



## Login Screen



**RAINIER SCHOOL DISTRICT**  
"Home of the Cougars, Mountain Lions, and Mountaineers"



RAINIER S D NO 307  
RAINIER SCHOOL DISTRICT NO. 307

Login ID:

Password:

[Forgot your Login/Password?](#)

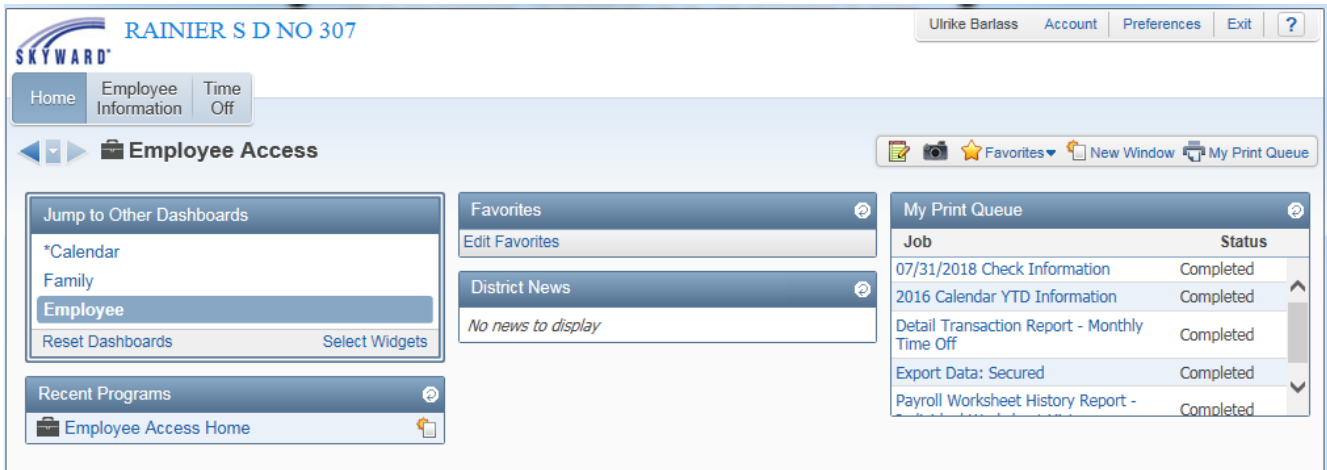
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Login Area:  ▼



My Partner For Learning Solutions





If you are a user in the Skyward Fiscal or Student application (WESPaC), the Login and Password for Employee Access will be the same as your Skyward (WESPaC) login information.

For those who login to the Citrix Remote Desktop, then WESPaC. Use the WESPaC (second) login.

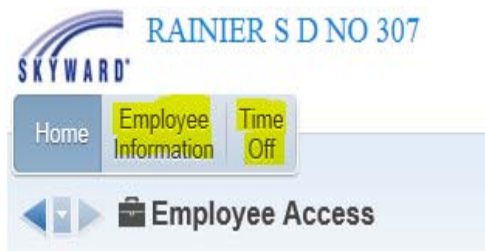
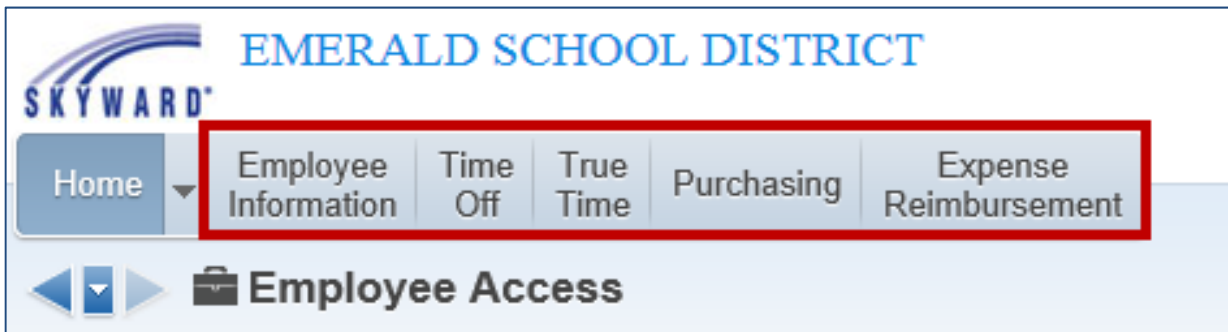
## ***Employee Access Main Screen***

Note that you are in the “Employee Access” system.

**Please Note:** The Employee Access login and password screen provides entrance to more than one type of Skyward Software. Depending on the user’s security level, the user may see up to six other systems listed under a “Jump to Other Systems” node.

**\*\*Availability of the following Employee Access menu items will vary based on the district configuration.**



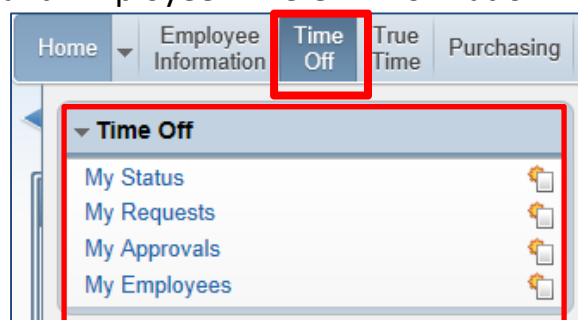


**\*\*Availability of the following Employee Access menu items will vary based on the district configuration.**

## Time Off

### 1. Time Off Menu Items

The Time Off menu in Employee Access allows employees to review Time Off leave balances and enter requests. Supervisors/Managers may also view transactions awaiting their Approval and Employee Time Off information.



## a. My Status

The **My Status** screen provides current and historical Sick, Vacation, and Personal Leave information. Click on the arrow next to the Time Off Code to display detailed information. This information is updated after each pay date.

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid
Other Paid Leave		7h 30m		7h 30m			7h 30m	

Date	Description/Reason	Allocated	Used	Remaining	Unpaid	A
09/02/2013 Mon	7.5 mass added - front lo	7h 30m		7h 30m		

## b. My Requests

The **My Requests** screen allows employees to request leave through Employee Access (if configured by the district HR/Personnel Office). The Supervisor/Manager receives an email alert of Time Off Requests and either approves or denies the requests. The employee will receive an email notification stating whether the request is approved or denied. If approved, the record is sent to payroll for processing. If denied, the employee will receive an email notification and should follow up with their supervisor.

Home Employee Information **Time Off** True Time Purchasing Expense Reimbursement

My Time Off Requests ☆

Views: General Filters: \*Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code
09/09/2011 Fri	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Time Off Information

Name: ADAM MINN  
 Date: 09/09/2011 Fri  
 Status: Approved  
 Time Off Code: Sick Leave  
 Reason: Sick Leave Taken  
 Reason Long Description:  
 Description: after entered date put in the TO S code....  
 Type: Used  
 Days/Hours: 8h 00m  
 Start Time: 8:00 am  
 Substitute:

Approval History

Status	Name	Date	Time	Notes
Approved	ANDY ACTION	07/18/2011 Mon	10:32 am	
Created	ADAM MINN	07/16/2011 Sat	12:52 pm	

## To Add a Time Off Request

Click on the Add button **or** highlight a previous entry and click Clone.



Date	Time	Amount	Type	Status	Year	Time Off Code	Reason
09/09/2011 Fri	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave	Sick
09/08/2011 Thu	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave	An
09/06/2011 Tue	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave	An
06/22/2011 Wed	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave	Sic
06/21/2011 Tue	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave	Sic
06/20/2011 Mon	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave	Sic
02/22/2011 Tue	8:00 am	8h 00m	Used	Approved	Prior	Vacation	Va
12/30/2010 Thu	8:00 am	8h 00m	Used	Approved	Prior	Vacation	Va

Select the appropriate Time Off code from the drop down list. Select the Reason for the absence from the drop down list. Enter a Description (optional). Choose a Single Day or Date Range. Enter the Start Date and Hours. Click Save.

**Add**

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
Other Paid Leave	8h 00m			8h 00m			
Sick Leave	396h 00m			396h 00m			
*Vacation	412h 00m			412h 00m			

\*Totals calculated up to Start Date (08/21/2014)

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**Time Off Request**

\* Time Off Code:  Hours per Day: 8h 00m

\* Reason:

Description:   
Maximum characters: 200, Remaining characters: 188

Type:  Single Day  Date Range

\* Start Date:

Hours:  hours  minutes

Start Time:

Substitute:

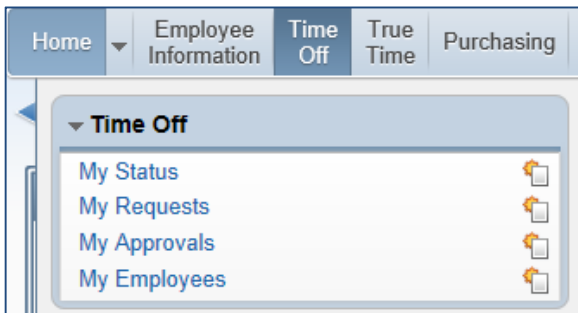


The new request will be listed at the top of the queue. As long as the Status is “Waiting”, the request can be edited or deleted by the employee. After the Status changes to “Approved” the employee must contact the Supervisor/Payroll for assistance to edit or delete the record.

Date	Time	Amount	Type	Status	Year	Time Off Code	Rea
08/21/2014 Thu	8:00 am	8h 00m	Used	Waiting	Current	Vacation	Vac
09/09/2011 Fri	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave	Sick
09/08/2011 Thu	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave	Ann
09/06/2011 Tue	8:00 am	8h 00m	Used	Approved	Prior	Sick Leave	Ann

### c. My Approvals

The My Approvals screen allows supervisors to approve or deny leave requests entered by the employees that they supervise.



### d. My Employees

The My Employees screen allows supervisors to view information regarding the employees that they supervise.



# User Preferences



User Preferences allow users to select preferences such as; Theme color, Display Open/Save Dialog before displaying reports, Automatically Open PDF Reports upon Completion, Dim Background When Displaying Alerts, Maximize Large Windows, Display Navigation Menu Paths, etc.

In the top right corner of the screen, click on Preferences. After designating preferences, click Save.

**User Preferences**

**Miscellaneous Options**

Theme Color:

Blue  Red  Pink  
 Green  Purple  Black

Display **Open/Save Dialog** Before Displaying Reports  
 Automatically Open PDF Reports Upon Completion  
 Dim Background When Displaying Alerts  
 Maximize Large Windows [?](#)  
 Automatically Display Popup Browse Details On Mouseover  
 Display Navigation Menu Paths [?](#)  
 Use System Name For Home Menu [?](#)  
 Disable Interface Animations [?](#)  
 Display Browse Row Numbers [?](#)  
 Enable Favorites Heads Up Display [?](#)  
 Display Data Mining Favorites in General Favorites Menu

Favorites Shortcut Key:  [?](#)

Spreadsheet Format:

Maximum EEL Results:  (0 = Use District Setting)

**Accessibility Options**

Show Icon Text [?](#)  
 Use Larger Font Sizes [?](#)  
 Use High Contrast Color Theme [?](#)  
 I'm Using a Screen Reader [?](#)  
 Use Enhanced Keyboard Navigation [?](#)  
 Display Tooltip for Element with Focus

Window Titles [?](#)

↕ Description
↕ Entity
↕ Path
↕ Menu ID
↕ Release

Buttons: Save, Reset, Back

