

# HOW TO NAVIGATE THE SKYWARD SYSTEM

TO LOG ON TO THE SKYWARD BUSINESS SUITE VISIT [WWW.UMASD.ORG](http://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: 0.0000

Start Time: 07:30

AM

☐ Sub Needed

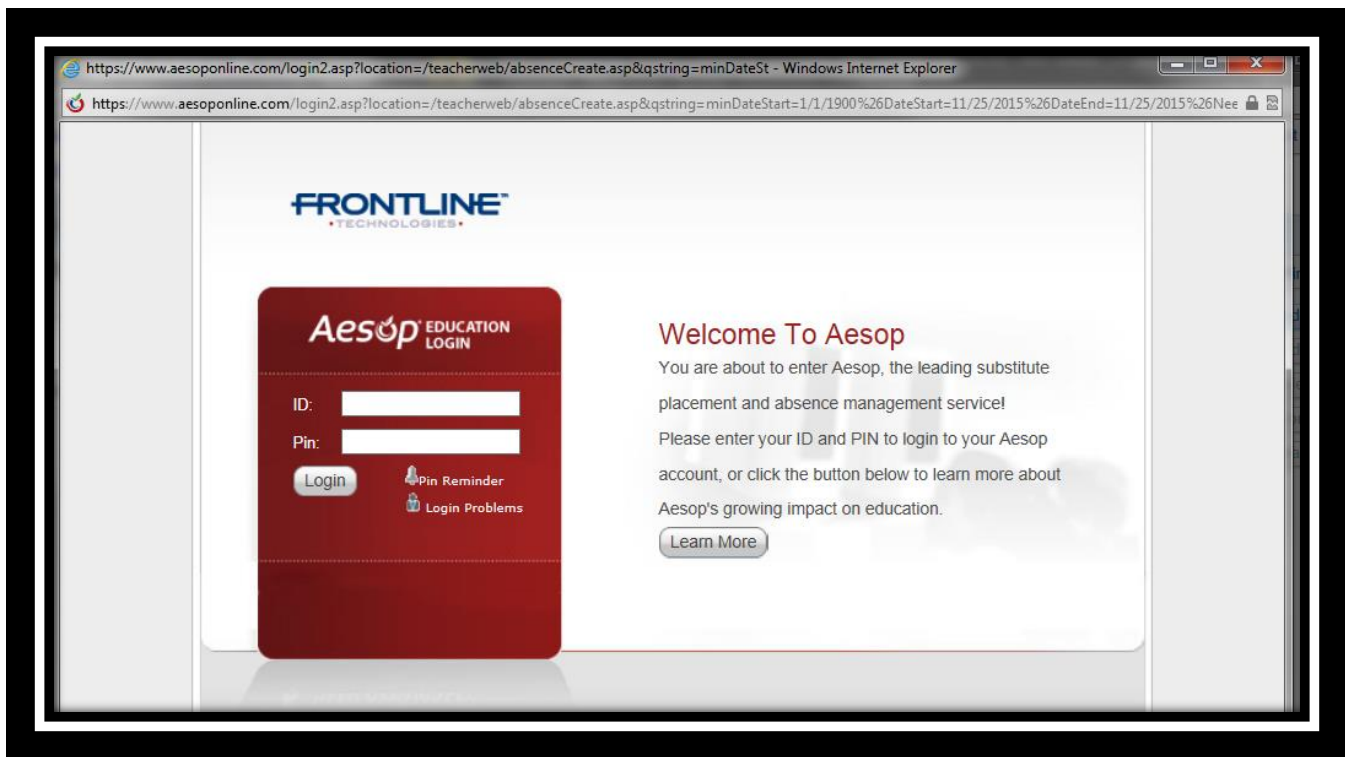
Save

Back

Asterisk (\*) denotes a required field

**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.**

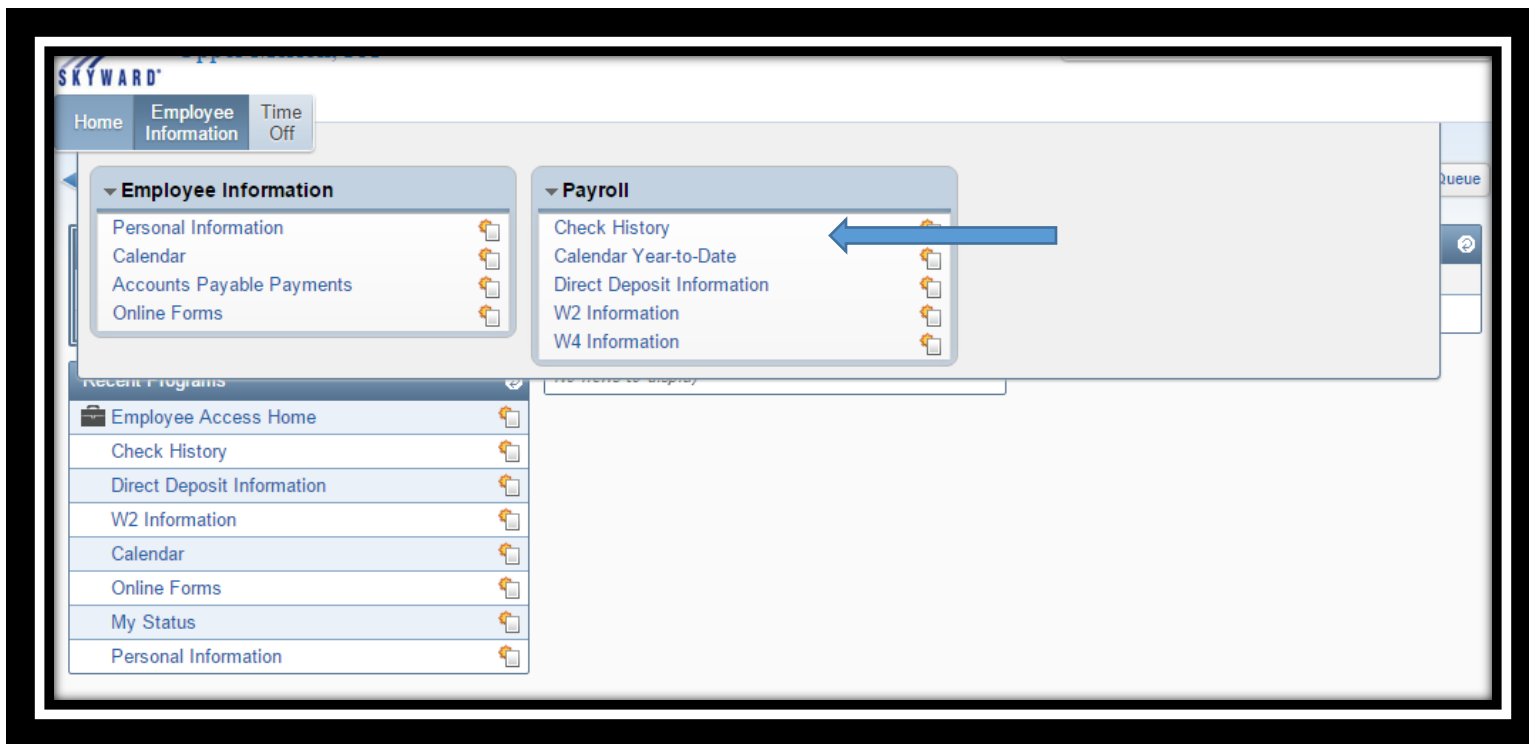


## **TO VIEW PAYSTUBS:**

**STEP ONE: CLICK ON EMPLOYEE INFORMATION TAB**



**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.**

