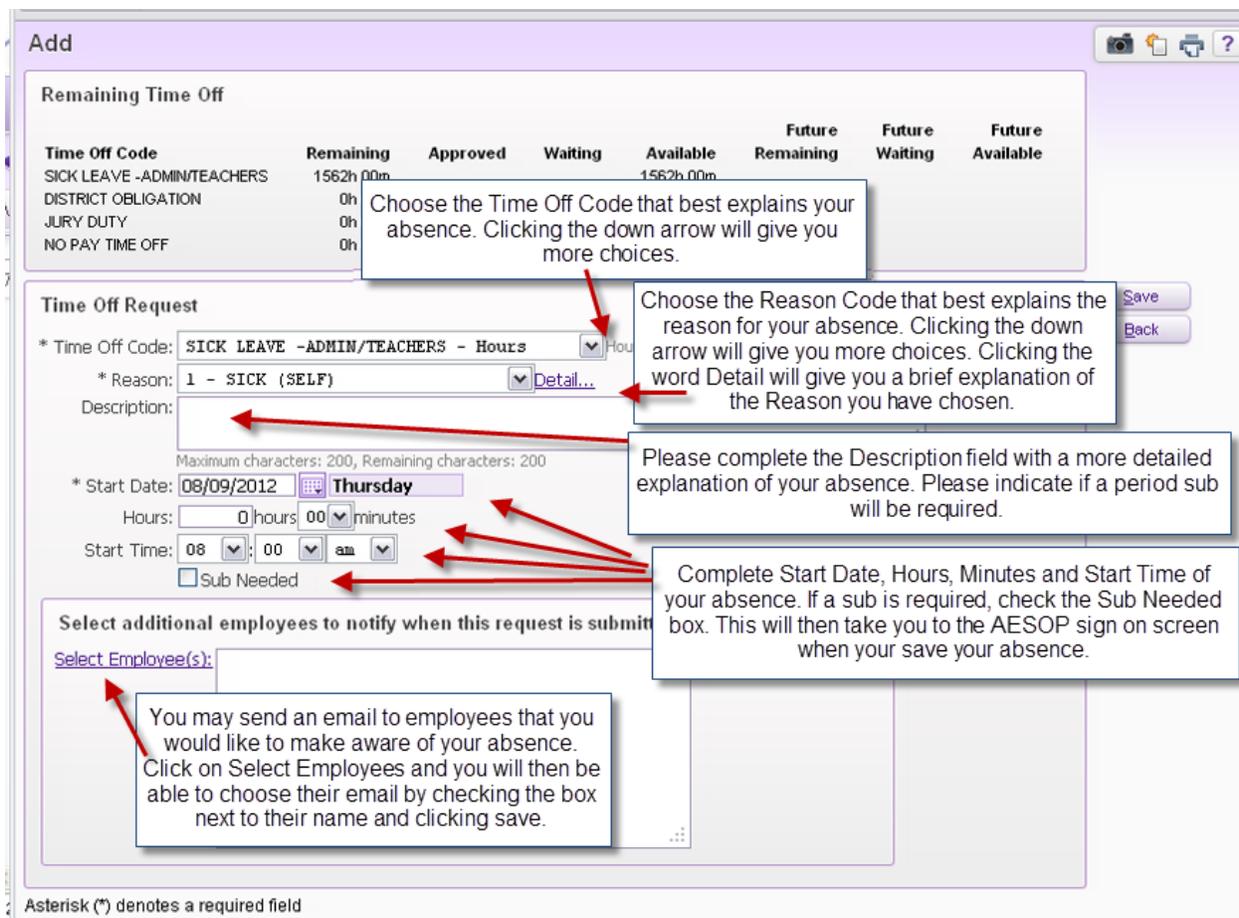


Entering Absences in Skyward

This process will eliminate the paper Staff Absence Form only. You will still need to follow your building procedures for reporting absences.

- Login onto Mosinee School District website: www.mosineeschools.org
- On the left side of screen click on Staff
- At the bottom of the screen click on Skyward
- Click on Skyward Financial Login
- Enter Login ID and Password and click on Sign In (If you forgot your Login click on Forgot your Login/Password? and follow the instructions given.)
- Click on the Time Off tab in the upper left side of screen. If the Time Off tab does not appear when you log in go the  under the Home Tab and click on Employee Access Home and the Time Off tab will the appear.
- Click on My Requests.
- Click on Add. This brings up the screen you will enter your absence in.



Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
SICK LEAVE -ADMIN/TEACHERS	1562h 00m			1562h 00m			
DISTRICT OBLIGATION	0h						
JURY DUTY	0h						
NO PAY TIME OFF	0h						

Time Off Request

* Time Off Code: SICK LEAVE -ADMIN/TEACHERS - Hours  Hours

* Reason: 1 - SICK (SELF)  [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

* Start Date: 08/09/2012  Thursday

Hours: hours minutes

Start Time: 08  : 00  am 

Sub Needed

Select additional employees to notify when this request is submitted

[Select Employee\(s\):](#)

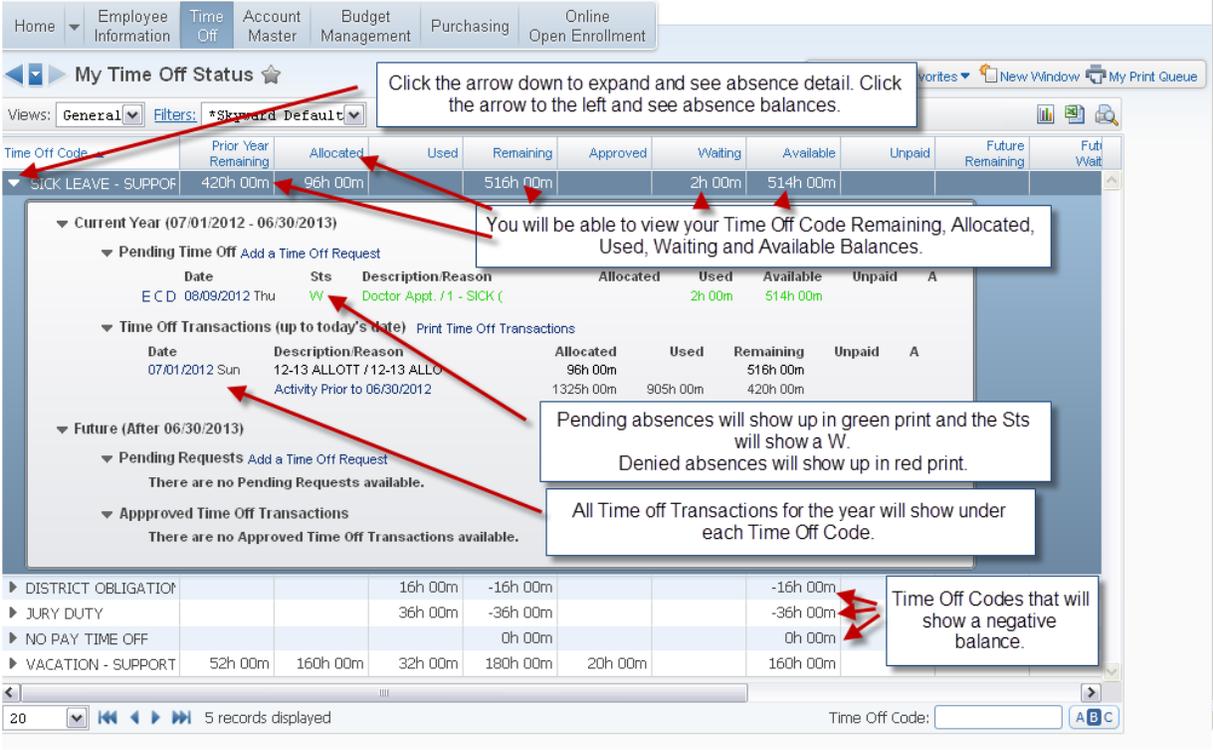
You may send an email to employees that you would like to make aware of your absence. Click on Select Employees and you will then be able to choose their email by checking the box next to their name and clicking save.

Asterisk (*) denotes a required field

- Click on Save. If you have the sub needed box checked you will then be taken to the AESOP sign on screen.
- After saving your absence an e-mail will be sent to your building office for approval of the absence. When an absence is approved you will receive and email stating this.
- Personal Days will need to approved before going to AESOP and requesting a substitute.

Viewing Absence Status in Skyward

- Login onto Mosinee School District website: www.mosineeschools.org
- On the left side of screen click on Staff
- At the bottom of the screen click on Skyward
- Click on Skyward Financial Login
- Enter Login ID and Password and click on Sign In (If you forgot your Login click on Forgot your Login/Password? and follow the instructions given.)
- Click on the Time Off tab in the upper left side of screen. If the Time Off tab does not appear when you log in go the  under the Home Tab and click on Employee Access Home and the Time Off tab will the appear.
- Click on My Status.
- This brings up the screen you can view the status of your absences. You will only be able see Time Off Codes that apply to you individually.



The screenshot shows the 'My Time Off Status' page in Skyward. The interface includes a navigation menu at the top with options like Home, Employee Information, Time Off, Account Master, Budget Management, Purchasing, and Online Open Enrollment. The main content area displays a table of Time Off Codes with columns for Prior Year Remaining, Allocated, Used, Remaining, Approved, Waiting, Available, Unpaid, Future Remaining, and Future Wait. A callout box explains that clicking the arrow down expands the details, and clicking the arrow left shows absence balances. Another callout notes that pending absences are shown in green with a 'W' status, while denied ones are in red. A third callout states that all transactions for the year are shown under each code. A final callout points to negative balances for codes like District Obligation, Jury Duty, and No Pay Time Off.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Wait
SICK LEAVE - SUPPOF	420h 00m	96h 00m		516h 00m		2h 00m	514h 00m			
Current Year (07/01/2012 - 06/30/2013)										
Pending Time Off Add a Time Off Request										
Date	Sts	Description/Reason	Allocated	Used	Available	Unpaid	A			
E.C.D 08/09/2012 Thu	W	Doctor Appt. / 1 - SICK (2h 00m	514h 00m					
Time Off Transactions (up to today's date) Print Time Off Transactions										
Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A				
07/01/2012 Sun	12-13 ALLOTT / 12-13 ALLO	96h 00m		516h 00m						
	Activity Prior to 06/30/2012	1325h 00m	905h 00m	420h 00m						
Future (After 06/30/2013)										
Pending Requests Add a Time Off Request There are no Pending Requests available.										
Approved Time Off Transactions There are no Approved Time Off Transactions available.										
DISTRICT OBLIGATION			16h 00m	-16h 00m			-16h 00m			
JURY DUTY			36h 00m	-36h 00m			-36h 00m			
NO PAY TIME OFF				0h 00m			0h 00m			
VACATION - SUPPORT	52h 00m	160h 00m	32h 00m	180h 00m	20h 00m		160h 00m			

- Absences that do not have a set amount of time Allocated will appear as a negative balance under the Remaining and Available column. If the employee uses the following Time Off Codes: District Obligation, Jury Duty and No Pay Time Off, they will show a negative balance. At the beginning of each year these balances will be zero.
- To return to the previous screen click the back arrow in the upper left hand corner of the screen or click Exit in the upper right corner of the screen.