

LEAVE OF ABSENCE USER GUIDE

2015-2016

Entering Time Off

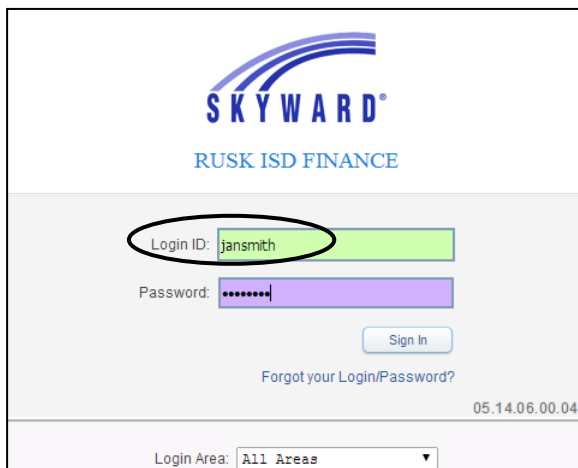
Your time off needs to be entered on the computer. Your requests will automatically be sent to your principal/supervisor for approval. Once your principal determines if your leave will be approved, you will be notified by e-mail.

From the internet,

1. Go to www.ruskisd.net.
2. Click *Staff*
3. Click *Employee Access*

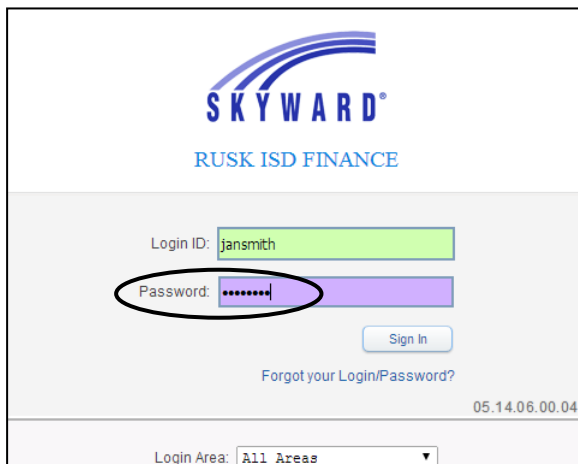
The login page will open.

4. Click in the *Login ID* box and **Type** your login name (not case sensitive).



: Your login name is provided by the Central office.

5. Click in the *Password* box and **Type** your password.



: Your password is the same password you use to open Educator Access.

6. Click Sign In.

Login ID:

Password:

[Forgot your Login/Password?](#)

The Employee Access window now opens.

7. Click Time Off / My Requests.

Employee Access - 05.12.10.00.20.10.2 - Windows Internet Explorer

https://skyweb.ruskisd.net:443/scripts/cgi-bin.exe/WService/waf/rd/semhond1.w

La Donna Sosby Account Preferences Exit ?

Home Employee Information **Time Off** True Time

Time Off

- My Status
- My Requests

Human Resources

Product Setup

Recent Programs

- Employee Access Home
- My Requests
- Human Resources Home
- WH
- Employee Profile
- WHIEPIEP
- Detail Transactions
- WHSTLDT
- Master Records
- WHSTMA
- Assignment Export/Payroll Import
- WHADIEMAE
- Position Control
- WHADIE MPC
- Quick Entry
- Entry by Employees

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Windows XP / Internet Explorer 8

8. Click Add.

My Time Off Requests - 05.12.10.00.20.10.2 - Windows Internet Explorer

https://skyweb.ruskisd.net:443/scripts/cgi-bin.exe/WService/waf/rd/semhond1.w

La Donna Sosby Account Preferences Exit ?

Home Employee Information Time Off True Time

My Time Off Requests

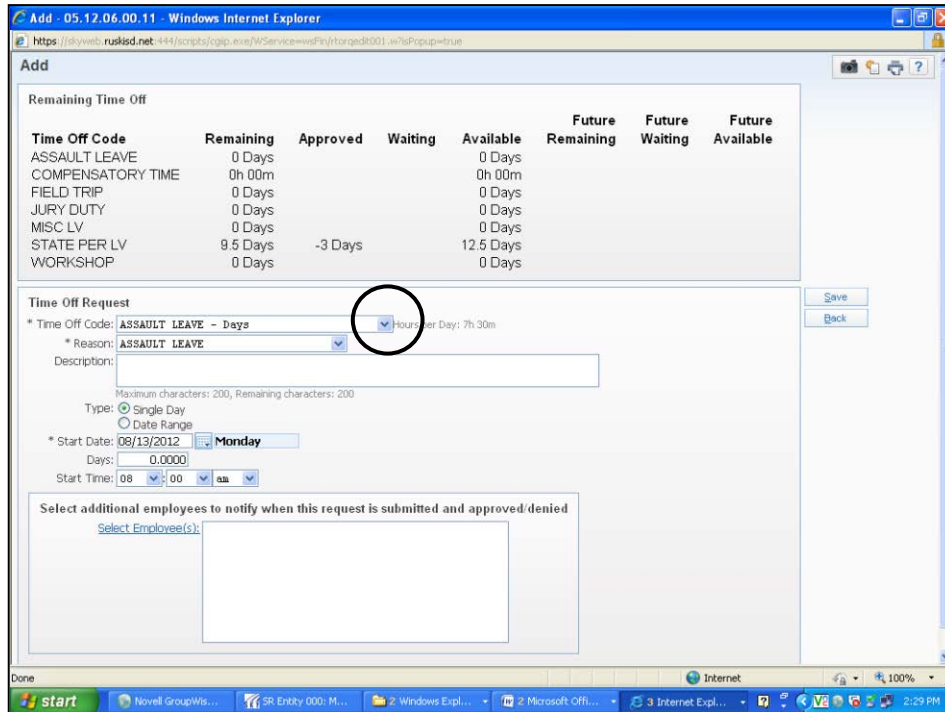
Views: General Filters: *Skyward Default

| Date | Time | Amount | Type | Status | Year | Time Off Code |
|----------------|---------|---------------|----------|--------|--------------|---------------|
| 05/25/2012 Tue | 8:00 am | 1 Days Used | Approved | Prior | STATE PER LV | |
| 12/02/2011 Fri | 8:00 am | 0.5 Days Used | Approved | Prior | STATE PER LV | |
| 11/11/2011 Fri | 8:00 am | 0.5 Days Used | Approved | Prior | STATE PER LV | |
| 04/29/2011 Fri | 8:00 am | 0.5 Days Used | Approved | Prior | STATE PER LV | |
| 09/10/2010 Fri | 8:00 am | 1 Days Used | Approved | Prior | STATE PER LV | |
| 09/10/2010 Fri | 8:00 am | 0.5 Days Used | Approved | Prior | STATE PER LV | |
| 09/10/2010 Fri | 8:00 am | -1 Days Used | Approved | Prior | STATE PER LV | |
| 05/28/2010 Fri | 8:00 am | 0.5 Days Used | Approved | Prior | STATE PER LV | |
| 03/24/2010 Wed | 8:00 am | 0.5 Days Used | Approved | Prior | STATE PER LV | |

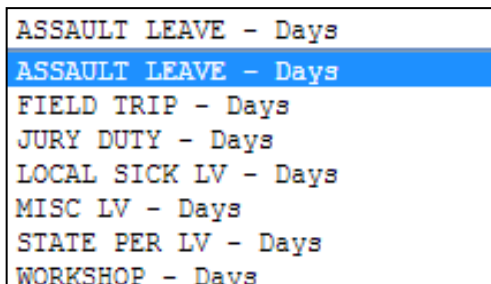
9 records displayed

Date:

9. Click the *Time Off Code* drop down arrow.




10. Click the appropriate code.



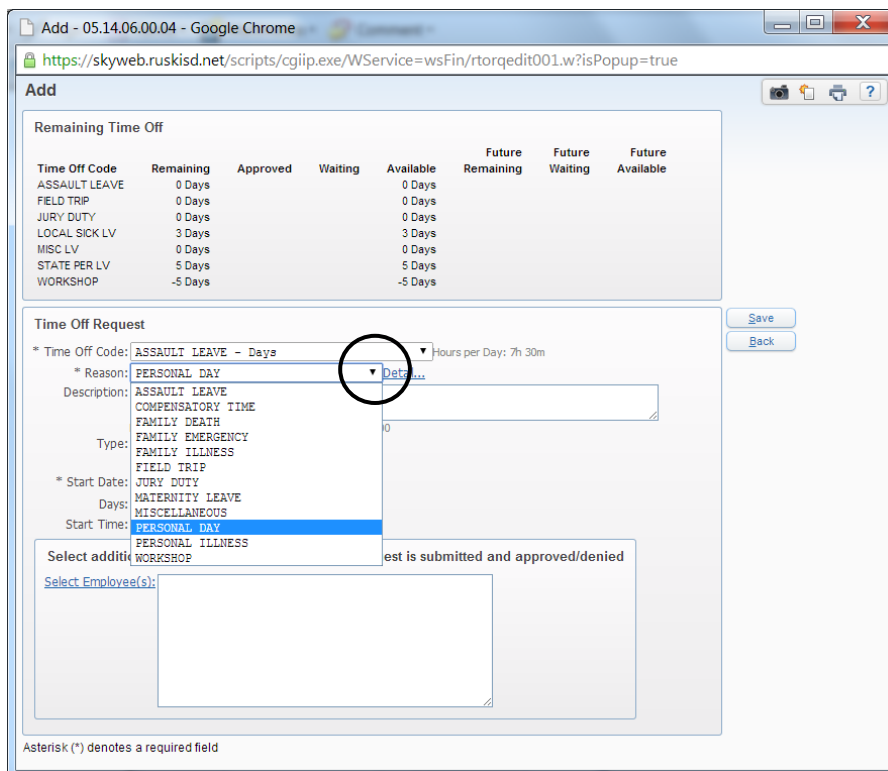
Use the following chart to help you decide which leave to pick.

| Code | Type of Leave | Number per Year | Use for | Accumulation |
|-------------------------|---------------|--|--|--|
| Assault Leave | N/A | N/A | <ul style="list-style-type: none"> Assault | N/A |
| Comp Time | N/A | N/A | <ul style="list-style-type: none"> Any Absence (Recorded in Hours) | N/A |
| DED (Absence Deduction) | N/A | N/A | <ul style="list-style-type: none"> Absence Deduction (when appropriate time off is not available) | N/A |
| Field Trip | N/A | N/A | <ul style="list-style-type: none"> Trips involving students | N/A |
| Jury Duty | N/A | N/A | <ul style="list-style-type: none"> Jury Duty | N/A |
| Local Sick Leave | Local | 5 per school year (work 30+ hrs per wk.) | <ul style="list-style-type: none"> Personal illness Immediate family illness Family Emergency | <ul style="list-style-type: none"> Unused is banked and paid at retirement or resignation.w/ 10 years continuous service. |

| Code | Type of Leave | Number per Year | Use for | Accumulation |
|----------------------|---------------|--------------------------------|---|---|
| | | | <ul style="list-style-type: none"> Death in immediate family | <ul style="list-style-type: none"> Does not transfer to other districts |
| Misc Leave | N/A | N/A | <ul style="list-style-type: none"> Mentor Observations STAAR testing Pre-K Home Visits | N/A |
| State Personal Leave | State | 5 per school year | <ul style="list-style-type: none"> No restrictions Non-discretionary use is not limited to number of days used Discretionary leave shall not exceed 3 consecutive days | <ul style="list-style-type: none"> Unused accumulates for future use No limit on accumulation No restrictions on transfers among districts |
| State Sick Leave | State | Accumulated prior to 5/30/1995 | <ul style="list-style-type: none"> Personal illness Immediate family illness Family emergency Death in immediate family | <ul style="list-style-type: none"> Unused accumulates for future use No restrictions on transfers among districts |
| Workshop | N/A | N/A | <ul style="list-style-type: none"> Workshops | N/A |

: The preferred order of use is: Local sick leave, State sick leave (accumulated prior to May 30, 1995), State Personal Leave.

11. Click the Reason drop down arrow.
12. Click the reason that best fits.



The screenshot shows a web browser window with the URL <https://skyweb.ruskisd.net/scripts/cgiip.exe/WService=wsFin/rtorqedit001.w?isPopup=true>. The page title is "Add".

Remaining Time Off

| Time Off Code | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available |
|---------------|-----------|----------|---------|-----------|------------------|----------------|------------------|
| ASSAULT LEAVE | 0 Days | | | 0 Days | | | |
| FELD TRIP | 0 Days | | | 0 Days | | | |
| JURY DUTY | 0 Days | | | 0 Days | | | |
| LOCAL SICK LV | 3 Days | | | 3 Days | | | |
| MISC LV | 0 Days | | | 0 Days | | | |
| STATE PER LV | 5 Days | | | 5 Days | | | |
| WORKSHOP | -5 Days | | | -5 Days | | | |

Time Off Request

* Time Off Code: ASSAULT LEAVE - Days Hours per Day: 7h 30m

* Reason: PERSONAL DAY (dropdown arrow circled)

Description: ASSAULT LEAVE

Type: COMPENSATORY TIME

* Start Date: JURY DUTY

Days: MATERNITY LEAVE

Start Time: MISCELLANEOUS

Select additional request is submitted and approved/denied

Select Employee(s):

Asterisk (*) denotes a required field

13. Click in the *Description* box and **Type** a brief description.

The screenshot shows a web-based form titled "Time Off Request". At the top right are "Save" and "Back" buttons. The form contains the following fields and options:

- * Time Off Code: ASSAULT LEAVE - Days (dropdown menu)
- Hours per Day: 7h 30m
- * Reason: ASSAULT LEAVE (dropdown menu)
- Description: [Empty text box, circled in black]
- Maximum characters: 200, Remaining characters: 200
- Type: Single Day, Date Range
- * Start Date: 08/13/2012 (calendar icon), Monday (dropdown menu)
- Days: 0.0000
- Start Time: 08:00 am (dropdown menus)
- Select additional employees to notify when this request is submitted and approved/denied: [Empty text box with "Select Employee(s):" link]

The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 2:29 PM.

: The family relationship **MUST** be listed in the description, if you choose family illness or death.

14. Click Single Date for one day -OR- Date Range for multiple consecutive days.

15. Click the Drop Down Arrows next to the month, date, and year to select the day(s) you will be gone.

This screenshot is identical to the one above, but the "Start Date" field (08/13/2012 Monday) is circled in black. The rest of the form and the Windows taskbar are the same.

: When you select *Single Day*, you will need to record whether you are requesting a **full day (1.0)**, or a **half day (0.5)**.

If you enter a half day (0.5), you will also need to record if you want morning leave (8:00) or afternoon leave (12:00).

If you need to notify someone besides your principal of your leave,

16. Click *Select Employee(s)*.

The screenshot shows a 'Time Off Request' form. At the top right are 'Save' and 'Back' buttons. The form fields include: 'Time Off Code' (ASSAULT LEAVE - Days), 'Hours per Day' (7h 30m), '* Reason' (ASSAULT LEAVE), 'Description' (empty text box), 'Type' (radio buttons for 'Single Day' and 'Date Range'), '* Start Date' (07/16/2014, Wednesday), 'Days' (0.0000), and 'Start Time' (08:00 AM). Below these fields is a section titled 'Select additional employees to notify when this request is submitted and approved/denied' containing a text box labeled 'Select Employee(s):' which is circled in black.

When the following Active Employee screen opens,

17. Click in the *Last Name* text box and **Type** the last name of person you need.

18. Press **Enter** on your keyboard.

The screenshot shows an 'Active Employees' screen with a table of employee data. The table has columns for 'Select', 'Employee Name', 'Type', and 'Building'. The first row is selected. At the bottom of the screen, there is a search bar labeled 'Last Name:' which is circled in black.

| Select | Employee Name | Type | Building |
|-------------------------------------|------------------------|---------------|----------|
| <input checked="" type="checkbox"/> | ACKER, ANDREA NICOLE | TEACHER | RUSK P |
| <input type="checkbox"/> | ADAMS, CHRISTA KAY | OTHER | RUSK JU |
| <input type="checkbox"/> | ALKIRE, JUSTIN A | NEW EMPLOYEE | RUSK H |
| <input type="checkbox"/> | ALLISON, ZACHERY | NEW EMPLOYEE | RUSK H |
| <input type="checkbox"/> | ARNOLD, RANDALL E | TEACHER | RUSK H |
| <input type="checkbox"/> | ARNWINE, TAMMI KAYLEEN | TEACHER | RUSK H |
| <input type="checkbox"/> | AVANT, JOHNNY L | MAINT - JULY | RUSK PI |
| <input type="checkbox"/> | BAKLINI, JILLIAN S | TEACHER - AUG | RUSK JU |
| <input type="checkbox"/> | BARNES, JASON MAX | TEACHER | RUSK JU |
| <input type="checkbox"/> | BARRON, KIMBERLY GAYLE | SUBSTITUTE | SUBSTI |

19. **Click** the box next to *the name* you need.

20. **Click** Save.

| Select | Employee Name | Type | Building |
|-------------------------------------|------------------------|---------------|----------|
| <input checked="" type="checkbox"/> | ACKER, ANDREA NICOLE | TEACHER | RUSK P |
| <input type="checkbox"/> | ADAMS, CHRISTA KAY | OTHER | RUSK JI |
| <input type="checkbox"/> | ALKIRE, JUSTIN A | NEW EMPLOYEE | RUSK H |
| <input type="checkbox"/> | ALLISON, ZACHERY | NEW EMPLOYEE | RUSK H |
| <input type="checkbox"/> | ARNOLD, RANDALL E | TEACHER | RUSK H |
| <input type="checkbox"/> | ARNWINE, TAMMI KAYLEEN | TEACHER | RUSK H |
| <input type="checkbox"/> | AVANT, JOHNNY L | MAINT - JULY | RUSK PI |
| <input type="checkbox"/> | BAAKLINI, JILLIAN S | TEACHER - AUG | RUSK JI |
| <input type="checkbox"/> | BARNES, JASON MAX | TEACHER | RUSK JI |
| <input type="checkbox"/> | BARRON, KIMBERLY GAYLE | SUBSTITUTE | SUBSTI |

: You will need to repeat steps 16 – 18 for each additional person you wish to notify.

The following screen appears, with your contact added to the bottom.

After you check that all your information is correct,

21. **Click** Save.

Remaining Time Off

| Time Off Code | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available |
|-------------------|-----------|----------|---------|-----------|------------------|----------------|------------------|
| ASSAULT LEAVE | 0 Days | | | 0 Days | | | |
| COMPENSATORY TIME | 0h 00m | | | 0h 00m | | | |
| FIELD TRIP | 0 Days | | | 0 Days | | | |
| JURY DUTY | 0 Days | | | 0 Days | | | |
| MISC LV | 0 Days | | | 0 Days | | | |
| STATE PER LV | 12.5 Days | | | 12.5 Days | | | |
| WORKSHOP | 0 Days | | | 0 Days | | | |

Time Off Request

* Time Off Code: STATE PER LV - Days Hours per Day: 7h 30m

* Reason: PERSONAL DAY [Detail...](#)

Description:

Type: Single Day Date Range

* Start Date: 01/31/2013 Thursday

Days: 0.0000

Start Time: 08:00 am

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s): GRESHAM, KAY

Please note the following:

- Saved requests are automatically sent to your principal or supervisor.
- You will receive an e-mail when your leave has been approved.
- Requests may be edited or deleted *until* approved.
 - To edit or delete an *approved* leave, you will need to submit a request for same day, but use a negative (-1.0 or -.50) in the Days text box.
- You will need to follow campus-specific instructions regarding notifications, advance requests, call-in requests, etc...