

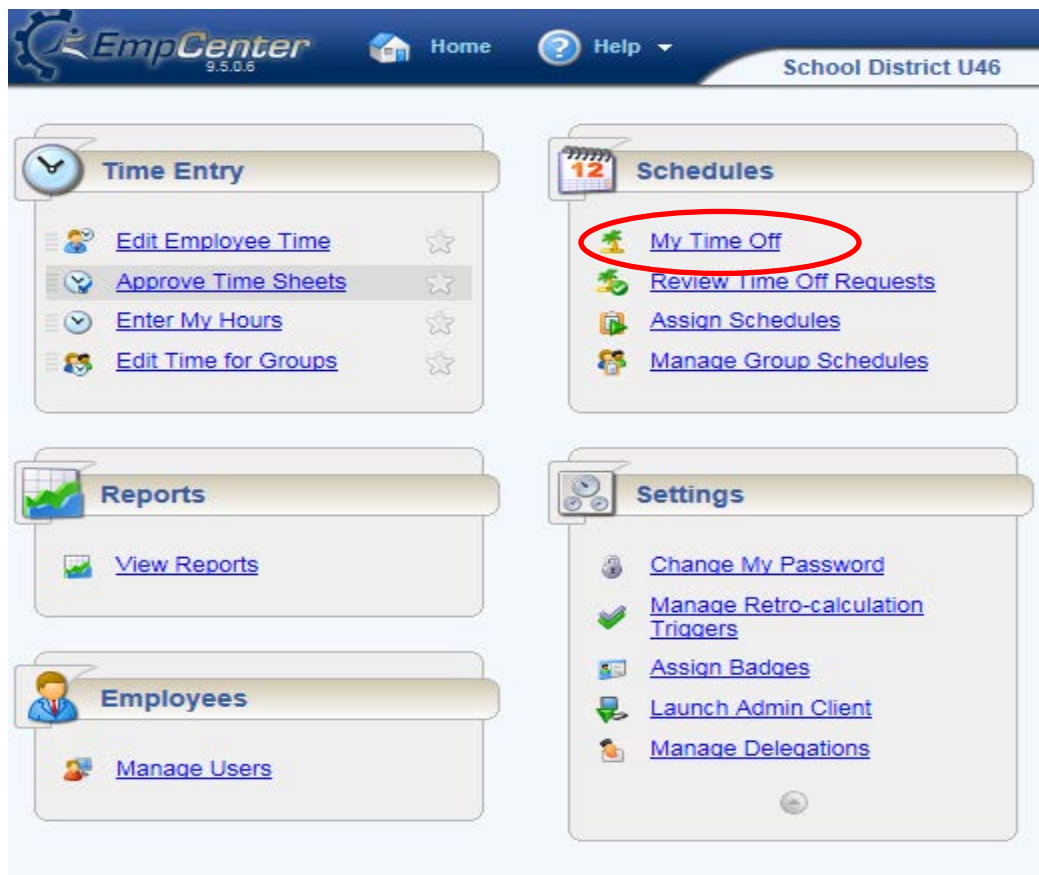
WorkForce SOFTWARE

How to Request Time Off in Workforce

Workforce is where employees can view hours worked for extra duties, allotment balances, and absences requested through Aesop.

ETA & DUEA request time off thru Aesop, our sub-calling system.


*****Only accessible from U-46 district grounds*****



Once in the program select:

My Time Off - to be able to record paid absence.

Request List

 Create New Request

Current Past

| Type | Start Date ▲ | End Date | Status |
|---------------------|--------------|------------|----------|
| Time off - Vacation | 08/19/2015 | 08/19/2015 | Approved |
| Time off - Vacation | 08/28/2015 | 08/28/2015 | Approved |
| Time off - Vacation | 10/07/2015 | 10/09/2015 | Approved |
| Time off - Vacation | 01/04/2016 | 01/08/2016 | Approved |

Select "Create New Request"

I need to request time off for...

Absences for Family Medical Leave Act (FMLA)

May also complete "Absences for Sick, Vacation, and Other" section to indicate leave usage while absent

Examples include leave for:

- Serious Health Condition (Employee or Family Member) ⓘ
- Parental (Newborn, Adoption, or Foster Care Placement)
- Military ⓘ

Continue

Time Off for Sick, Vacation, and Other

Time off Request:

- Vacation
- Sick Time
- Personal Days
- Floating Holiday

If requesting time off for a serious health condition, family or military leave, must also complete the "Absences for FMLA, and Military Leave" section to the left

Continue

Once selected, two options will appear, one for FMLA and one for Time Off for Sick, Vacation, and Other. Unless you are requesting a medical leave, you will select option two "Time Off for Sick, Vacation, and Other".

Create Time Off Request

Pay Code: Sick

Dates: 07/27/2015 To 07/27/2015

Comments:

Next

Select the reason code, the dates you will be out, and put in a comment if you wish, then select next.

Request Details

| Action | Date | Pay Code | Hours |
|--------|----------------|----------|-------|
| | Mon 07/27/2015 | Sick | 8.0 |

Comments

Back Submit

Bank Usage

Mon 07/27 Mon 07/27

Sick (Days): 1.000 Days used 85.005 84.005

Break Days (Hours) 750

Personal Days (Hours)

If you are taking a half day, this is where you would edit the hours by changing them from 8 hours to 4 hours. The system will display your bank usage on the left. Once correct, submit your absence.

*****Salaried and Contract employees are only allowed to take time off in full-day or half-day increments. (8 hours or 4 hours)**