

## **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.

**ALL SICK LEAVE, PERSONAL LEAVE and WORK RELATED ABSENCES MUST BE ENTERED INTO SKYWARD. It is important to start this process, entering time off information in Skyward and then going out to AESOP to request the substitute.**

## **Directions for Requesting Time off In Skyward & AESOP:**

1. Log into Skyward 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 will be gone.
7. Enter the number of hours.
8. The start time usually defaults to 8:00 am - change to the correct time.

### **If a substitute has not been arranged internally with Stephanie, you will need to complete the request in AESOP:**

9. Be sure to click the sub needed box in Skyward, then click save. This will take you out to AESOP to arrange for a substitute.
10. In Aesop, create an absence. Then choose half or full day and the reason. You can upload lesson plans or add notes here for the sub. Also, under the Account tab, you can designate preferred or excluded subs. Your transaction is complete, once you receive a confirmation number.

## **Overview of Employee Handbook Information:**

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.

Payroll Dates: 6th and 20th of each month. If a weekend or holiday falls on the 6th or 20th, payroll deposits shall be issued on the preceding day.

Sick Leave Earned: 10 days (80 hours per year) are earned. You can accumulate up to 60 days. This is your short term disability policy.

Personal days: Receive 2 days per year. Unused days: 1 can roll to the next year and 1 can be paid out at \$95.

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)

Sick or personal days requested on days when students are only in attendance for a ½ day, must be submitted as a full day. These days are counted as a full day in your contract.



