JORDAN SCHOOL DISTRICT
Payroll J

EMPLOYEES RECORDING LEAVE DAYS THROUGH EMPLOYEE ACCESS

- AESOP and Skyward are two separate computer programs and do not communicate with each other. Teachers are required to record their absences in both AESOP and Skyward.

- Approvers <u>cannot</u> edit time off for employees. If a change needs to be made, the approver should deny the leave day and ask the employee to edit his/her time off in Employee Access and resubmit for approval. Note: the code OTHER will show as a negative balance because employees are not allocated days for this.

- Approvers and overseers can view time off status and history for employees at their locations. Instructions for viewing leave days are available on Payroll's website.

- If an Administrative Assistant must enter or edit a leave day for an employee, the absence record form must be printed, signed by the employee and the principal/supervisor, and submitted to the Payroll Department.

- Administrative Assistants should continue comparing leave days entered into the system with their records, making sure all leave days for their school/department have been entered.

- If a leave day was approved and the employee does not use the day, the employee should enter a negative day to reverse the transaction using the same date and leave reason.

- All leave days should be entered and approved in Skyward by the end of each month.

- Instructions for entering leave days through Employee Access are available on Payroll's website.