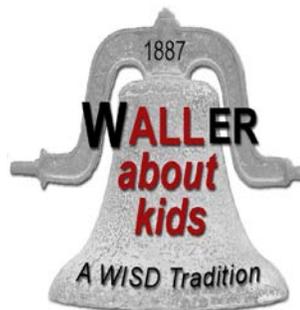


Employee Access Supervisor / Approver Guide



Waller Independent School District

Revised 8/5/2012

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INTRODUCTION

What is 'Employee Access'? Employee Access is a program in Skyward that:

1. Allows employees to monitor their district records regarding employee contact information, monthly and yearly pay documentation, federal withholding information and leave status through **Employee Information**
2. Allows employees to request absences through **Time Off**
3. Allows non-exempt employees to clock in / out through **True Time**

Access to the web site is through a district provided username and password. Access can be obtained from either district computers or from home using a link on the www.wallerisd.net web site.

GETTING STARTED

To access Skyward Employee Access you will need a username and password. These are provided by Waller ISD Human Resources. If you have forgotten or lost your username and password, please contact Human Resources to obtain a replacement. If you have a district email account you also obtain your login information using the self-help feature on the sign-in web page.

CONNECT AT WORK. Go to the District Intranet site, <http://insidewallerisd> and select the Skyward Finance Link on the right hand column.

CONNECT AT HOME. Go to the District Internet Site, <http://www.wallerisd.net> and select the top Tab labeled EMPLOYEE RESOURCES. Next click the button Skyward Finance Button on the resources page.

Next you will need to log into the site.

1. Type in your Login ID and Password as provided by the Human Resources Office. Then click on the LOGIN button

Note: If you do not remember your Login ID and / or Password, click on 'Forgot your Login/Password?' and follow the instructions.

2. It is recommended to add this login page to your internet favorites for easier access to Employee Access in the future.



Due to security reasons, you will be logged out of the Employee Access application when there is no activity after five minutes.

CHANGING YOUR INITIAL PASSWORD

Be sure to change your password! When you first log in you will be asked to change your password. Please use a password that is unique. If people can guess your password, they can view your salary information.

1. Type in your new password, confirm the new password and click the Submit button.
2. You will see a message confirming your account has been successfully updated...click 'OK'

Expired Password
Your password has expired. Please enter a new password.

Name: **BULLDOG, WALLY**
Login: **WBULLDOG**

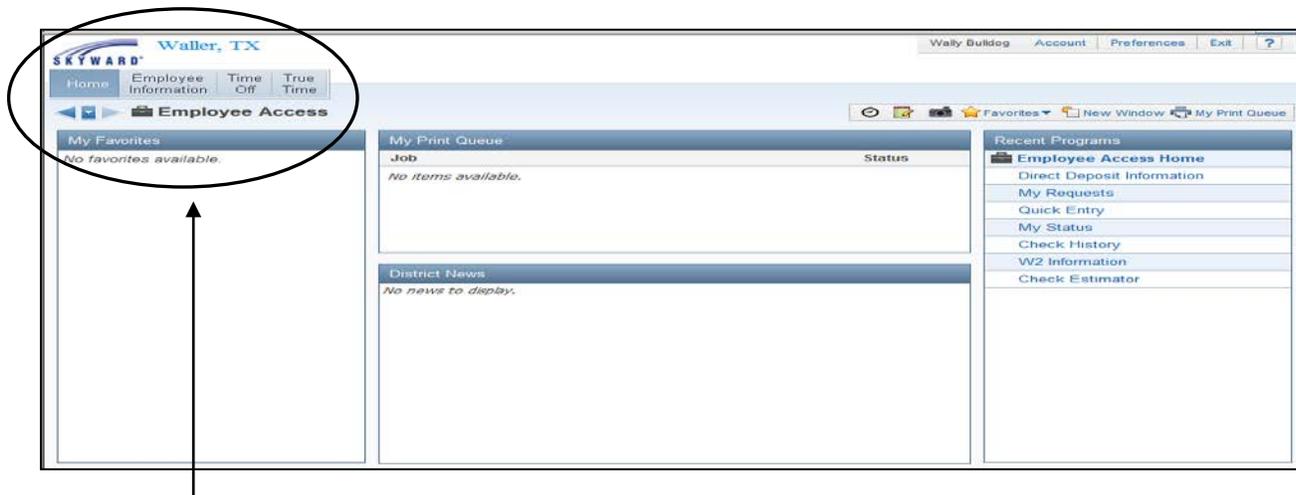
New Password:

Confirm New Password:

Minimum Password Length:
Number of Passwords Before Reuse:

NAVIGATING EMPLOYEE ACCESS

Once you have signed in, you will see a screen similar to the one below. If you use Skyward for other job responsibilities, you may see other tabs as well.



Depending upon your employee category, you may see three options in Employee Access:
1) Employee Information 2) Time Off and 3) True Time.

GENERAL INFORMATION – FOR SUPERVISORS / APPROVERS

If you are designated in Skyward to review / approve timesheets and approve absences, this Supervisor guide is provided for your assistance.

Non-exempt employees (e.g. Secretaries, Clerks, Aides, Auxiliary staff) using True Time to record their weekly time are required to electronically submit their time sheets to their supervisors for review and approval **every Monday no later than noon**. In addition, employees will use Time Off to request absences.

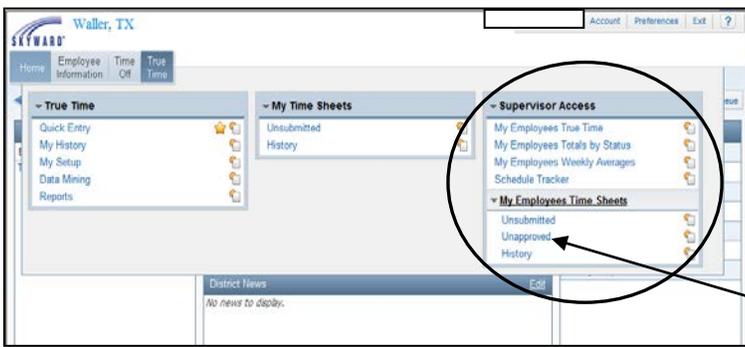
Supervisors / Approvers are asked to do the following:

- Weekly review / approve the time sheets of employees assigned to you in Skyward **no later than Monday close of business**
- You will receive an email each time a Time Off request has been submitted by your employee...once you approve the request, the absence will be populated in the employee's time sheet
- Remember, employees must submit their time off requests for the current week, and these requests must be approved BEFORE employees are allowed to submit time sheets by the system...it is recommended you review and approve Time Off requests on a daily basis to ensure the employee's time sheet is complete at the end of the week
- It is your responsibility to review time sheets for accuracy. If the time sheet is missing information or not accurate, DENY the time sheet so the employee can correct it.
- COMP Time - In particular, it is important to note the weekly hours logged in from the non-exempt employees assigned to you. Any hours worked in a week that are in addition to a non-exempt's regular-scheduled work week is called COMP (Compensatory) time
- Any non-exempt employee must receive permission prior to working 2 hours COMP time over their normal work schedule during a week's period (Waller ISD's week is defined as Saturday to Friday). Failure to obtain permission for COMP time from a supervisor prior to accumulating over 2 hours of COMP time may result in disciplinary action for the non-exempt employee. Please contact the HR Director with any issues or questions
- FLEX Time - The best option for any additional time worked in a week above normal hours is to allow the non-exempt employee FLEX time **within** the work week so their hours remain at a normal level...this minimizes the accumulation of COMP time...once the work week is complete, however, additional hours over the normal work schedule become COMP time and is recorded by Skyward
- Supervisors - As soon as possible, upon receiving an email that your employee(s) have asked for time off, approve or disapprove the request. In this way, absence records in Skyward will be as updated and current for the employee as possible

For any questions, please contact the HR office at extensions 1425 or 1415.

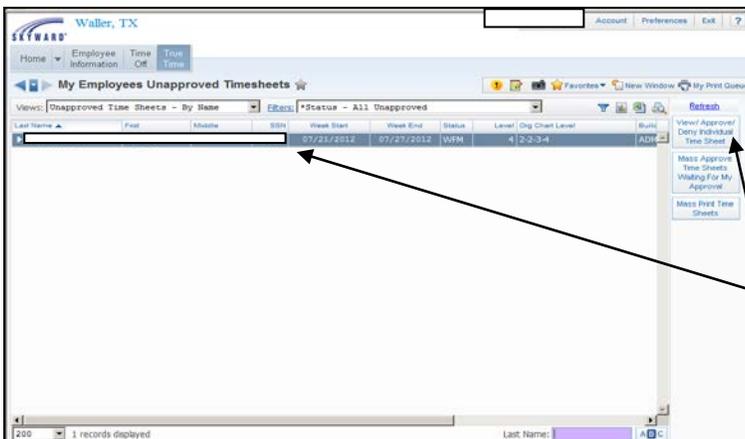
TIME SHEETS - HOW TO REVIEW / APPROVE / DENY

- We all inadvertently make mistakes on our timesheets from time to time; it will be the reviewer's responsibility to insure the records are corrected once submitted to you
- It is the reviewer's responsibility to check the timesheets for accuracy (e.g. looking for proper signing in / out, time off requests, etc.)...if the timesheet is missing information, incorrect, or incomplete, the reviewer should deny the timesheet so that it is returned to the employee for corrections
- Each employee is required to work a minimum of the total hours scheduled based on the workweek schedule for the employee's position



Upon signing into Employee Access and clicking on the 'True Time' button, you will see 'Supervisor Access' area that will allow you to view the time sheets and time off of employees assigned to you in Skyward.

Click on 'Unapproved'



You may now either click on the individual employee and view / approve / deny their time sheet(s) or mass approve all time sheets waiting for your approval

To view / approve / deny an individual's time sheet, click on the individual's name and then click on the 'View / Approve / Deny Individual Time Sheet'

Period Summary			
Type	Pay	Note	Hours
Work	PARA (PARAPROFESSIONAL)		39h 06m
Total Hours:			39h 06m
Original Hours Paid:			39h 06m
Requested Comp Time Clock Hours:			1h 36m
Adjusted Hours Paid:			37h 30m
Adjusted Hours Paid = Original Hours Paid - Requested Comp Time Clock Hours			

Comp Time Totals					
Time Off Code	Days or Hours	Clock Hours Requested	Hours per Day	Comp Time Factor	Time Off Allocated
COMPENSATION TIME OFF	Days	1h 36m / 7.5000	* 1	=	0.2133 days
Totals		1h 36m			0.2133 days

Daily Totals			
Status	Note	Hours	
Monday 07/23/12			
6:50 AM - 2:05 PM IN		7h 15m	
2:05 PM - 2:30 PM LNCH		0h 25m	
2:30 PM - 5:01 PM IN		2h 31m	
		07/23/12	Total Hours: 9h 46m
Tuesday 07/24/12			
6:49 AM - 2:05 PM IN		7h 17m	
2:05 PM - 2:30 PM LNCH		0h 24m	
2:30 PM - 5:08 PM IN		2h 38m	
		07/24/12	Total Hours: 9h 55m
Wednesday 07/25/12			
6:51 AM - 1:50 PM IN		6h 59m	
1:50 PM - 2:24 PM LNCH		0h 34m	
2:24 PM - 5:07 PM IN		2h 43m	
		07/25/12	Total Hours: 9h 42m
Thursday 07/26/12			
6:54 AM - 12:45 PM IN		5h 51m	
12:45 PM - 2:25 PM WCOF		1h 40m	
2:25 PM - 4:37 PM IN		2h 12m	
		07/26/12	Total Hours: 9h 43m Hours Paid: 8h 07m

Adjustments										
Workday	Type	Status	Adjusted			Original			Adjusted By	Note
			Start Time	End Time	Pay Code	Start Time	End Time	Pay Code		
07/23/12	Meal	IN	6:50 AM	2:05 PM	PARA	4:54 PM	4:54 PM	PARA		
07/23/12	Meal	LNCH	2:05 PM	2:30 PM	PARA	4:50 PM	5:20 PM	PARA		
07/23/12	Meal	IN	2:30 PM	5:01 PM	PARA	6:00 PM	6:00 PM	PARA		

Employee: _____ Date: _____

Approved By: _____ Date: _____

Approve
Deny
Print
Back

The Supervisor / Approver will approve / deny the time sheet after viewing the employee's time sheet details, to include:

- total work hours
- any Comp time details
- any adjustments the employee has made to the time sheet

Considerations when viewing a time sheet:

If an employee has worked more than 2 hours of COMP during the week without asking for permission to do so, discuss this with the employee so this action is not repeated in the future

Once COMP time has been recorded, it cannot be denied...however, if the employee has not received permission to work more than 2 hours of COMP time, and this has been discussed / documented with the employee, further disciplinary action may be required, up to and including termination of employment

If an employee accumulates 20 hours of COMP time, the supervisor and employee will agree on how to take this COMP time that is most advantageous to the campus / department so the COMP time is 'zeroed' out as soon as possible

Flex time is best...remember, flex time is given to the employee within the work week to insure the employee does not accumulate time over their normal scheduled work hours...for example, in the above case, the supervisor and employee may have agreed that the employee clock out 1 hour and 30 minutes early on Friday so the total time for the week would be very close to the normal 37.5 hours that is scheduled for this employee

Check for accuracy of all times and any notes provided

Check adjustments made by the employee to their time sheets for accuracy. If habitual adjustments continue to be made, such as making adjustments because the employee did not clock in or out, discuss this with the employee so they can correct this habit

If you deny a time sheet, write an explanation in the note section of the denial instructing the employee as to the correction that needs to take place regarding the time sheet

Approve Time Sheet

Period Summary			
Type	Pay Code	Summary	Hours
Work	PARA		39h 06m
			Total Hours: 39h 06m
			Original Hours Paid: 39h 06m
			Requested Comp Time Clock Hours: 1h 35m
			Adjusted Hours Paid: 37h 30m
Adjusted Hours Paid - Original Hours Paid - Requested Comp Time Clock Hours			

Check Spelling
Save
Back

Approve/Deny Time Sheet

Approval Options: Approve Deny

Approval/Denial Notes:

You will now have the option of approving / denying the time sheet and clicking 'Save'

Waller, TX

Account Preferences Exit ?

Home Employee Information Time Off Time Time

True Time

- My Setup
- Data Mining
- Reports

Supervisor Access

- My Employees True Time
- My Employees Totals by Status
- My Employees Weekly Averages
- Schedule Tracker

My Employees Time Sheets

- Unsubmitted
- Unapproved
- History

With True Time, Supervisors may also view other attendance data of their employees by clicking in these areas

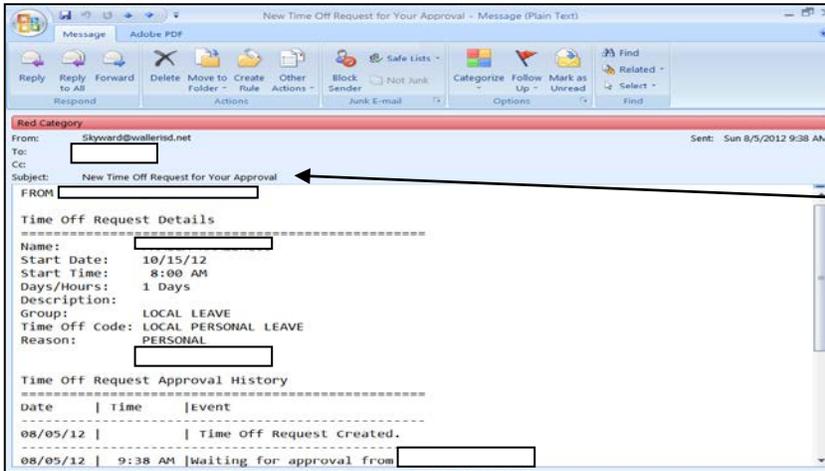
On Mondays, after 1 p.m., you will need to send an e-mail reminder to those employees who have not turned in their timesheet from the previous week reminding them to submit their timesheet by the end of the day

TIME OFF - HOW TO REVIEW / APPROVE / DENY REQUESTS

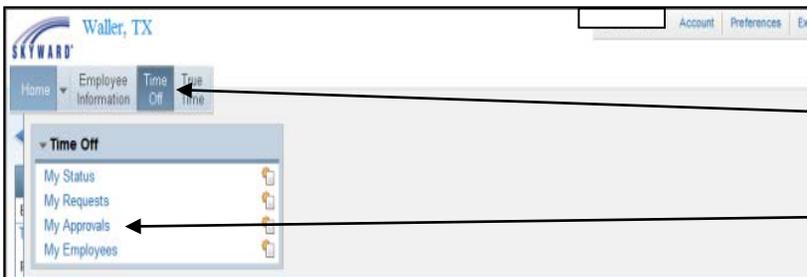
Important to Read:

- 'Approvers' will receive an e-mail each time a Time Off Request has been submitted by employees assigned to them...once you approve the request, the days / hours requested will populate on the employee's timesheet
- **All time off requests must be submitted AND approved BEFORE employees submit their timesheet**
- It is recommended that you review and approve Time Off requests on a daily basis to ensure the employee's timesheets are complete at the end of the week
- Once the Time Off request has been approved by the 'approver', the time off will then populate (appear) on the employee's timesheet...again, it is important for the approver to respond as soon as possible to the employee's time off request because this updates the payroll system that tracks absences.
- Once the Time Off request is approved, the absence is updated in Skyward's system in the employee's time off records
- Supervisors / Approvers will receive a daily absence report automatically generated by both Skyward and Aesop...if you need to be added to the list, contact Human Resources
- **It is crucial** for the Supervisor / Approver to **compare the Aesop and Skyward reports**...an employee needing a substitute should show up in both reports. If the employee does not show up in the Skyward report, this probably means the absence was generated in Aesop, and the employee's absence will not be recorded in the Skyward system...if this is the case, the employee must go back in Skyward and generate their time off request (they will not check the 'sub needed' box)
- Employees who do not need a substitute will not show up on the Aesop report...all employees requesting time off, whether or not a substitute is needed, will be in the daily Skyward absence report

- The following is an example of a request for time off and how a Supervisor / Approver will view and approve / deny



Supervisors / Approvers will receive an email once their employee requests an absence



Supervisors / Approvers will go to their Time Off Tab in Employee Access

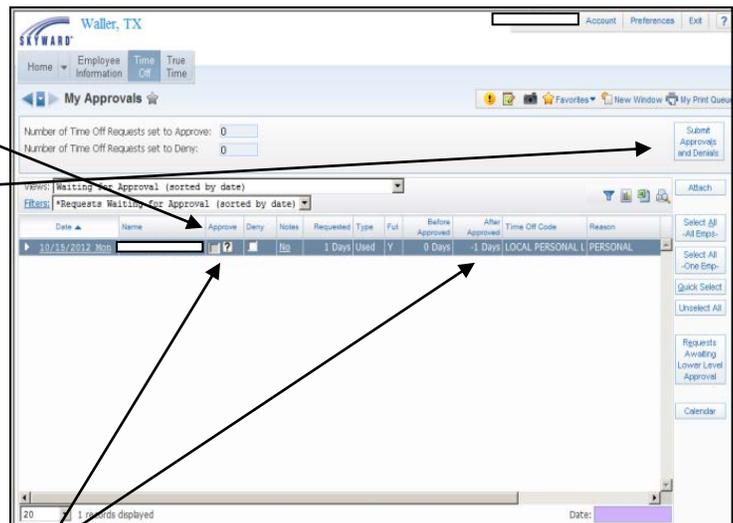
Next, click on 'My Approvals'

Choose the employee absence you wish to approve or deny...click 'approve' or 'deny'

Then click 'Submit Approvals and Denials'

The employee will receive an email of your decision regarding the Time Off request

Note – If the employee is requesting time off that they do not have in Skyward, a '?' symbol will appear, and you will not be able to approve the time off...also, note the days are in the negative for this request. In this example, the supervisor would deny this request



Supervisors / Approvers and their Secretaries should receive a daily absence report in their email from Skyward by 7 a.m. – if you are not receiving this information, contact Human Resources to be added to this list

Contact Information – Assistance

Aesop Assistance...Human Resources Department:

- Phone: 936-931-0397...inside the district, call ext. 1425 or ext. 1414
- Email: HR@wallerisd.net

Benefits – Business Office:

- Phone: 936-372-4037...inside the district, call ext. 1205

Employee Access - General Assistance...Human Resources Department:

- Phone: 936-931-0397...inside the district, call ext. 1425 or ext. 1414
- Email: HR@wallerisd.net

Payroll - Business Office:

- Phone: 936-931-0305...inside the district, call ext. 1200 or ext. 1201