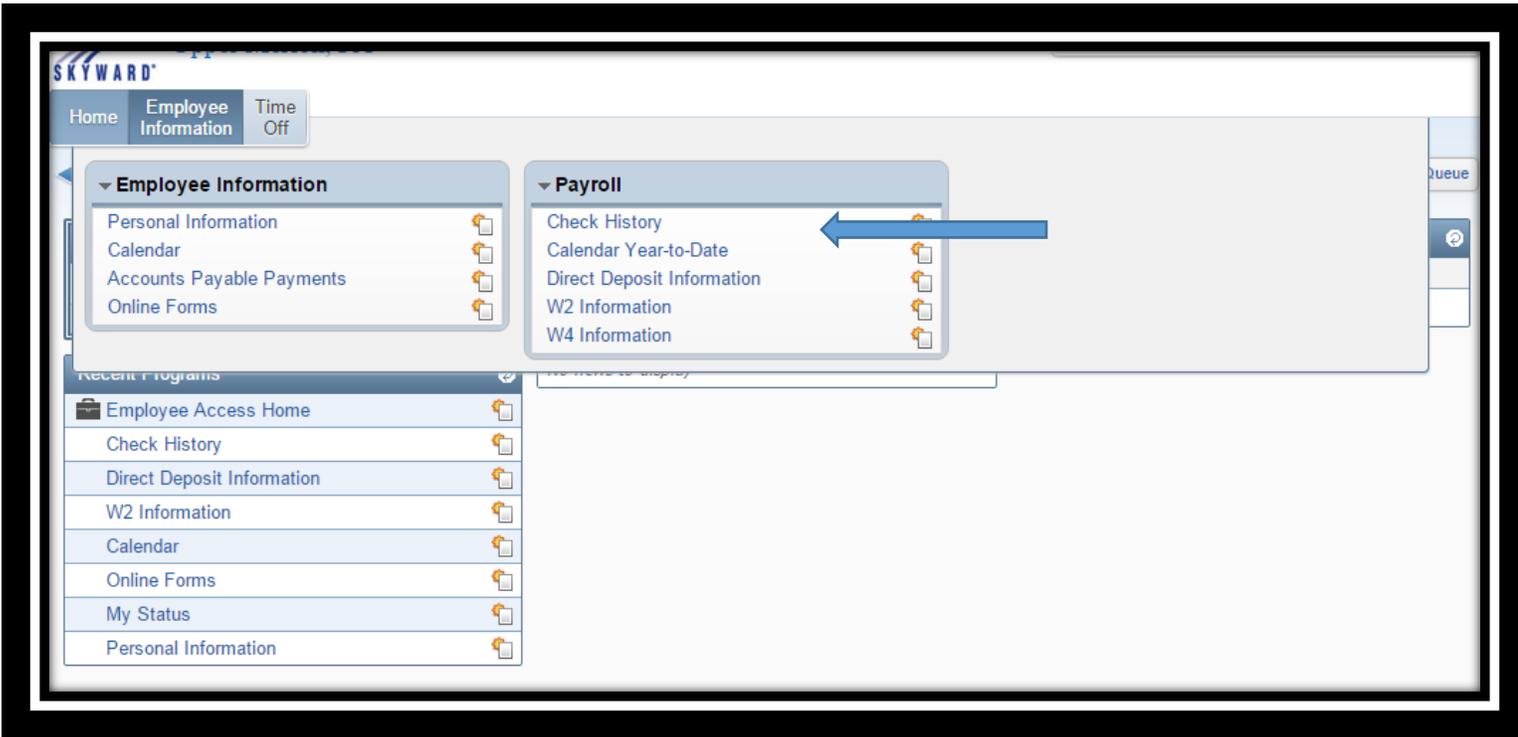


TO VIEW PAYSTUBS:

STEP ONE: CLICK ON EMPLOYEE INFORMATION TAB

The screenshot shows the SKYWARD Employee Access dashboard. At the top left, there is a navigation bar with tabs for 'Home', 'Employee Information', and 'Time Off'. A blue arrow points to the 'Employee Information' tab. Below the navigation bar, the main content area is titled 'Employee Access'. On the left side, there is a 'Jump to Other Dashboards' section with a dropdown menu currently showing 'Employee', and buttons for 'Reset Dashboards' and 'Select Widgets'. Below this is a 'Recent Programs' list with items: 'Employee Access Home', 'Check History', 'Direct Deposit Information', 'W2 Information', 'Calendar', 'Online Forms', 'My Status', and 'Personal Information'. On the right side, there are three widget panels: 'Favorites' (displaying 'No favorites available.'), 'District News' (displaying 'No news to display'), and 'My Print Queue' (displaying 'No items available.'). The 'My Print Queue' panel has a table header with 'Job' and 'Status' columns. At the top right of the dashboard, there are utility icons for 'Favorites', 'New Window', and 'My Print Queue'.

STEP TWO: CLICK CHECK HISTORY UNDER PAYROLL TAB



STEP THREE: CLICK ON DESIRED CHECK AND CLICK SHOW CHECK / SHOW CHECK WITH YTD AMTS (YEAR TO DATE AMOUNTS) TAB TO VIEW.

