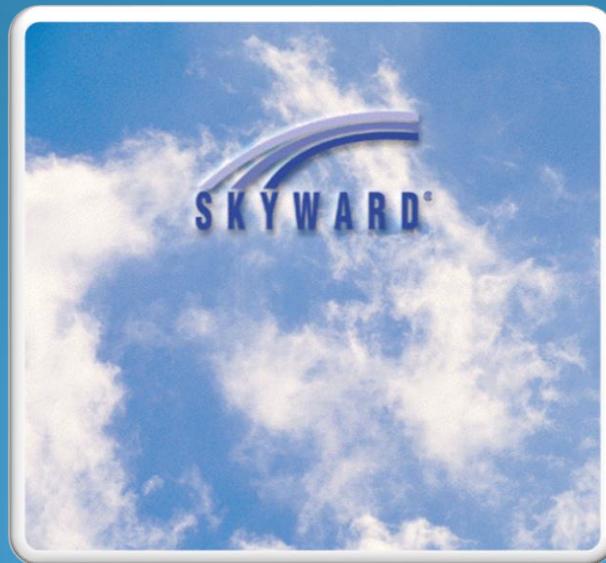


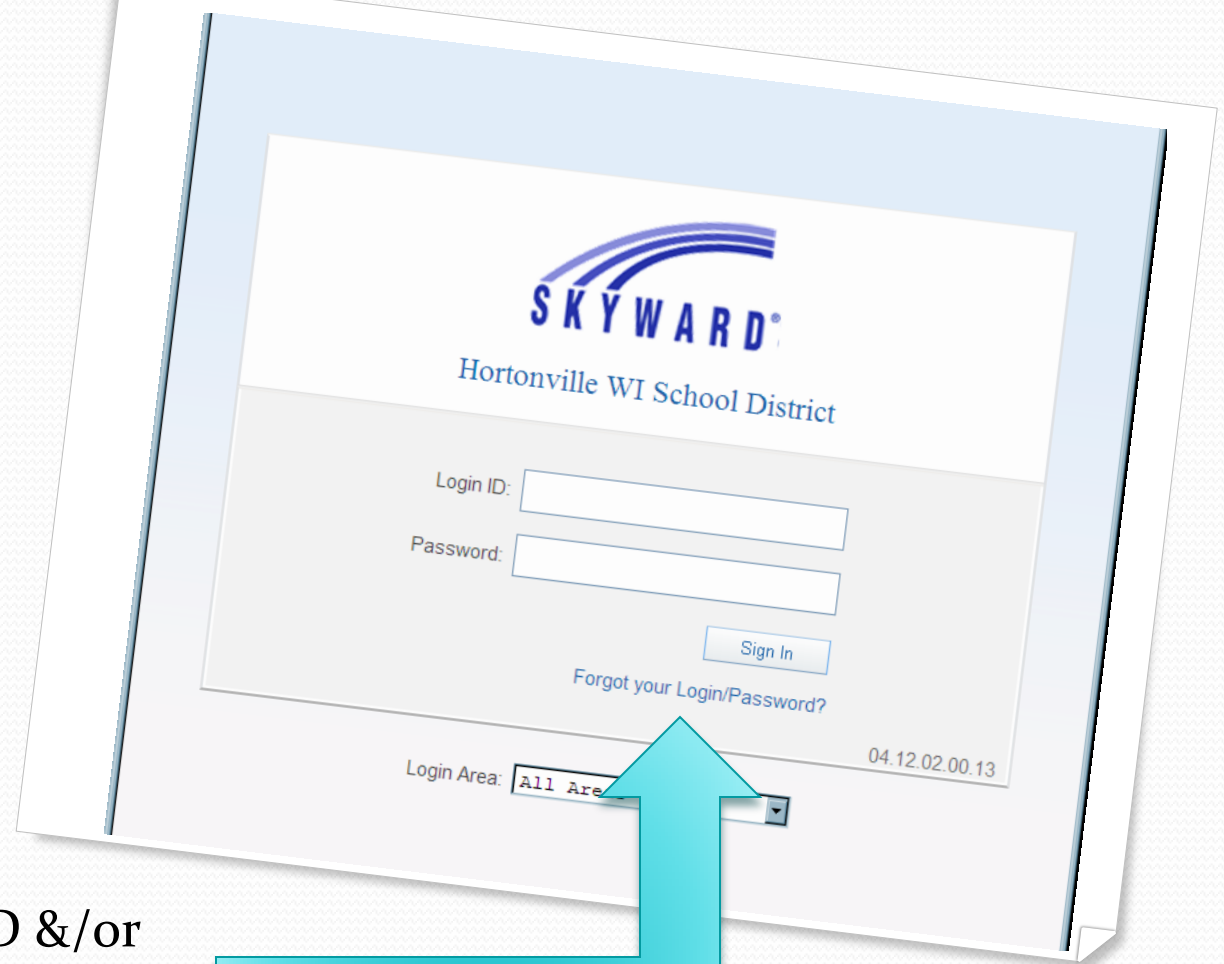
# Employee Access Time Off Refresher

Fall 2012



Link to Employee Access can be found out website:

<http://www.hasd.org/businessservices/employeeaccess.cfm>



If you forgot Login ID &/or Password. Click Forgot your Login/Password? Or e-mail Wendy or Tera

# Changes to Employee Access

Employee Access - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/semhom01.w

Hortonville WI School District

Test Sub Account Preferences Exit ?

Home Employee Information Time Off True Time

Employee Access

Employee Information Time Off True Time

TRue Time Quick Entry My True Time History My Time Sheets My True Time Setup Data Mining True Time Reports

October 2012....the front page of Employee Access will be changing, from this view to....

Reminder - the Button Row option will be discontinued with the October release.

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Desktop View Button Rows Windows 7 / Internet Explorer 9

105%

The Button Rows, will be going away. They will be replaced with a Desktop View.

Employee Access - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/semhom01.w?cv=true

SKYWARD Hortonville WI School District

Test Sub Account Preferences Exit ?

Home Employee Information Time Off True Time

Employee Access Favorites New Window My Print Queue

My Favorites  
No favorites available.

| Job                 | Status |
|---------------------|--------|
| No items available. |        |

District News  
No news to display.

Recent Programs

- Employee Access Home
- Quick Entry
- Unsubmitted
- My Requests
- History
- My History

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Desktop View  Button Rows  
Windows 7 / Internet Explorer 9

105%



# What is Time Off?

## Time Off

is only for **paid** time **away** from work, i.e.,  
Sick, Personal,  
Vacation, Jury Duty,  
Funeral.



If you are off of work & it is **unpaid** time off, do nothing in Employee Access!

Employee Access - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD  
https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/semhom01.w

Hortonville WI School District

Test Sub Account Preferences Exit ?

Home Employee Information Time Off Time Off

**Time Off**

- My Status
- My Requests

Quick Entry  
Check History  
My Time-Off Status  
My Time Off Requests  
Unsubmitted Timesheets  
Timesheet Entry  
My True story

No items available.

District News  
No news to display.

History

- Unsubmitted
- My Status
- My History
- My Requests
- Check History
- Quick Entry

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Desktop View Button Rows  
Windows 7 / Internet Explorer 9

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javascript:navClick('TimeOff')

Access to  
Time Off  
Entry Screen  
is Time Off >  
My Requests.

Hints:

Adding My Requests to your Favorites will allow one click access to Time Off Entry Screen.

This is true for all screens you frequently use. It might be helpful to change the name to My Time-Off Request or Status

The screenshot shows an Internet Explorer browser window with the title "Internet Explorer provided by provided by - HASD". The address bar contains "s001.w". The page has a navigation menu with "Test Sub", "Account", "Preferences", "Exit", and a help icon. A "Favorites" dropdown menu is open, listing items like "Quick Entry", "Check History", "My Time-Off Status", "My Time-Off Requests", "Unsubmitted Timesheets", "Timesheet History", and "My True Time History". The option "Add My Requests To Favorites" is highlighted. A table in the background shows "Time Off Code" and "Reason" columns with entries for "JURY DUTY" and "NONE". The status bar at the bottom indicates "2 records displayed" and "Date:".

| Time Off Code | Reason |
|---------------|--------|
| JURY DUTY     | NONE   |
|               | NONE   |

After adding My Time-Off Requests to Favorites, it's one click to the screen:

The screenshot shows a web browser window titled "Employee Access - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD". The address bar shows the URL: <https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/semhom01.w>. The page header includes the "SKYWARD" logo and "Hortonville WI School District". Navigation links include "Home", "Employee Information", "Time Off", and "True Time". A secondary navigation bar contains "Test Sub", "Account", "Preferences", "Exit", and a help icon. The main content area is titled "Employee Access" and features three columns: "My Favorites", "My Print Queue", and "Recent Programs".

| My Favorites                           | My Print Queue   | Recent Programs               |        |                            |  |                                      |
|--|--|-------------------------------|--------|----------------------------|--|--------------------------------------|
| <a href="#">Employee Access</a>        | <table border="1"><thead><tr><th>Job</th><th>Status</th></tr></thead><tbody><tr><td colspan="2"><i>No items available.</i></td></tr></tbody></table> | Job                           | Status | <i>No items available.</i> |  | <a href="#">Employee Access Home</a> |
| Job                                    | Status   |                               |        |                            |  |                                      |
| <i>No items available.</i>             |  |                               |        |                            |  |                                      |
| <a href="#">Quick Entry</a>            |  | <a href="#">My History</a>    |        |                            |  |                                      |
| <a href="#">Check History</a>          |  | <a href="#">History</a>       |        |                            |  |                                      |
| <a href="#">My Time-Off Status</a>     |  | <a href="#">Unsubmitted</a>   |        |                            |  |                                      |
| <a href="#">My Time Off Requests</a>   |  | <a href="#">My Requests</a>   |        |                            |  |                                      |
| <a href="#">Unsubmitted Timesheets</a> |  | <a href="#">My Status</a>     |        |                            |  |                                      |
| <a href="#">Timesheet History</a>      | <a href="#">District News</a>  | <a href="#">Check History</a> |        |                            |  |                                      |
| <a href="#">My True Time History</a>   | <i>No news to display.</i>   | <a href="#">Quick Entry</a>   |        |                            |  |                                      |



Time Off >  
My Requests.  
Add

## Time Off Request

05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

scripts/wsisd.dll/WService=wsFin/rtrqbrws001.w?updateFavorites=yes

Hortonville WI School District

Test Sub Account Preferences Exit ?

Home Employee Information **Time Off** True Time

My Time Off Requests ★

Views: General Filters: \*Skyward Default

| Date ▼           | Time    | Amount | Status   | Year    | Time Off Code | Reason | Description | A |  |
|------------------|---------|--------|----------|---------|---------------|--------|-------------|---|--|
| ▶ 08/16/2012 Thu | 8:00 am | 4h 00m | Approved | Current | FUNERAL       | NONE   | NONE        |   |  |

Add Edit Delete Clone Attach

# Time Off Request

Enter:


- Time Off Code
- Description
- Choose Type: Single Day or Date Range
- Enter Start Date & End Date if using Range
- Enter Hrs/Min if using Single Day
- Start Time, optional
- Select Employees: Only those other than Supervisor or Tera
- SAVE


Add - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided  
https://skyward.hasd.org/scripts/wsisa.dll/WSservice=wsFin/rtrorqedit001.W


### Add

| Time Off Code       | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting | Future Available |
|---------------------|-----------|----------|---------|-----------|------------------|----------------|------------------|
| FUNERAL             | -4h 00m   |          |         | -4h 00m   |                  |                |                  |
| JURY DUTY           | 0h 00m    |          |         | 0h 00m    |                  |                |                  |
| SNOW DAY ADJUSTMENT | 0h 00m    |          |         | 0h 00m    |                  |                |                  |


### Time Off Request


\* Time Off Code: **FUNERAL - Hours**  per Day: 7h 00m

\* Reason: **NONE**  [Detail...](#)

Description: 

Maximum characters: 200, Remaining characters: 200


Type:  Single Day   Date Range


\* Start Date: **08/27/2012**  **Monday**

Hours:  hours  minutes

Start Time:  :  :

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

[Select Employee\(s\):](#) 

[Check Spelling](#) 

[Save](#)

[Back](#)

Asterisk (\*) denotes a required field

# Time Off Request

My Time Off Requests - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

https://skyward.hasd.org/scripts/wsa.dll/WService=wsFin/r/torqbrws001.w?updateFavorites=yes

Hortonville WI School District

SKYWARD

Home Employee Information Time Off True Time

My Time Off Requests

Views: General Filters: \*Skyward Default

| Date           | Time    | Amount | Status   | Year    | Time Off Code | Reason | Description | A |
|----------------|---------|--------|----------|---------|---------------|--------|-------------|---|
| 08/22/2012 Wed | 8:00 am | 2h 00m | Waiting  | Current | JURY DUTY     | NONE   | NONE        |   |
| 08/16/2012 Thu | 8:00 am | 4h 00m | Approved | Current | FUNERAL       | NONE   | NONE        |   |

Add Edit Delete Clone Attach

Status will be Waiting, Approved, or Denied.

If Denied you should get an email on what needs to be corrected, if you don't, then the Business Office is making the correction.

You can correct, by clicking Edit.

# Time Off Status

My Time Off Status - 05.12.06.00.13-10.2 - Microsoft Internet Explorer provided by provided by - HASD

https://skyward.hasd.org/scripts/wsisa.dll/WService=wsFin/rtorqbrws007.w

HONOLULU WI SCHOOL DISTRICT

SKYWARD

Home Employee Information Time Off True Time

My Time Off Status ★

Views: General Filters: \*Skyward Default

| Time Off Code ▲     | Prior Year Remaining | Allocated | Used   | Remaining | Approved | Waiting | Available | Future Remaining | Future Waiting |
|---------------------|----------------------|-----------|--------|-----------|----------|---------|-----------|------------------|----------------|
| ▶ FUNERAL           |                      |           | 4h 00m | -4h 00m   |          |         | -4h 00m   |                  |                |
| ▶ JURY DUTY         |                      |           | 2h 00m | -2h 00m   |          |         | -2h 00m   |                  |                |
| ▶ SNOW DAY ADJUSTME |                      |           |        | 0h 00m    |          |         | 0h 00m    |                  |                |

Time Off that has been Allocated in the current year

By hovering over the Column Headings, you will see a brief description of their meanings.

FYI: Funeral, Jury Duty & Snow Days will be a **negative** number if any are used current year. We do not allocate those types of time off.

