

Employee Access:

Area to Verify your Employee Personal Information, View Paychecks, Estimate Taxes on Future Paychecks (Check Estimator), Look up W-2 Information and Request Time Off.

Directions for Requesting Time off In Skyward:

1. Log into Employee Access to request time off.
2. Under the Time off Tab, select "My Requests". (You can also see how much time you have available under "My Status")
3. Click the add button on the upper right hand side.
4. Select the appropriate time off CODE from the first drop down. (The system automatically defaults to the alphabetically set up of codes - make sure you choose the correct code)
5. Select the appropriate reason on the second drop down. Please make any additional notes in the Description line.
6. Select the date you want to be gone.
7. Enter the number of hours you want to be gone.
8. The start time usually defaults to 8:00 am - change to the correct time.
9. **Ignore the sub needed box. This is only for teachers who receive subs through AESOP.**
10. Click Save and this request will go to your supervisor for approval. Please see Supervisor time off approval chart. You will receive an email when the time off request has been approved.
11. After approved, **Stephanie will arrange the substitute for that day.**

Directions for Completing your timesheet:

1. You have been assigned a google classroom and will receive a timesheet (assignment) from Tanya to be completed.
2. Enter your total hours each day under the appropriate categories.
3. Under notes: record any variances to your current scheduled hours. Ex. if you worked an hour of OT, and your normal hours are 9-5, write worked 8am-9am OT. If you have received approval for unpaid time off, please include the date it was approved.
4. Timesheets must be submitted by the **13th and 28th** of each month, in order for supervisors and the administrative assistant to approve the timesheets before sending to payroll. Dates will be slightly different if the due date (13th & 28th) falls on a weekend or holiday.
5. After hours have been submitted, please do not unsubmit your timesheet. If you need to make any changes to your timesheet, please email or come to Tanya's office.
6. Please note that timesheet submissions should always match Skyward time off requests.

Overview of Policies:

Employee Handbook can be found on the Merton Website.

1. Select the Staff Icon, District Staff Files (on the left), Employee Handbook (middle of the page)
2. Login with your regular Google Email & Password.

Sick Leave Earned: Calendar Year employees receive 12 days per contract year and School Year Employees receive 10 days per contract year. Part time employees will have days pro-rated based on the number of hours they are scheduled to work. (Section 9.01)

Personal days: Applies to school year employees. Employees receive 1 day per year. If ten or more years, employees receive 2 days per year. (Section 12.01).

Vacation days: Applies to calendar year employees. Vacation begins your second year of service. Full time employees receive 5 days. Part time employees receive a pro-rated amount based on hours worked. (Section 5.02)

Sick time off requests within 24 hours: When time off requests must occur (within 24 hours) please continue to text/call Stephanie so she can arrange a sub. At that time, also submit the request through Skyward, so that your supervisor is aware of the absence. Please note, it is extremely important that you provide each school office with written plans, explanation of your daily routine. The secretaries will then be able to provide this information to your substitute.

Absences more than 3 days in a row: Must contact Sherri MacGregor in the business office also. A certificate of illness will be requested to be signed by a doctor or nurse practitioner along with FMLA information provided. (Section 9.06)

Request for Unpaid Time Off: Must be submitted to Ron Russ for approval 20 days before anticipated beginning of the leave, except in emergencies. (Section 14.02)

