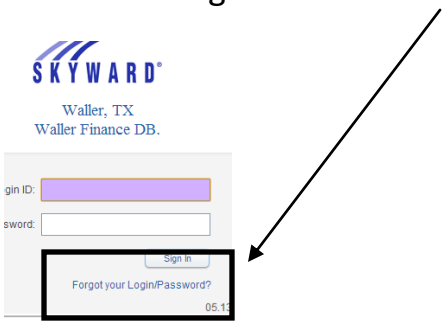
Employee Access

Go to www.wallerisd.net

Select Staff Resources

Select Skyward Employee Access

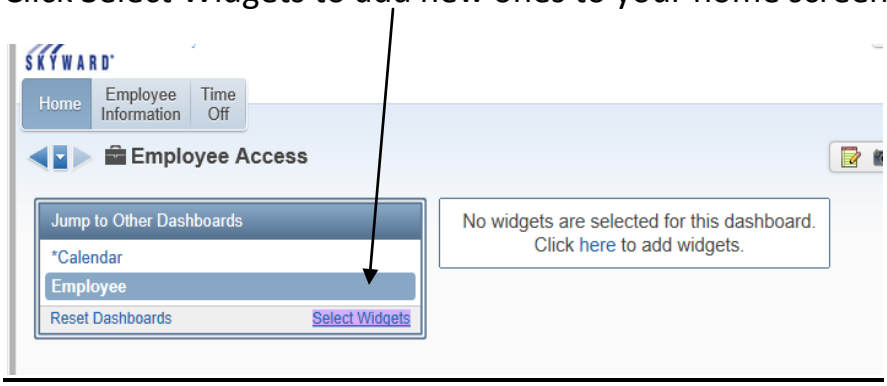
Select the Forgot Password Link to retrieve your password



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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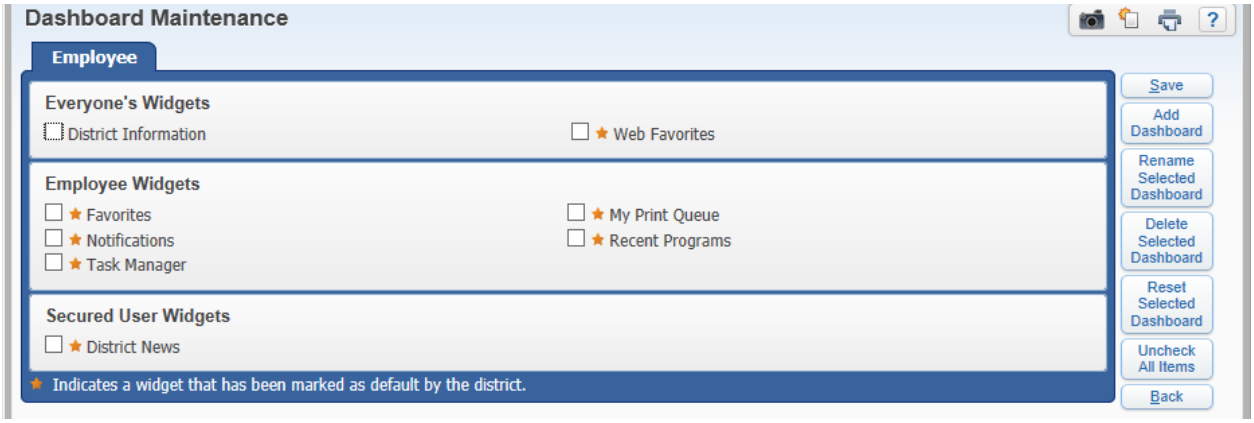
Check the widgets you need

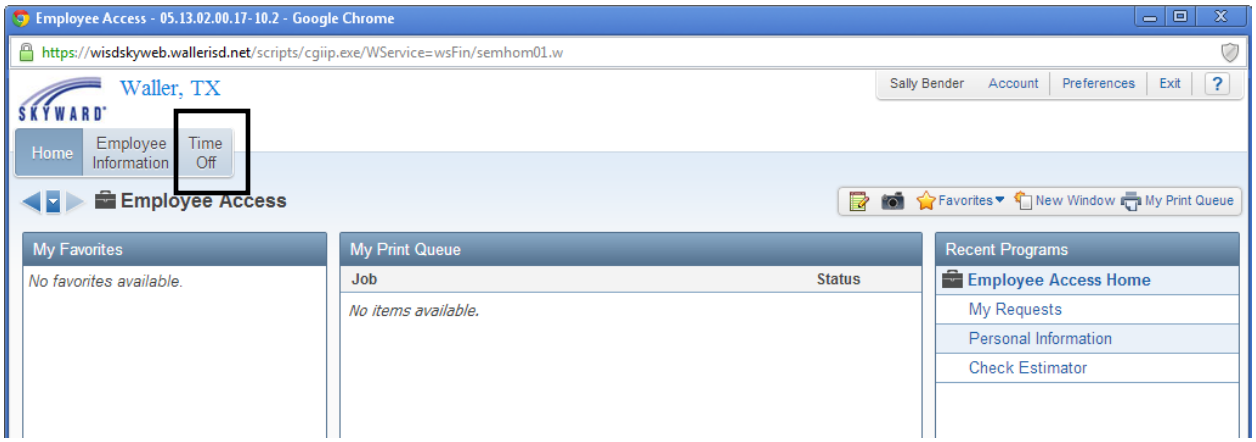
Click Save



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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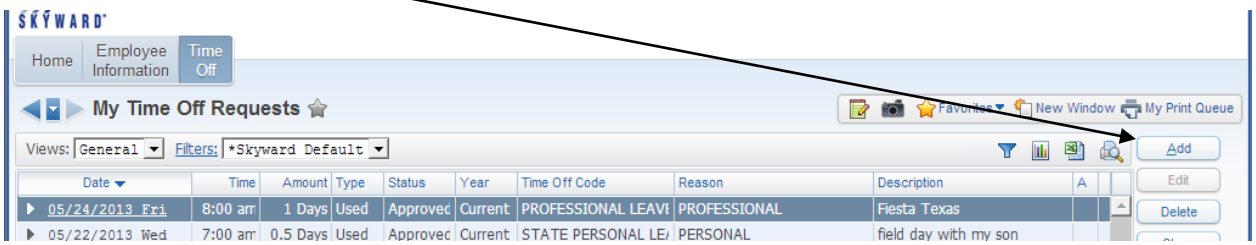
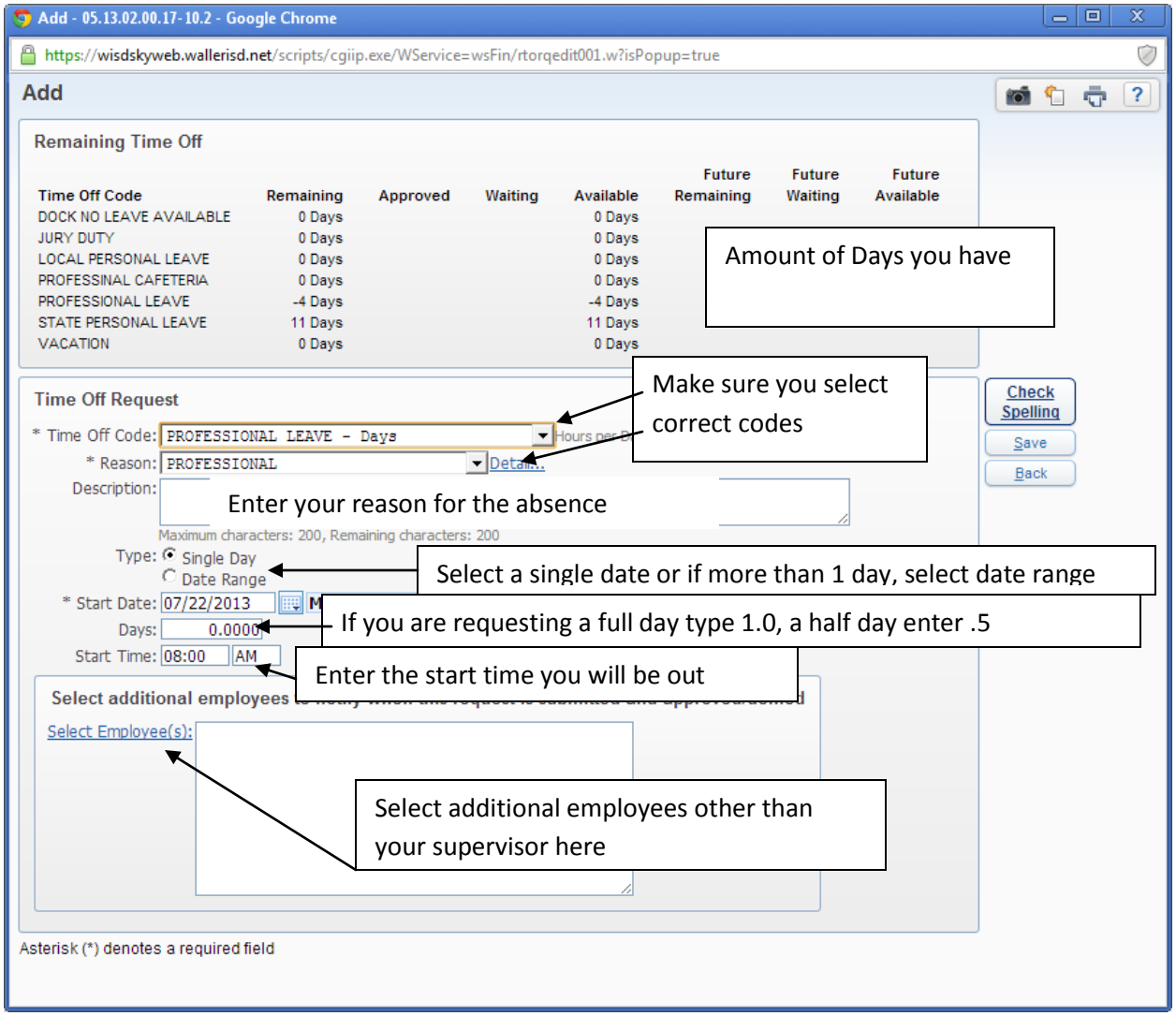
To request a day(s)

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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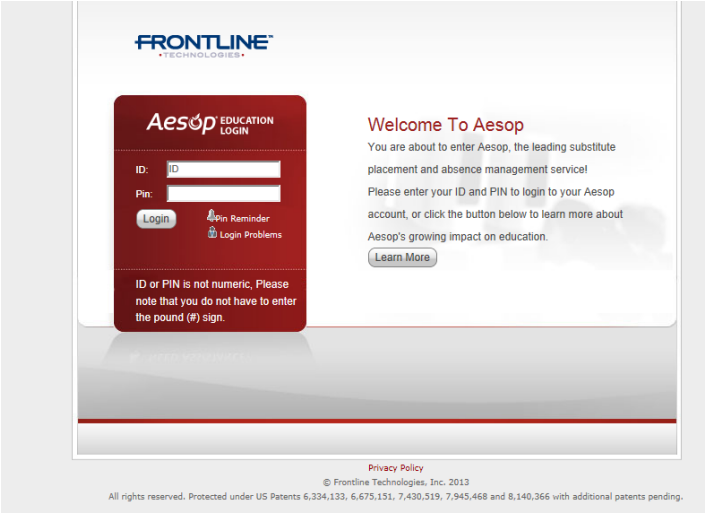
Check the box if you require a sub

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>



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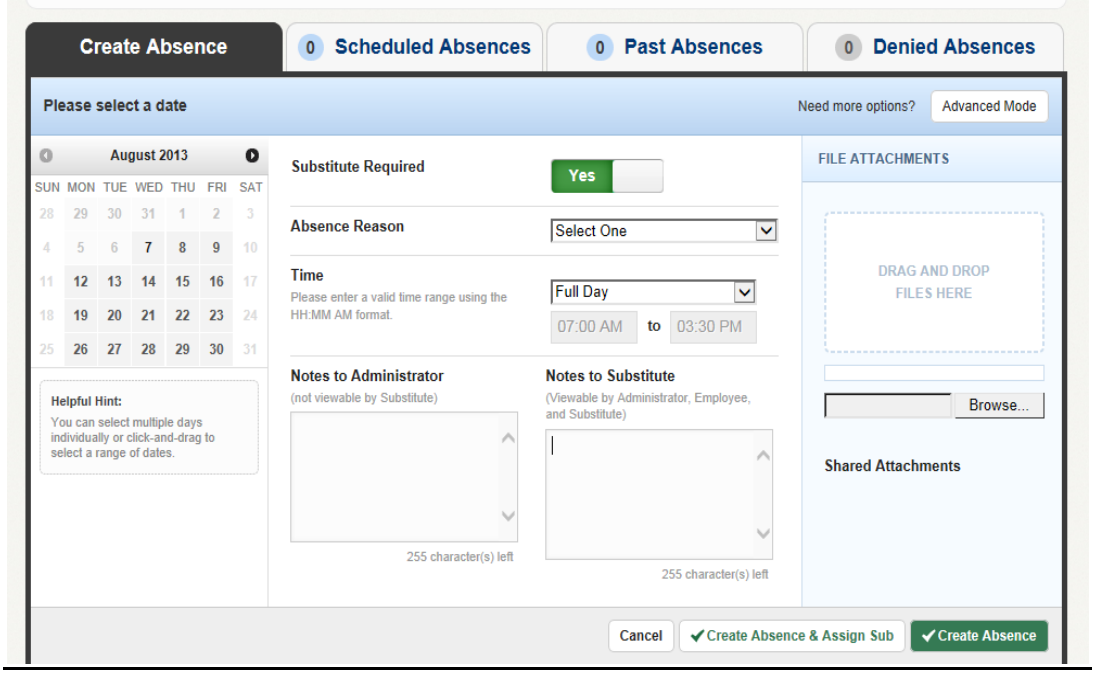

1. Select a Date
2. Enter the reason
3. Select the time a sub is needed
4. Add any notes for the sub or attach files
5. Create the absence and assign sub if you have made contact with the sub you want **OR**
6. Click Create absence and let AESOP find a sub for you.

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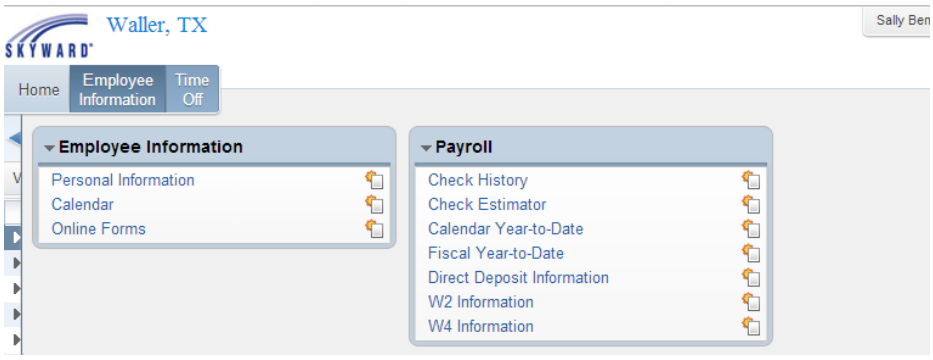
True Time

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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