



Time Off Request

I NEED TO ENTER AN ABSENCE. WHAT DO I DO NOW?

Log on to SKYWARD

- ▶ Employee Access
- ▶ Time Off
- ▶ My Request
 - ▶ Select (Add) on the right hand side

Which leave do I select?

- ▶ I am sick or my immediate family member is ill ---**LOCAL Sick** or STATE Personal
- ▶ I have a family emergency or a death in my immediate family ---**LOCAL SICK** or STATE PERSONAL
- ▶ I am going to pick up a friend/family member from the airport*-- **STATE PERSONAL**
- ▶ Any events scheduled in advance* – **STATE PERSONAL**
- ▶ My supervisor is sending me to a training and I need a substitute -- **PROFESSIONAL DEVELOPMENT**
- ▶ I have been summoned for jury duty -- **JURY DUTY**
- ▶ I need to take off 5 consecutive work days for a discretionary* absence. According to Board Policy DEC (LOCAL) I will exceed three consecutive workdays of discretionary* leave with this absence.
 - **LEAVE W/O PAY** for the number of consecutive days *exceeding* three
- ▶ I have already taken five total workdays of discretionary* leave this semester. What about any additional discretionary* leave this semester? -- **LEAVE W/O PAY**
- ▶ I have used all of my STATE and LOCAL days(available leave) –**LEAVE W/O PAY**

***Discretionary:** Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary leave must submit a request to his or her principal or supervisor seven (7) days in advance of the anticipated absence. The effect of the employee's absence on the education program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. (Employee Handbook pages 23-33)

My Time Off Request

- ▶ A new screen will open, you will notice listed up top is your remaining Time Off
- ▶ Please make sure you fill out this information below. Please put a brief reason in the description box.
- ▶ If it is more than a single day, you will need to select (Date Range), then you select the Start and End date.

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Jury Duty	0 Days			0 Days			
LEAVE W/O PAY	0 Days			0 Days			
LOCAL SICK LEAVE	5 Days			5 Days			
Professional Development	0 Days			0 Days			
STATE PERSONAL	5 Days			5 Days			

Time Off Request

* Time Off Code: LOCAL SICK LEAVE - Days Hours per Day: 8h 00m

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

Description: Diagnosed with the Flu
Maximum characters: 200, Remaining characters: 178

Type: Single Day Date Range

* Start Date: 09/01/2016 Thursday

End Date: 09/02/2016 Friday

Start Time: 08:00 AM

Sub Needed

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

Select Employee(s):

Asterisk (*) denotes a required field

- If your position requires a substitute, check the SKYWARD (Sub Needed) box.
- Click (Save) on the right hand side. If Sub Needed, the frontline/AESOP login screen will automatically open. You will need to login and enter your absence in frontline/AESOP.

Skyward and frontline/AESOP should match

Skyward

Code Type:	COMP [COMP TIME HOURS]
* Date:	JURY [Jury Duty]
* Trans. Type:	LSL [LOCAL SICK LEAVE]
	LWP [LEAVE W/O PAY]
Amount:	PDY [STATE PERSONAL]
<u>Reason:</u>	PROFD [Professional Development]
Description:	SSL [STATE SICK LEAVE]

frontline/AESOP

Absence Reason
Select One ▼
Select One
Local Sick Leave
Professional Development
Extra Curricular
Jury Duty
Professional Develop
State Personal Leave
State Sick Leave

AFTER SKYWARD REQUEST has been saved and it automatically opens up frontline/AESOP

1. Enter ID
2. Enter Pin
3. Fill out Absence Information
4. Click (Create Absence)
 1. You do have the option to (Create Absence & Assign Sub)

Important Notifications

High Plainview ISD posted on Thursday, September 1, 2016

Make sure your absence is entered in Skyward first!
If no sub is required, the absence does not need to be entered into AESOP.
If you are using discretionary leave, make sure you have approval through Skyward before entering the sub request into Absence Management (AESOP)

October 01 Need more options? Advanced Mode

October 2018

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Substitute Required Yes

Absence Reason State Personal Leave

Time Full Day
Please enter a valid time range using the HH:MM AM format.
08:00 AM to 04:00 PM

Hold Until Hold For 10 Minute(s)

Notes to Administrator (not viewable by Substitute)
Diagnosed with the Flu
233 character(s) left

Notes to Substitute
Instructions are on my desk in the red folder
210 character(s) left

FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File No file chosen

Shared Attachments

Cancel Create Absence & Assign Sub Create Absence

frontline
education

Absence Management
Formerly Aesop

Sign In

ID or Username
Your username is required.

PIN or Password
Your password is required.

Sign In

Forgot ID or Username | Forgot PIN or Password

Or Sign In with Organization SSO

Contact Information

Human Resources Department

JoAnn Gamez – *Personnel Information and Records Specialist*
806-293-6140

Theressa Burns – *Benefits & Leaves Specialist*
806-293-6134

Payroll Department

Kym Norrell – *Payroll Specialist*
806-293-6165