Employee Access
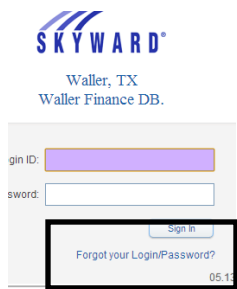
Go to www.wallerisd.net

Select Staff Resources

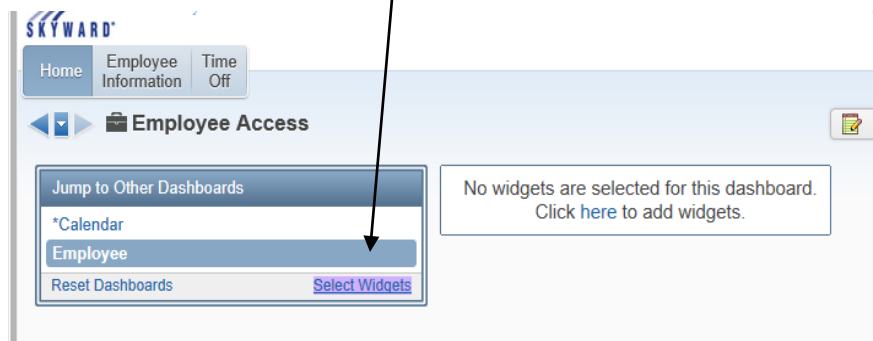Select Skyward Employee Access

Select the Forgot Password Link to retrieve your password

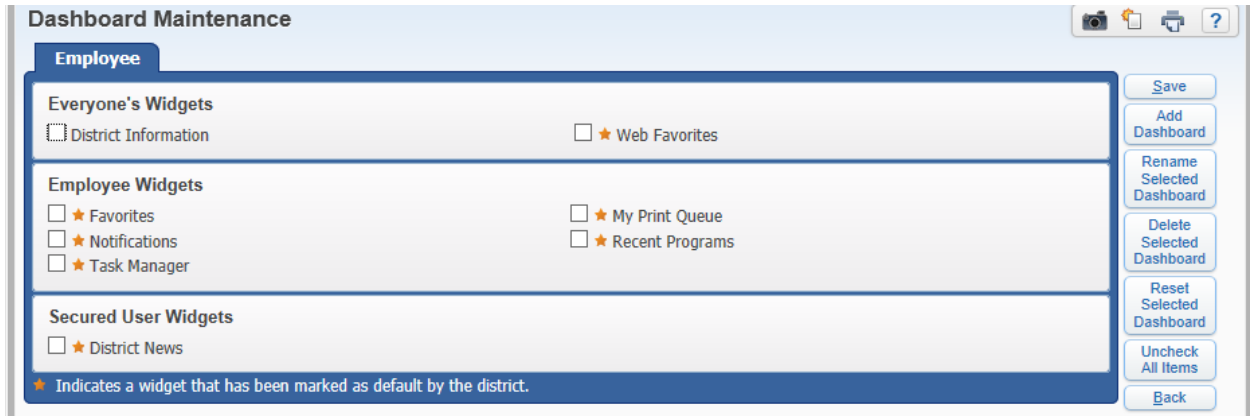Check your email for the new password link

Select your Widgets

Click Select Widgets to add new ones to your home screen
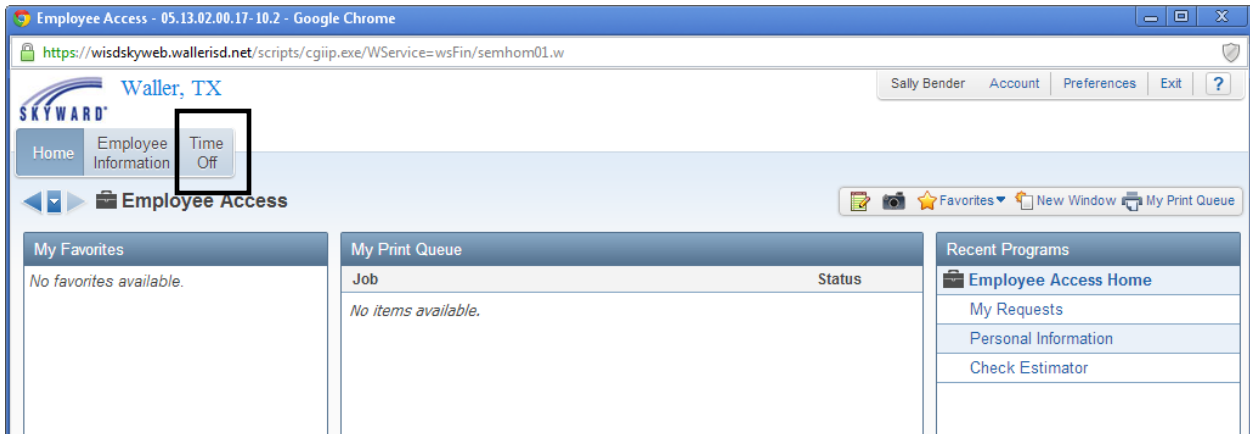
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Check the widgets you need

Click Save

Requesting Time Off

Use the Time Off button to request subs, sick days, planned time off, jury duty, etc.

Select My Requests
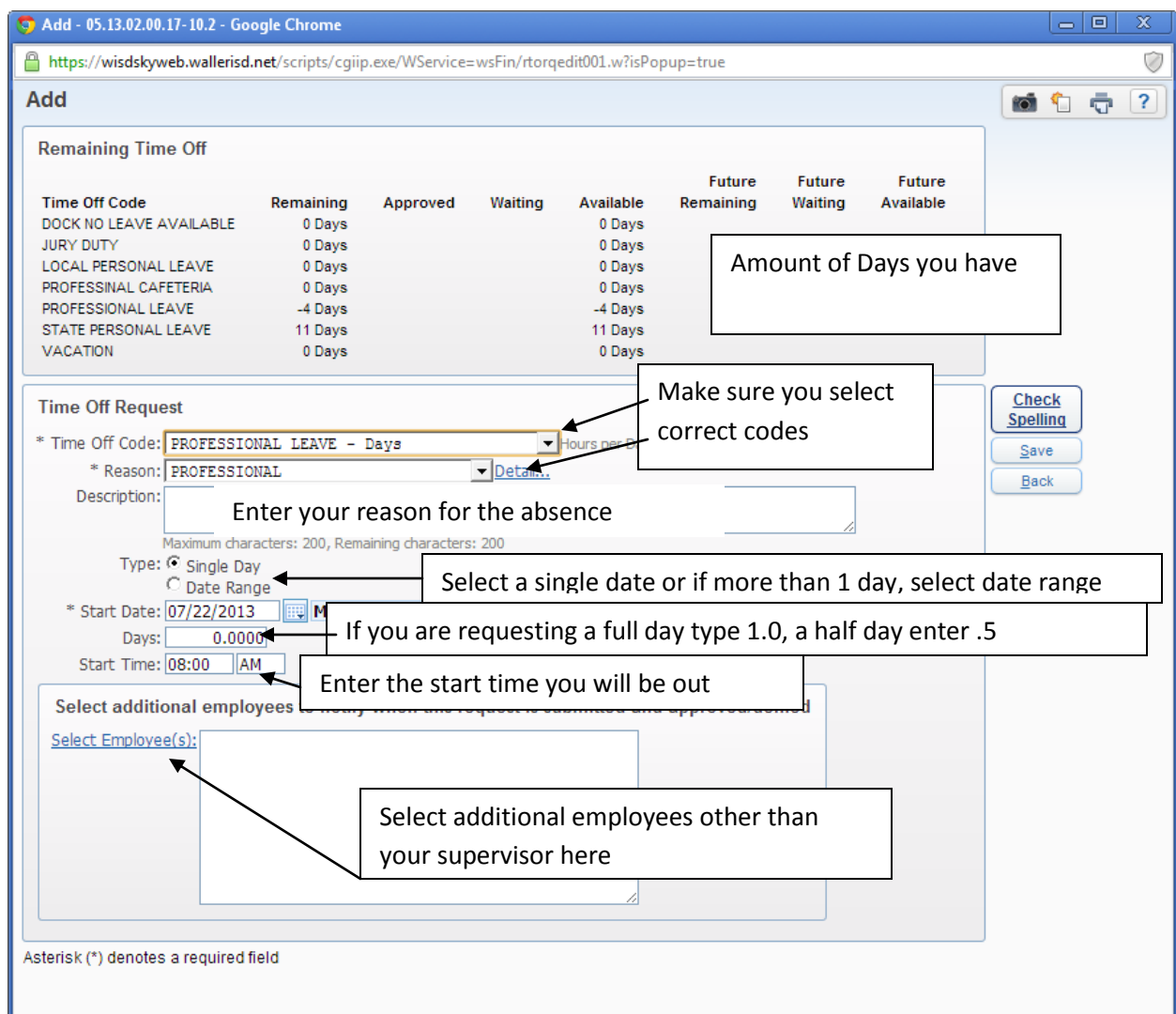
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To request a day(s)

Click the Add button
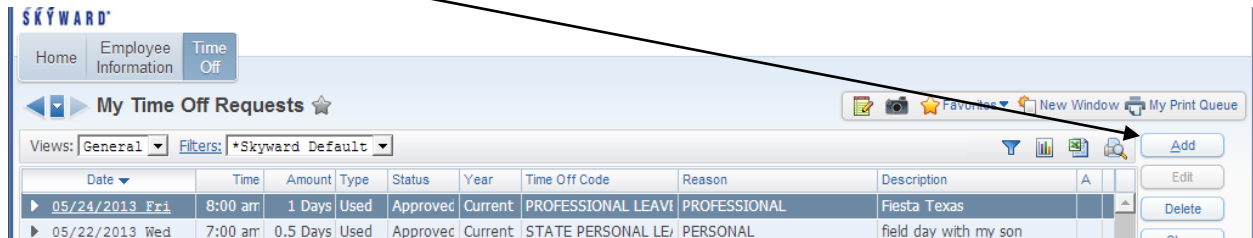
You will see available days you have

Enter the information in your time off request

Make sure you enter if you are selecting a full day or half day

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Check the box if you require a sub

Select additional employees to notify

Click Save

If you are requiring a sub, your will be directed to the AESOP logon page (See below)

<u>Your AESOP Logon</u>

| Create Absence | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences |

Please select a date

Need more options? | Advanced Mode

August 2013

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	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

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required   Yes

Absence Reason   Select One

Time
Please enter a valid time range using the HH:MM AM format.   Full Day
07:00 AM to 03:30 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Browse...

Shared Attachments

Cancel | ✔ Create Absence & Assign Sub | ✔ Create Absence

1. Select a Date
2. Enter the reason
3. Select the time a sub is needed
4. Add any notes for the sub or attach files
5. Create the absence and assign sub if you have made contact with the sub you want **OR**
6. Click Create absence and let AESOP find a sub for you.

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July 2013

True Time

True time is used by non-exempt employees. These include secretaries, clerks, teachers aides, food service workers, maintenance workers, custodians, bus drivers/monitors, ip/help desk technicians.

Use the time clocks/fingerprint system to clock in and out each day.

Log into True Time if you need to correct your time or see your campus secretary or HR.

Employee Information
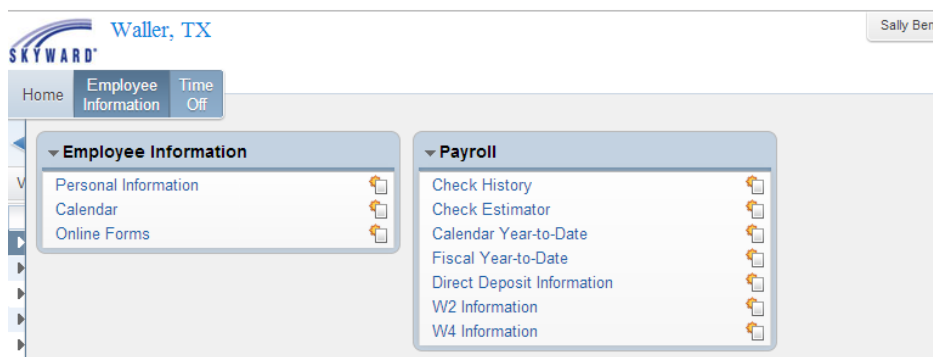
Use this option to see your personal information

Retrieve pay stubs under Check History

Use a check estimator to see different tax deductions

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July 2013