

TIME OFF REQUESTS

A BISD SKYWARD “HOW-TO” GUIDE

LOGGING INTO SKYWARD – EMPLOYEE ACCESS



Many of you normally log into the Student side of Skyward, make sure you log into the Finance/Employee side to access your employee apps.

Go to
<https://skyward.iscorp.com/BoerneTXBus>

Or through the Core
<https://boerneisd.hellloid.com/#/applications>


HOW TO LOG IN:

You will use the same username and password you use to log into your email and other district apps.

If you forget your username and password click on the link below the sign in for assistance.



BOERNE ISD, TX

 You are no longer signed in.



Username

howarde

Password

.....



Sign In >

[Forgot your Username or Password?](#)

EMPLOYEE ACCESS DASHBOARD

After you log in you will see your employee access dashboard. **Not everyone will have the same apps, they are set up based on your employee type.**



Camper, Happy



My Profile



Payroll Check History



Time Off Balances



Request Time Off



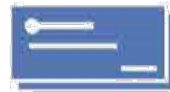
Calendar



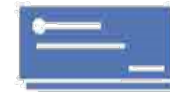
My Substitute Transactions



W2 Forms



Accounts Payable Check History



My Expense Reimbursements

TIME OFF BALANCES

The Time Off Balances screen enables you to view how much time off has been allocated to you, how much you have used, and the hours or days you have remaining for vacation, sick days, and days off.



TIME OFF TYPES

Search Time Off Type Descript 🔍 View: Balances in Days (Modified) Filter: Skyward Default

↑ Time Off Type Description ⚙️	⚙️ Prior Year Ending Balance in Days	⚙️ Allocated Current Year in Days	⚙️ Current Year Used in Days	⚙️ Current Year Ending Balance in Days	⚙️ Next Allocation Cycle Date	⚙️ Ending Balance in Days
👉 LOCAL SICK LEAVE	3.00	8.00	-0.50	10.50	07/01/2019	10.50
👉 NON DUTY	0.00	0.00	0.00	0.00	06/01/2019	0.00
👉 STATE PERSONAL LEA...	24.00	5.00	-5.00	24.00	07/01/2019	24.00

TIME OFF REQUESTS

In the Request Time Off area of Employee Access, you can create a time off request to submit for approval.



Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Assignment

Hours Per Day 0:00

*Employee Time Off Type

*Time Off Reason

Transaction Type Code

Single Day Date Range

*Start Date

*Time Off Hours Per Day

Days

Description

Start Time

End Time

TIME OFF TYPES

Search Time Off Type

View: Skyward Default Filter: Skyward Default More

Time Off Type	Ending Balance	Waiting For Approval
DOCK - DOCK	0:00	0:00
EC - Extra Curricula	0:00	0:00

STEP-BY-STEP: TIME OFF REQUESTS

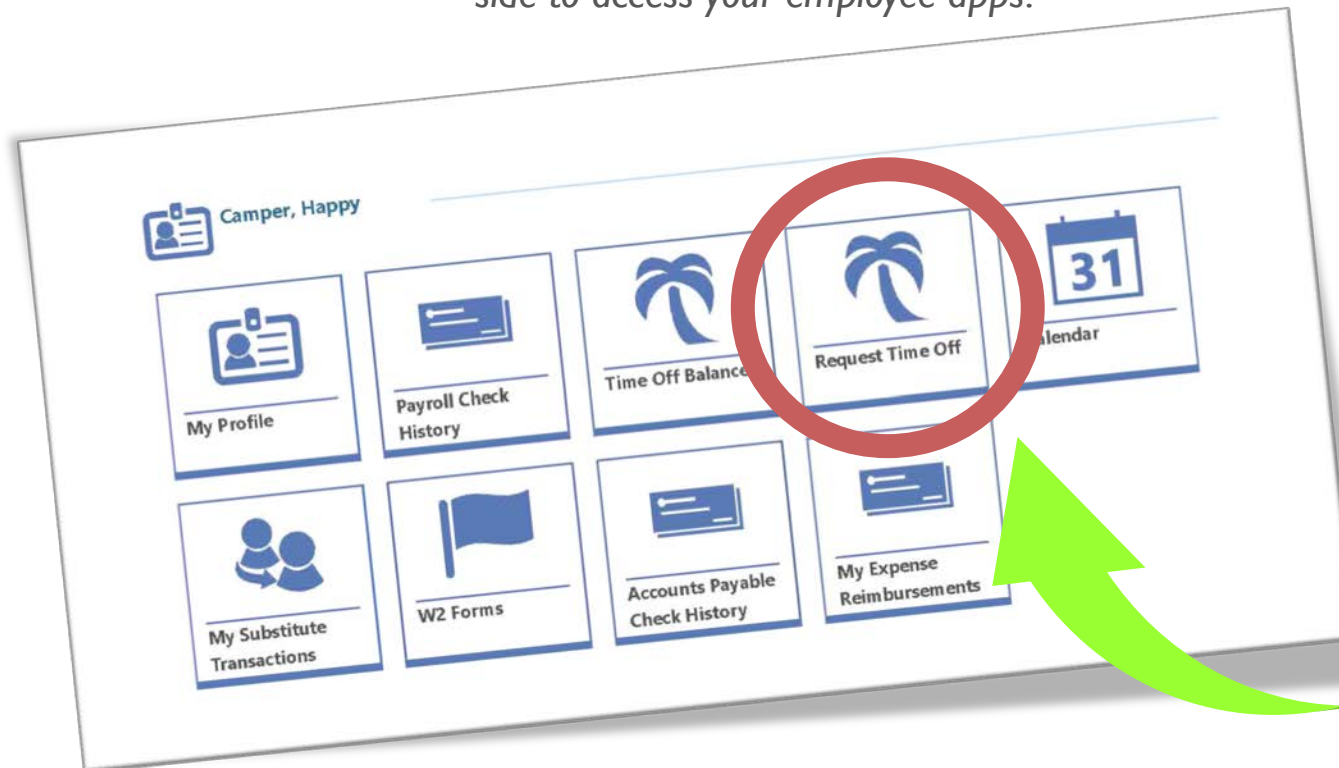


I. Log into Skyward finance

Go to <https://skyward.iscorp.com/BoerneTXBus>

Or through the Core <https://boerneisd.helloid.com/#/applications>

Many of you normally log into the Student side of Skyward, make sure you log into the Finance/Employee side to access your employee apps.










2. From your employee access dashboard, click on the icon **Request Time Off**

ADDING A TIME OFF TRANSACTION

MY TIME OFF TRANSACTIONS

 Add Time Off Transaction

Search Transaction Date   View: Amount in Days (Modified) Filter: Skyward Default

	Transaction Date	Time Off Type Description	Time Off Reason Description	Transaction Type	Amount in Days	Description	Status
	08/31/2018	LOCAL SICK LEAVE	Sick Leave	U - Used	-0.50		A - Approved
	07/24/2018	STATE PERSONAL LEAVE	ANNUAL ALLOCATION	A - Allocated	5.00	JULY SICK & PERSONAL	A - Approved
	07/06/2018	STATE PERSONAL LEAVE	Personal Business	U - Used	-1.00		A - Approved
	07/05/2018	STATE PERSONAL LEAVE	Personal Business	U - Used	-1.00		A - Approved
	07/04/2018	STATE PERSONAL LEAVE	Personal Business	U - Used	-1.00		A - Approved

When you select Time Off Requests you will first see all of your time off transaction history.

3. In the right hand corner click on the “Add Time Off Transaction” link.



Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Assignment

Hours Per Day 0:00

*Employee Time Off Type

*Time Off Reason

Transaction Type Code

Single Day Date Range

*Start Date

*Time Off Hours Per Day

Days

Description

Start Time

End Time

More

TIME OFF TYPES

Search Time Off Type

View: Skyward Default Filter: Skyward Default

Time Off Type	Ending Balance	Waiting For Approval
DOCK - DOCK	0:00	0:00
EC - Extra Curricula	0:00	0:00

ENTER TIME OFF TRANSACTION DETAILS

4. You are now on the screen to enter the details of your time off request. **Fill in all blanks.**

Do not enter a start and end time.

5. Click **“Save”** at the top of the page to submit your request.





Absence Management

Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[Forgot ID or Username](#)

[Forgot PIN or Password](#)

REQUESTING A SUBSTITUTE

If you are a teacher or in a para instructional position Skyward will automatically prompt you to request a substitute in [Frontline \(Aesop\)](#).



You did it!

Your time off request has been submitted and will now show on your time off transactions list.



Approved or Declined

Your supervisor will receive an email alerting them you have requested time off. They will approve or decline your request within 3 business days.



Notification

You will receive an email to your email address on file alerting you the status of your time off request.

For additional assistance you may contact Human Resources or Payroll @ ext. 2000

REQUESTING A SUBSTITUTE

A BISD FRONTLINE “HOW-TO” GUIDE

LOGGING INTO FRONTLINE

If you are entering your time off in Skyward Employee Access you will be automatically directed to Frontline to request a substitute.

Or go to this link:

<https://login.frontlineeducation.com/login?signin=b425517b459a6287d76c2792c6bcc39a&productId=ABSMGMT&clientId=ABSMGMT#/login>

Sign in using the username and pin issued to you at your time of hire. If you do not remember, click on the Forgot ID or Username, Pin or Password Link.

frontline
education

Absence Management
Formerly Aesop

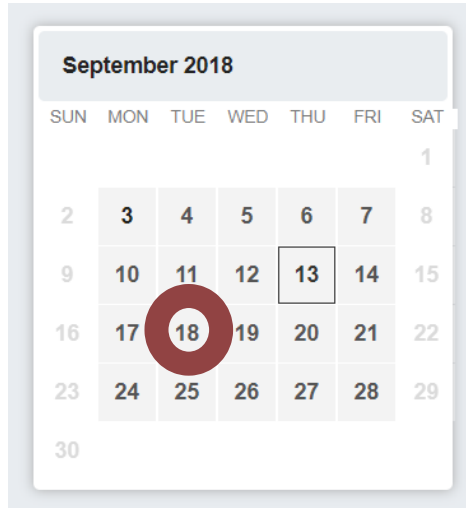
Sign In

ID or Username
happy.camper

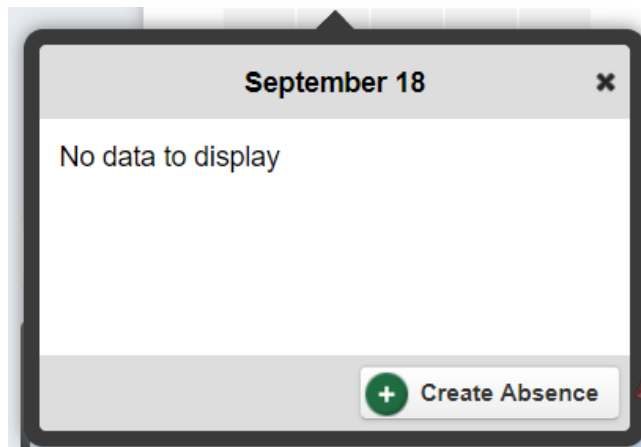
PIN or Password
....

Sign In

[Forgot ID or Username](#) | [Forgot PIN or Password](#)



Step 1: Click on the date of your absence.



Step 2: A pop out frame will appear.
Click on “create absence”

Step 3: Select “Sub Required”.

Step 4: Select your absence reason from the dropdown field.

Step 5: Select full day or half from the Time dropdown field.

The screenshot shows the 'Create Absence' form with the following elements:

- Navigation:** 'Create Absence' (header), '0 Scheduled Absences', '0 Past Absences', '0 Denied Absences' (top bar).
- Calendar:** 'September 18' header, 'September 2018' calendar grid with date 18 highlighted.
- Form Fields:**
 - Substitute Required:** A checkbox labeled 'Yes' with callout 3.
 - Absence Reason:** A dropdown menu with 'Select One' and callout 4.
 - Time:** A dropdown menu with 'Full Day' and callout 5, and a time range field showing '08:00 AM to 04:00 PM'.
 - Notes to Administrator:** A text area with a '255 character(s) left' indicator.
 - Notes to Substitute:** A text area with a '255 character(s) left' indicator.
 - File Attachments:** A section with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and 'No file chosen' text.
- Buttons:** 'Cancel' and 'Create Absence' (green) at the bottom right.
- Helpful Hint:** A dashed box containing the text: 'You can select multiple days individually or click-and-drag to select a range of dates.'

Click on
Create
Absence to
Submit



You did it!

The system will issue a confirmation number.

Confirmation

Your Confirmation Number is 321096307

✓ Ok

For additional assistance you may contact Human Resources or Payroll @ ext. 2000