



AGENCY-WIDE IMPLEMENTATION

GO LIVE DATE: July 1, 2026

USER TRAINING – ALL STAFF

Note: Additional categories of user types (Approver, Reviewer, Office Manager) Slide Decks were created to support users with this roles

Understanding the Change in Practice

- This practice change is necessary to:
- Empower staff to appropriately manage their paid time off (PTO) benefits.
- To ensure that staff use the Time & Attendance system accurately.
- To ensure that accrual balances are visible on an employee's pay advice.



LEARN Time Off App

Time & Attendance Comparison

What is Changing?



FROM



TO

LEARN Time Off App

Staff were required to enter their paid time off requests using the LEARN Time Off App.

- PTO was sometimes requested after the time was taken.
- This step could be completed by someone other than the employee.

Time & Attendance

Staff will be required to enter their paid time off requests using the Time & Attendance portal or the Workforce Mobile App.

- PTO requests for any pay period must be submitted before the payroll cutoff date. HR will send bi-weekly reminders to staff.
- *This step can only be completed by the employee.*

LEARN Time Off App Time & Attendance Comparison

What is Remaining the Same?

- The accrual types will remain the same: E/N/R, Sick, Vacation, etc.
 - Staff will request time off in the same increments that existed before, i.e., by the hour for sick and by quarter days for all other leave types.
 - Staff will still be able to enter time off requests from a cell phone* or computer device.
-
- *Staff will need to download the Workforce Mobile App.





Employee Training Objectives

- ***As a result of this training, participants will:***
 - **Understand:**
 - the expectations and requirements for submitting paid time off requests.
 - what may happen if a time off request is not submitted as required.
 - **Know and be able to do:**
 - the site address and how to access the Time & Attendance portal,
 - their Time & Attendance Username and Password,
 - how to submit a request for PTO,
 - where to find their paid time off balances,
 - review if a PTO request is approved, requires additional information, or is pending.



Time Off Request Expectations – Staff will:

- Submit time off requests into Time and Attendance or the Workforce Mobile App in a timely manner to ensure proper payment
- Follow absence procedures, as trained by their school and/or department
- Plan ahead and submit requests with advanced notice
- Contact their supervisor as early as possible for emergencies or illness

Important Reminders

- When time off requests are not submitted or are delayed, this may result in:
 - Delayed or denied leave
 - Delay in payment
 - Negative impact on performance review
 - Progressive disciplinary action
 - Loss of time off benefit privileges
 - Accrual usage as of the payroll date may not be accurate



Multiple Ways to Use Time and Attendance

When using a laptop/computer device:

Site: [LEARN Time and Attendance](#)

Username: Is your LEARN email address

Password: Is your LEARN password

LEARN Internal Apps



Time and Attendance

Employee Hub

Stay Connected

[Book A Room at LEARN HH](#)

[Employee Email](#)

[Employee Self Service \(You@LEARN\)](#)

[Employee Self Service Guide](#)

[Microsoft Office Apps](#)

[Phone Directory - Internal](#)

[ProTraxx](#)

[SharePoint Home](#)

Employee Apps and Links

[Conference Request/PD App](#)

[Employee Referral App](#)

[LEARN EdTech Hub](#)

[Time off Request App](#)

[Time off Request App \(Mobile\)](#)

[Timesheet App](#)

[Travel Reimbursement App](#)

[Tuition Reimbursement App](#)

When using the Workforce Mobile App:

LEARN's organization ID is **lrescct**. Use this for the first time you login.

Version compatibility

iOS must be 13 or above Android must be 11 or above

iPhone

- Go to the App Store and download the Workforce Mobile App (it may be helpful to search for Tyler Workforce Mobile)
- Follow the steps to install and set up your account.



Android Phone

- Go to Google Play and download the Workforce Mobile App (it may be helpful to search for Tyler Workforce Mobile)
- Follow the steps to install and set up your account.

How to Submit a Paid Time Off (PTO) Request



Click on the link: [LEARN Time and Attendance](#)

- Log into the Time & Attendance site using your username and password
- Under 'Employee Actions', to the left of the screen, click 'Time Off Requests' or to the right of the screen, under 'Quick Links', click 'Time Off Requests'

You successfully logged out of Time & Attendance!

[Log in](#)

[Quick punch Log in](#)

A screenshot of the Tyler Technologies Time & Attendance dashboard. The top navigation bar is dark blue with the 'Time & Attendance' logo and a 'PRODUCTION' tab. Below this is a menu with 'Employee actions', 'Supervisor actions', 'Payroll functions', 'System admin', 'System configuration', and 'Preferences'. On the left, a sidebar contains 'My dashboard', 'Benefits summary', 'Benefits calendar', and 'Time-off request', with the last two circled in red. The main content area has a large blue banner with 'Welcome [redacted] Tuesday, January 6, 2026'. Below the banner are three white boxes: a clock showing '1:31:58 PM', a 'Time information' box with fields for 'Pay code', 'Work Group', 'Munis Location', and 'Job Class', and a 'Quick links' box with a 'Time-off request' link circled in red.

Laptop/Computer - How to submit a PTO Request, cont'd.

- Click the (+)sign for Actions

Time & Attendance

PRODUCTION

Employee actions Supervisor actions System admin Preferences

Time-Off Request Wednesday, January 7 2026 10:12:18 AM

My dashboard

+	Actions	Employee id	Name	Hire date	Day	Start time	Duration	Type	Status	Creation date
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- The 'Add Time-Off Request' screen will appear
- For all PTO requests, staff must enter a Reason Code and a Comment
- Staff will see only the paid time off benefits to which they are entitled

Benefit Type ---300 (VACATION - SALARY)

Start Date 03/03/2026

End Date

Start Time ☒ Use scheduled start time

Benefit Time Days should be in daily format (0-99) and minutes should be in fractional format (.25, .50, .75 &/or .00)

Munis Location

Work Group

Job Class

Shift

Reason Code

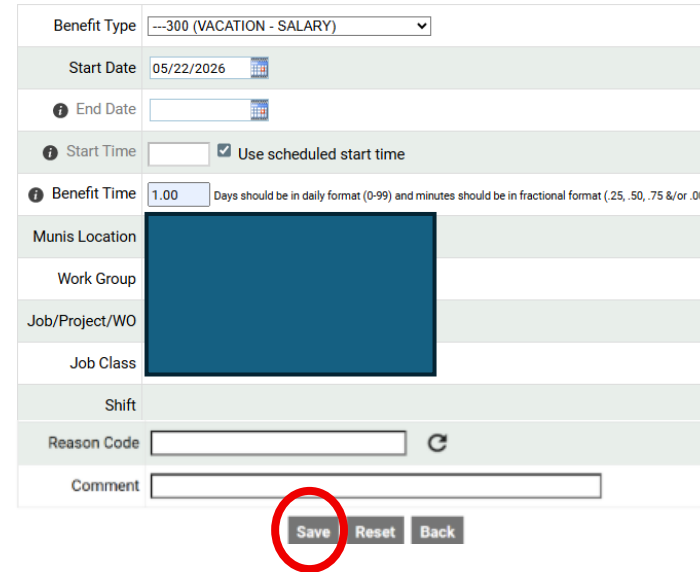
Comment

- BER (BEREAVEMENT)
- CPS1 (CT PAID SICK LEAVE)
- ENR (EMERGENCY/NECESSARY/RELIGIOUS)
- JURY (JURY DUTY)
- LS (LEARN SICK TIME)
- VACA (VACATION)

If you need Jury Duty, submit your request and then send the supporting documentation to: LEARNHRDept@learn.k12.ct.us

How to submit a PTO Request, cont'd.

- Fill in the information for request and hit 'Save'

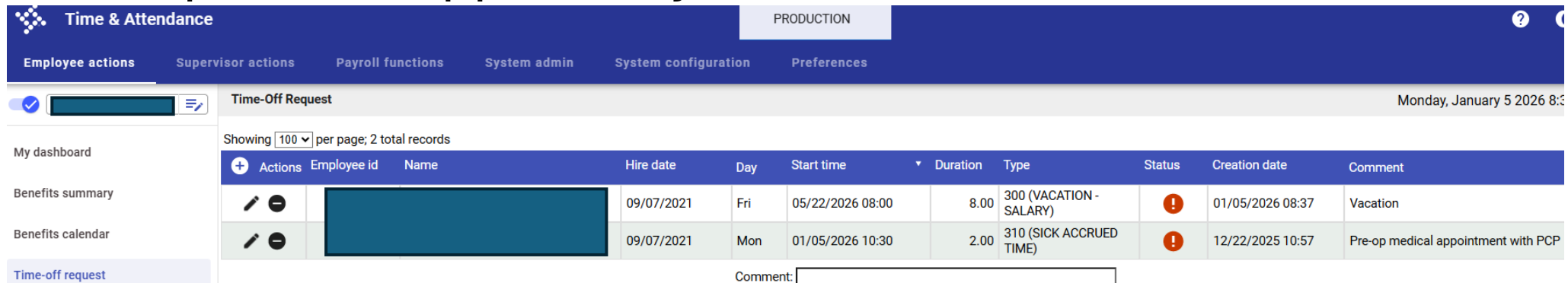


The screenshot shows a PTO Request form with the following fields:

- Benefit Type: ---300 (VACATION - SALARY)
- Start Date: 05/22/2026
- End Date: (empty)
- Start Time: (empty) ☒ Use scheduled start time
- Benefit Time: 1.00 (Days should be in daily format (0-99) and minutes should be in fractional format (.25, .50, .75 &/or .00))
- Munis Location: (empty)
- Work Group: (empty)
- Job/Project/WO: (empty)
- Job Class: (empty)
- Shift: (empty)
- Reason Code: (empty)
- Comment: (empty)

At the bottom of the form, there are three buttons: **Save**, **Reset**, and **Back**. The **Save** button is circled in red.

- Your request will appear on your screen under 'Actions'



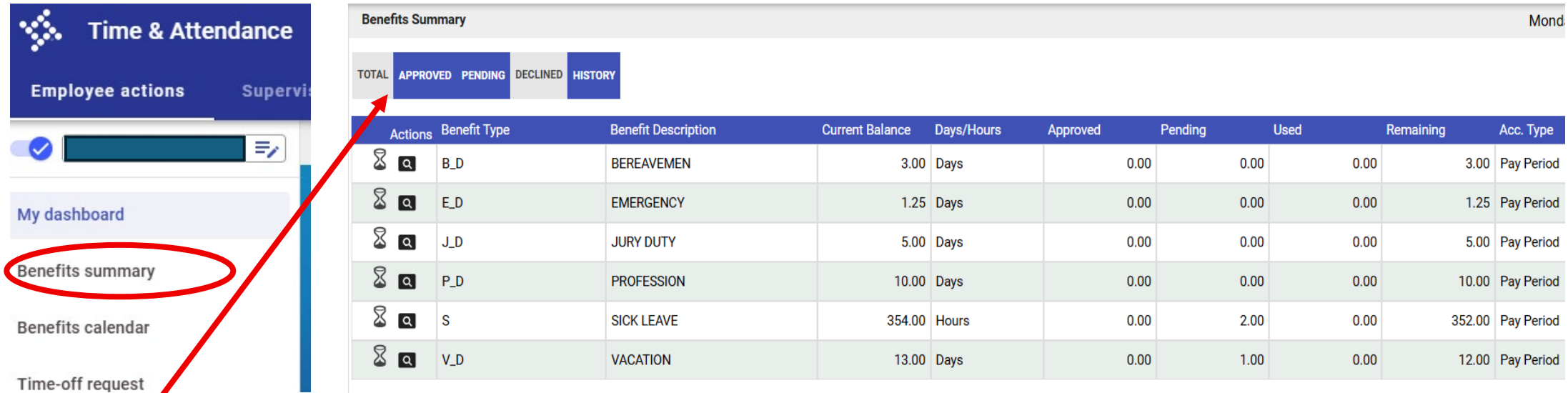
The screenshot shows the 'Time & Attendance' system interface. The top navigation bar includes 'Employee actions', 'Supervisor actions', 'Payroll functions', 'System admin', 'System configuration', and 'Preferences'. The 'Employee actions' tab is selected. The main content area is titled 'Time-Off Request' and shows a list of requests. The table has the following columns: Actions, Employee id, Name, Hire date, Day, Start time, Duration, Type, Status, Creation date, and Comment.

Actions	Employee id	Name	Hire date	Day	Start time	Duration	Type	Status	Creation date	Comment
 			09/07/2021	Fri	05/22/2026 08:00	8.00	300 (VACATION - SALARY)		01/05/2026 08:37	Vacation
 			09/07/2021	Mon	01/05/2026 10:30	2.00	310 (SICK ACCRUED TIME)		12/22/2025 10:57	Pre-op medical appointment with PCP

Below the table, there is a 'Comment:' label and an empty text input field.

Laptop/Computer View – Find Your PTO Balances

- Under 'Employee Actions', click on 'Benefits Summary' to see your current balances.

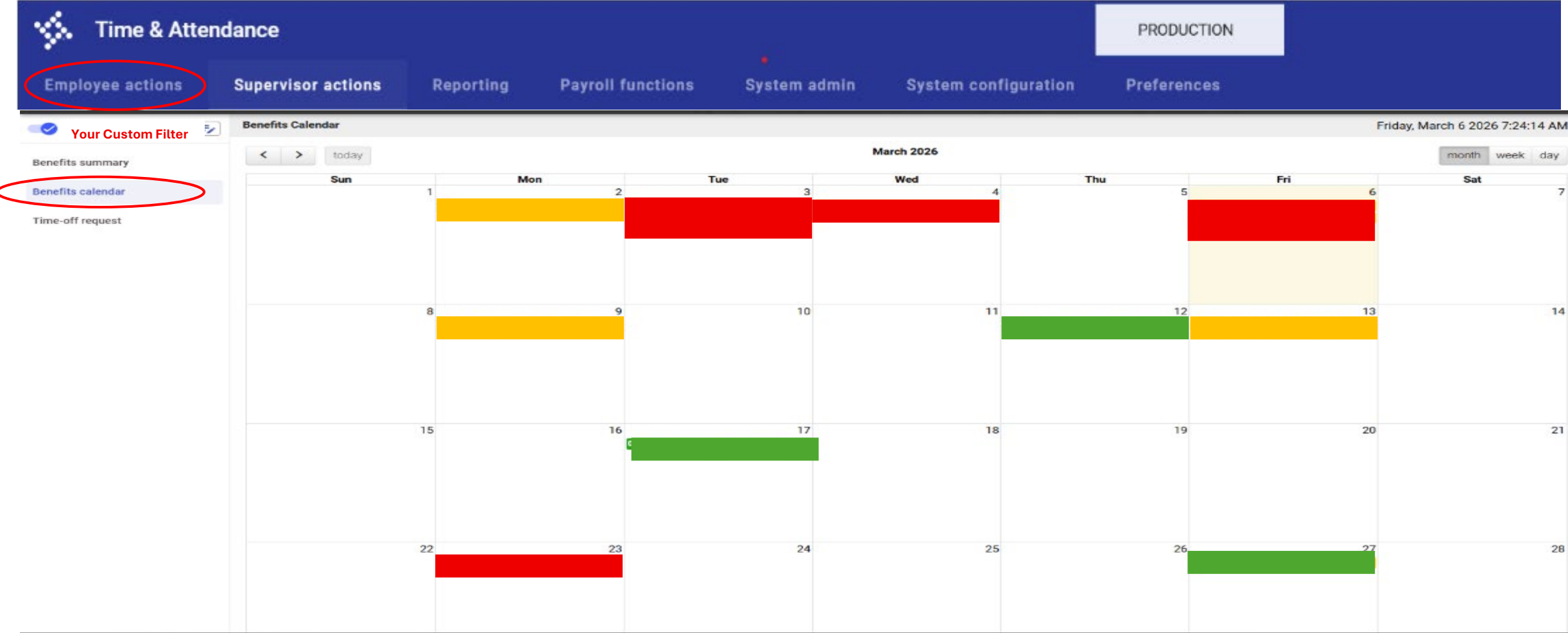


The screenshot displays the 'Time & Attendance' system interface. On the left sidebar, under 'Employee actions', the 'Benefits summary' link is circled in red. A red arrow points from this link to the 'Benefits Summary' tab in the main content area. The 'Benefits Summary' page shows a table of benefits with columns for Actions, Benefit Type, Benefit Description, Current Balance, Days/Hours, Approved, Pending, Used, Remaining, and Acc. Type. The table lists six benefits: BEREAVEMEN, EMERGENCY, JURY DUTY, PROFESSION, SICK LEAVE, and VACATION. The 'SICK LEAVE' row shows a current balance of 354.00 hours and a remaining balance of 352.00 hours.

Actions	Benefit Type	Benefit Description	Current Balance	Days/Hours	Approved	Pending	Used	Remaining	Acc. Type
 	B_D	BEREAVEMEN	3.00	Days	0.00	0.00	0.00	3.00	Pay Period
 	E_D	EMERGENCY	1.25	Days	0.00	0.00	0.00	1.25	Pay Period
 	J_D	JURY DUTY	5.00	Days	0.00	0.00	0.00	5.00	Pay Period
 	P_D	PROFESSION	10.00	Days	0.00	0.00	0.00	10.00	Pay Period
 	S	SICK LEAVE	354.00	Hours	0.00	2.00	0.00	352.00	Pay Period
 	V_D	VACATION	13.00	Days	0.00	1.00	0.00	12.00	Pay Period

- You can also click on the tabs to view 'approved', 'pending', 'declined', and the 'history' of your requests.

Benefits Calendar View – before payroll is processed

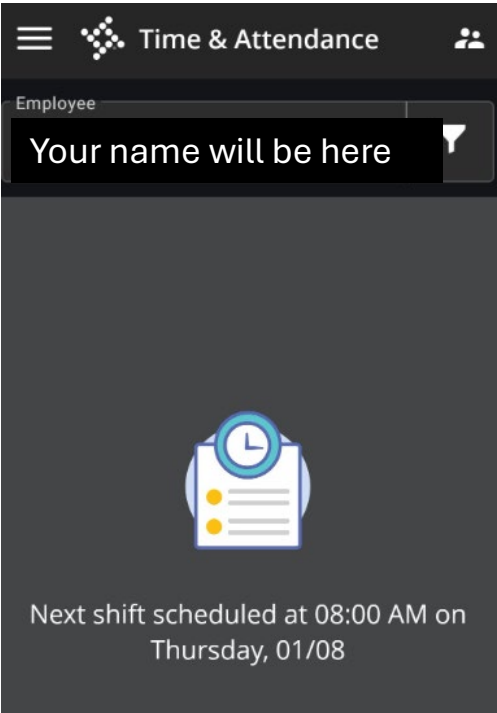


-  Pending request requires office manager approval.
-  Office manager has approved; awaiting supervisor approval.
-  Both office manager and supervisor have approved the request.

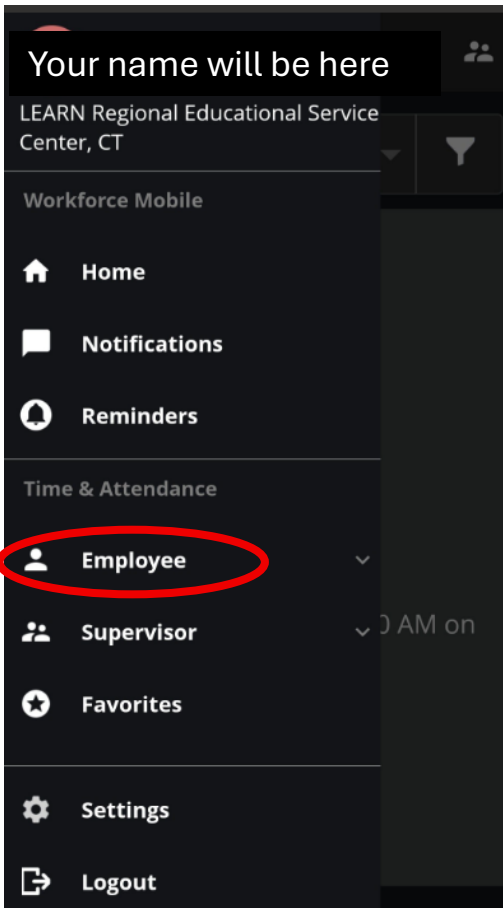
Mobile App – How to Submit a PTO Request

Note: Display options in the app are either day or night mode. The images below are displayed in night mode.

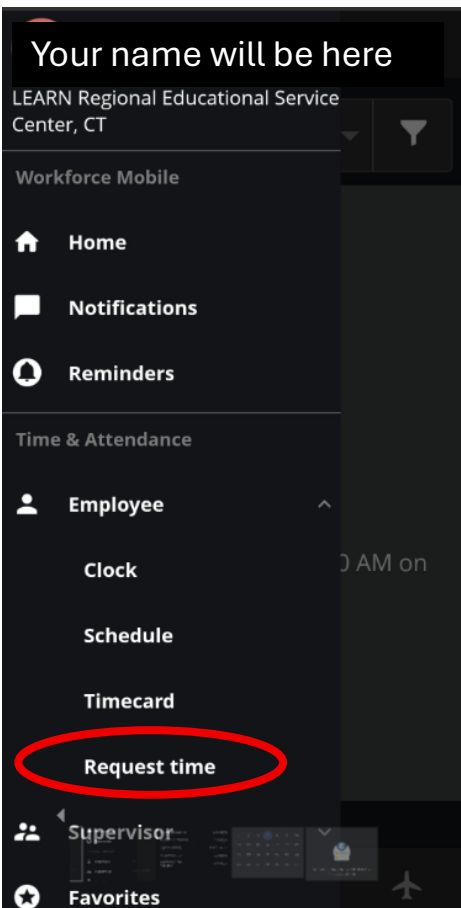
Step 1: Go to App Homepage



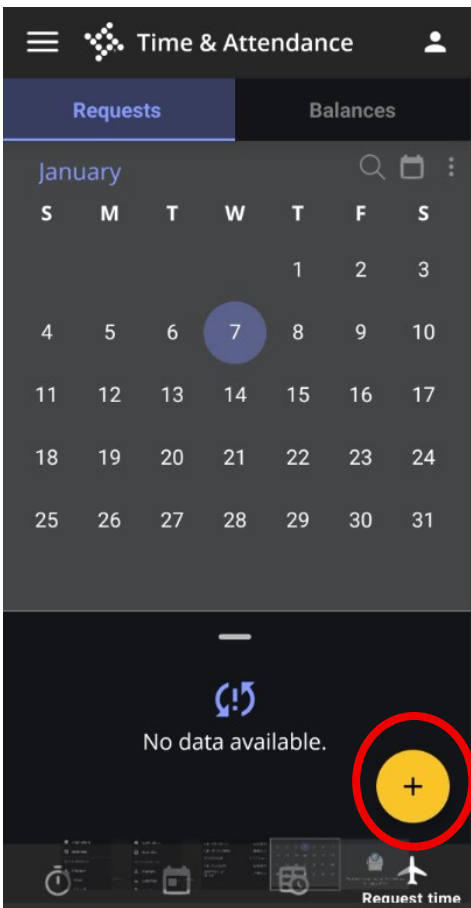
Step 2: Click Employee Dropdown



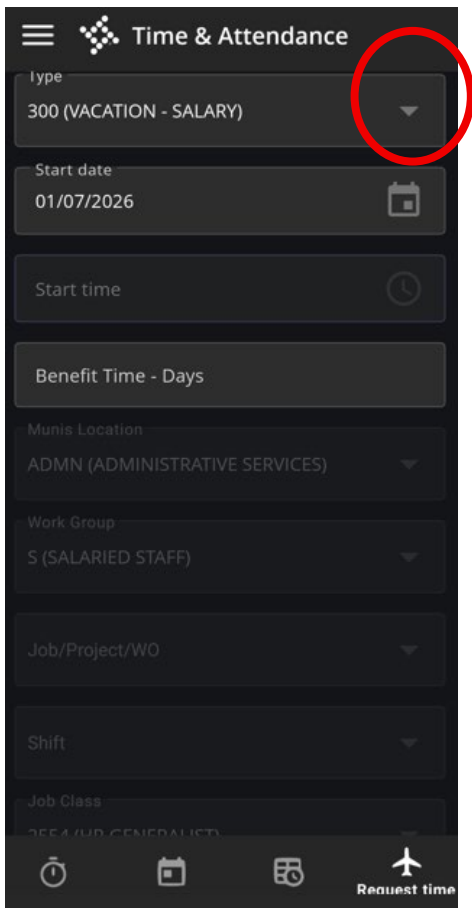
Step 3: Click on Request Time



Step 4: Click on the + Sign

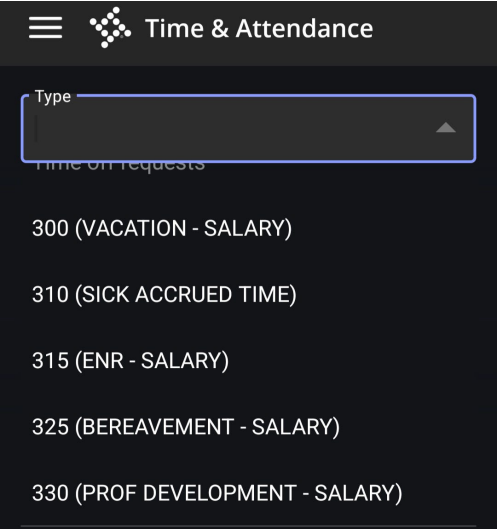


Step 5: Click on dropdown

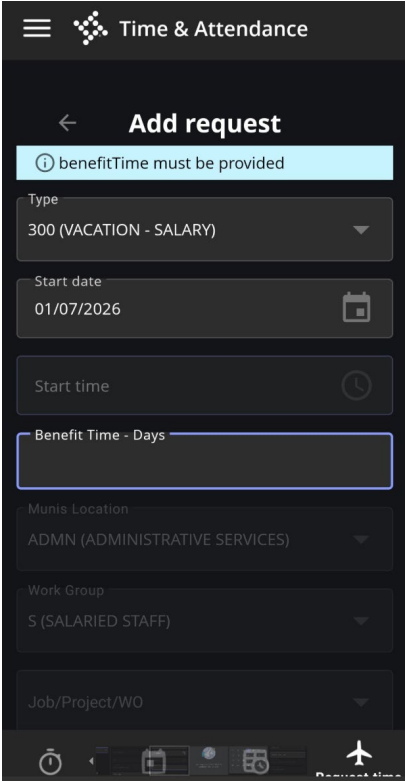


Mobile App – How to Submit a PTO Request, cont'd.

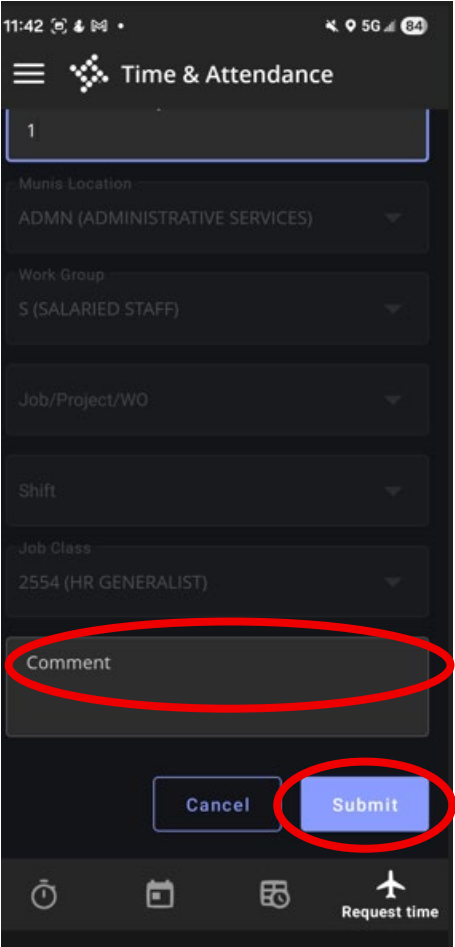
Step 6: Select the PTO type



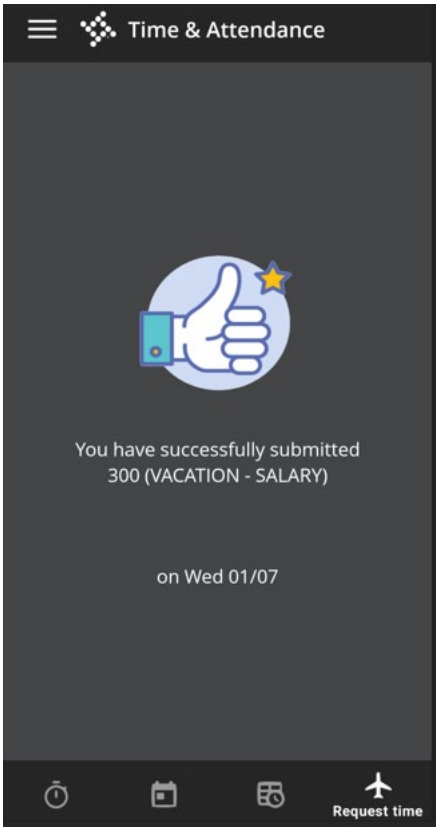
Step 7: Enter dates requested



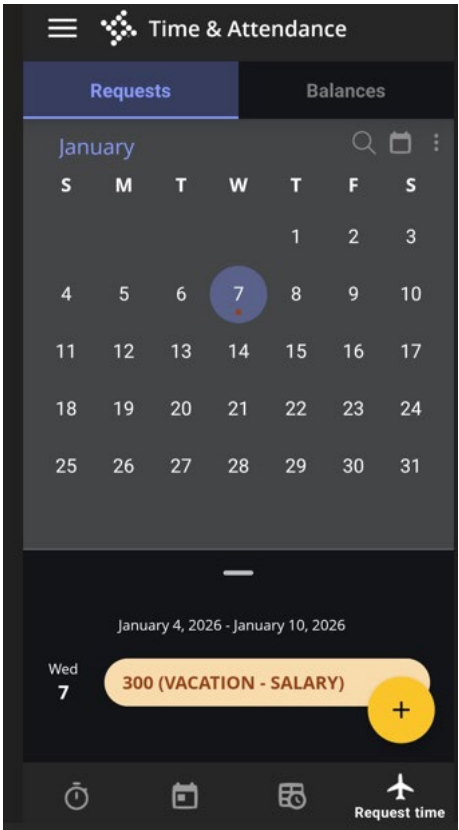
Step 8: Enter comment, click submit



Step 9: This will show on your screen



Step 10: Calendar view confirmation appears here



How to Delete a Request that is Awaiting Approval

When using a **computer or laptop** click the circle with the minus sign to delete the pending request. You will be prompted to confirm that you want to delete the request; click yes.

Time & Attendance

PRODUCTION

Employee actions
Supervisor actions
Payroll functions
System admin
System configuration
Preferences

MASTERS, NAZIL

Time-Off Request

Monday, February 9 2026 11:23:00

My dashboard

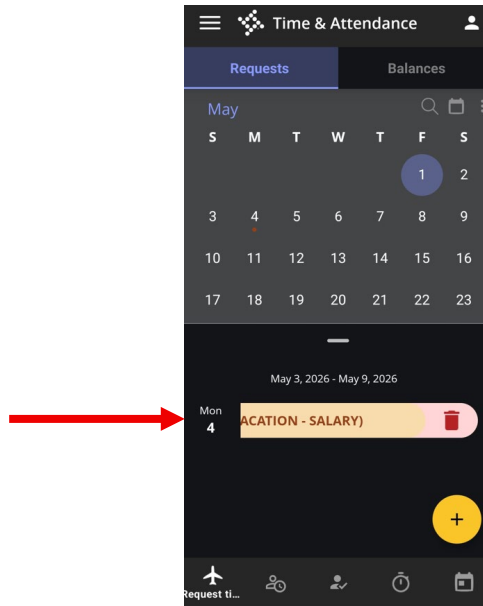
Benefits summary

Showing 100 per page; 9 total records

☐ Show job

+	Actions	Employee id	Name	Hire date	Day	Start time	Duration	Type	Status	Creation date	Comment
		7653	MASTERS, NAZILA NAWAB (7653)	07/05/2022	Mon	05/04/2026 08:00	8.00	300 (VACATION - SALARY)		02/09/2026 11:14	Test

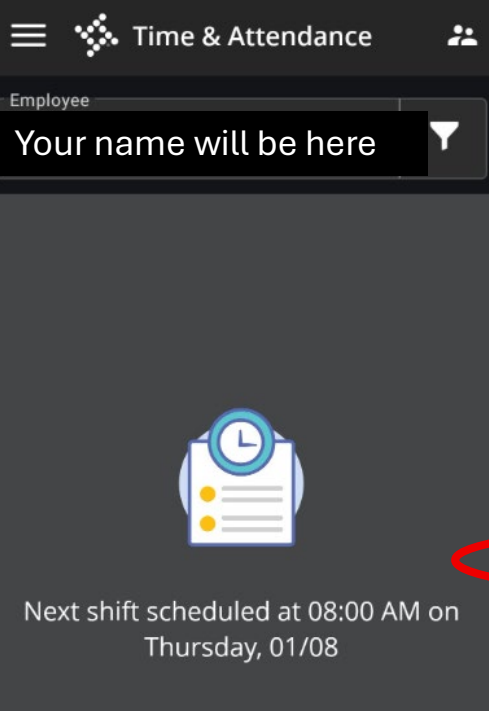
When using the **Workforce Mobile App** click and slide left on the pending request; next click the trashcan to delete.



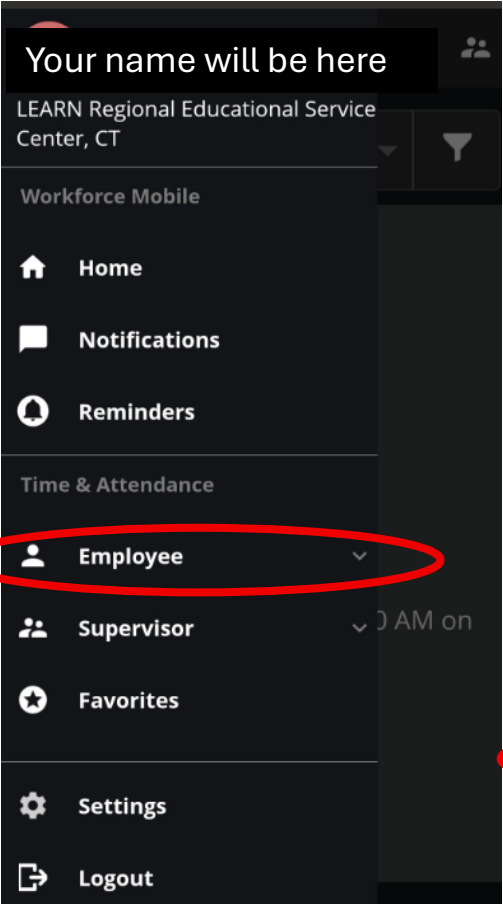
IMPORTANT! Approved requests cannot be deleted. Users must contact HR for assistance at LEARNHRDept@learn.k12.ct.us

Mobile App – Find Your PTO Balances

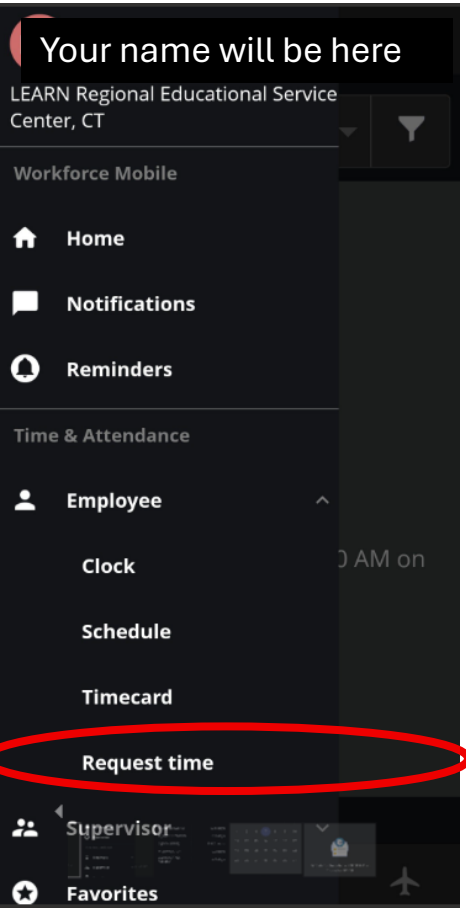
Step 1: Go to App Homepage



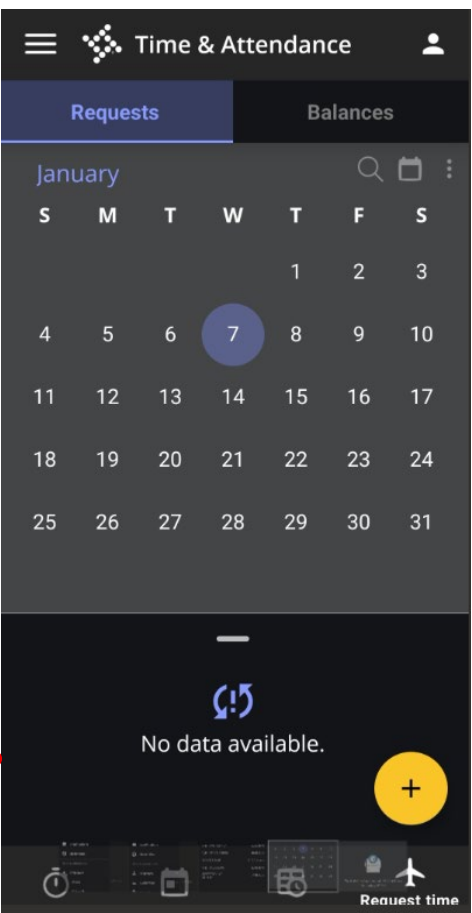
Step 2: Click Employee Dropdown



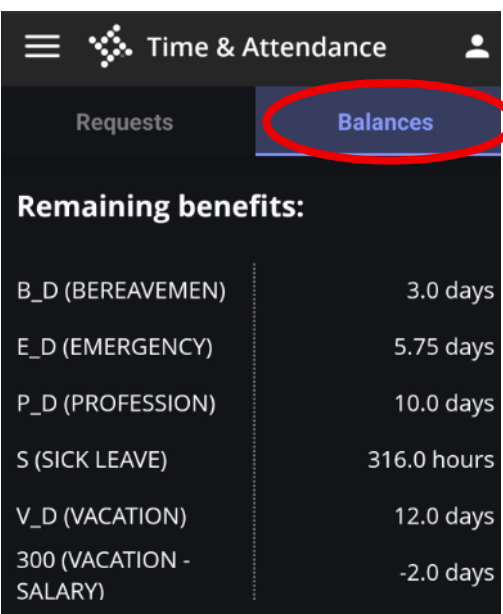
Step 3: Click on Request Time



Step 4: This will show on your screen



Step 5: Click on Balances





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GO LIVE DATE: July 1, 2026