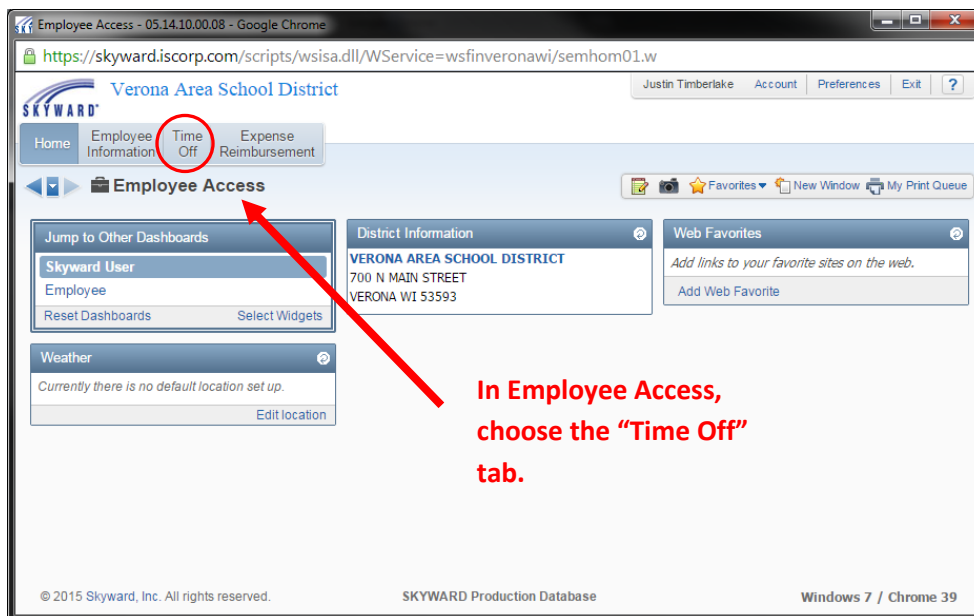


VASD Time Off Reporting Instructions

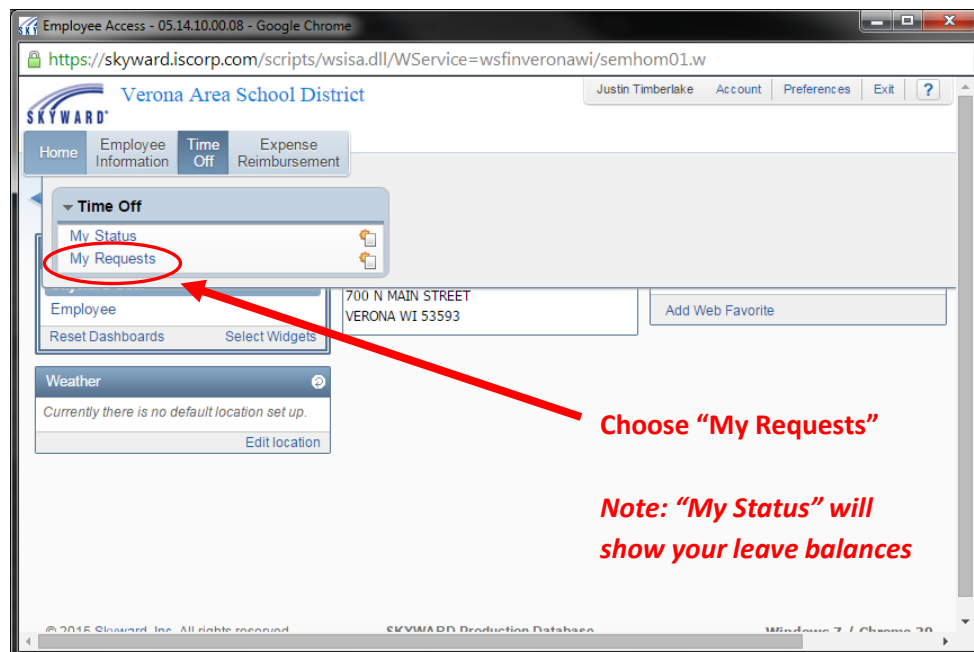


1. Go to Verona.k12.wi.us,
2. Choose "Links-For Staff"
3. Choose "Skyward Employee Access"
4. Log into Skyward (denied access? Call 845-4319, 845-4318, or 845-4350)

NOTE: POP-UP BLOCKER MUST BE DISABLED IN CHROME



In Employee Access, choose the "Time Off" tab.



Choose "My Requests"

Note: "My Status" will show your leave balances

All past time off requests are listed here.

To add a new time off request, choose the "Add" button.

1 Time Off Code: Other time off - Hours

2 Reason: Meeting

3 Description: Reading Conference

4 Sub Needed:

5 Save

1. Choose correct "Time Off Code"

2. Choose correct "Reason"

Please Note: If Reason has an asterisk (,) an explanation must be noted in the description field*

3. Complete the rest of the fields. A full day of leave for a 1.0 FTE Teacher is 7.5 hours.

4. If you need a sub, check the "Sub Needed" box

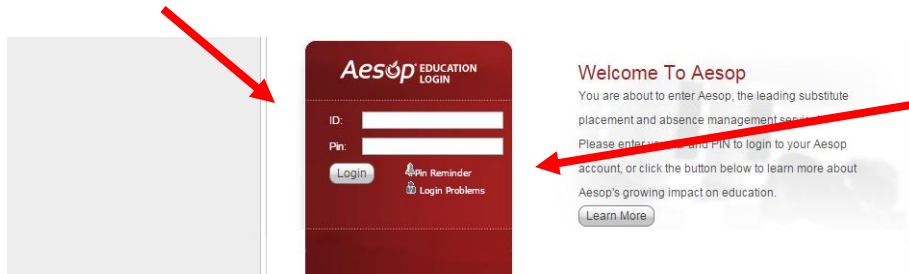
5. Click the "Save" button on the right side of screen

6. You will receive an email from Skyward regarding supervisor approval or denial of time off request.

If you need a substitute for your absence, you will be linked automatically to the following Aesop sub placement login screen once you save your Skyward time off entry.

Aesop Substitute Placement System Usage Instructions-VASD

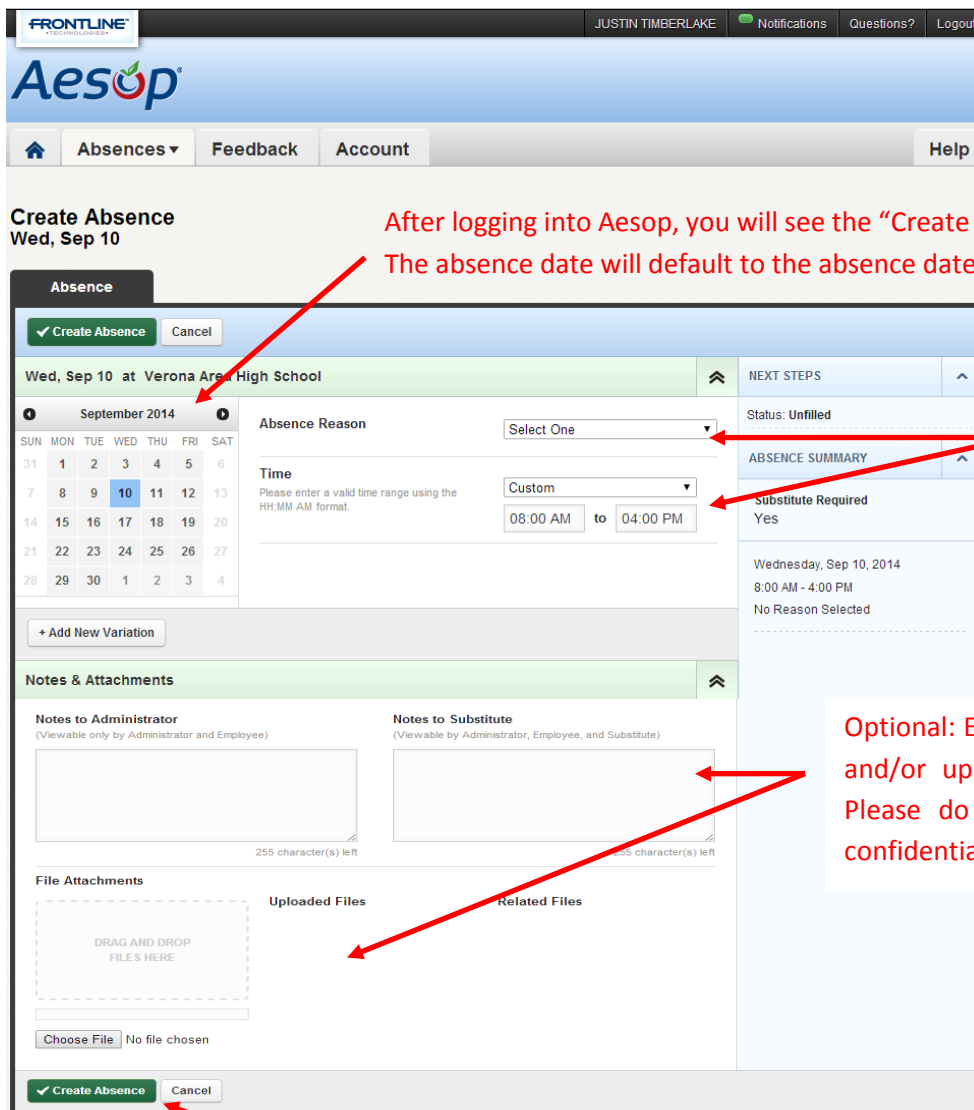
Log into Aesop using the credentials you were issued upon hire or introduction to Aesop. Your ID is usually your home phone number, and your Pin is usually your 4-digit employee ID number.



Trouble logging in?
Choose one of the help options for tips or to get your PIN emailed to you.

Still having trouble? Contact your site office or the district office at 608-845-4350

If you have a last-minute emergency absence requiring a substitute and do not have internet access, call the Aesop hotline at 800-942-3767.



After logging into Aesop, you will see the "Create Absence" Page.
The absence date will default to the absence date you entered into Skyward.

Enter your absence reason and substitute times for accuracy.

Optional: Enter text notes for the substitute and/or upload files such as lesson plans. Please do not include student-related or confidential information.

Choose "Create Absence" to finalize the creation of a substitute job.

Your confirmation number will pop up. You are done!



Confirmation

Your Confirmation Number is 139903372

Additional VASD Time Off Entry Notes:

- All absences must be recorded in Skyward/Employee Access to ensure proper leave tracking. Absences requiring a substitute must also be entered into Aesop.
- **For last-minute substitute needs when internet access is not available, Aesop can be contacted by phone at 1-800-942-3767.**
- Questions or problems? Contact Human Resources at 608-845-4350.

Additional Aesop User Notes:

Manage Your Account:

- Click the **Account** tab or click on your **name** (top bar).
 - **Personal Info**
 - **Change Pin**
 - **Shared Attachments** are generic notes about your classroom to be automatically attached to every absence you create.
 - **Preferred Substitutes** will be given preferential viewing to accept your absences.
 - Select your favorite substitutes by typing in each substitute's name, and clicking "Add Substitute to List".
 - Rank order your favorite five; they will be notified of your opportunity immediately. Click "Save Changes."

View Your Current Schedule:

- See **Scheduled Absences** tab to view upcoming absences.
 - Note the Approval status next to the confirmation number. This will always read, "No Approval Required" since absence approvals are completed through Skyward.
- See **Past Absences** tab to view absence history.
- To cancel an absence, find the absence on the **Scheduled Absences** tab or on the calendar (blue-coded day), and click the "Delete" button.
- Click the **Feedback** tab to answer short questions and enter a rating (1-5 stars) for the substitute's performance.
- **Help Tab**
 - Access Aesop Help at <http://help.frontlinek12.com/Aesop/>