

MEMORANDUM

TO: District Staff

FROM: Matt Hammer, Finance Director & Jennifer Claseman, HR Director

DATE: February 2, 2017

SUBJECT: Time Off and Time Sheets

This memo is to inform District Staff of the changes to reporting time off and submitting time sheets.

Time Off entry and Time Sheets will switch to Skyward February 1, 2017. MyTime and MyLeave in TIES will no longer be used and accessible for entering time or reviewing time off. All time off requests and time sheets will be submitted in the new software Skyward Inc. effective February 1, 2017.

Directions for how to submit your time off and record your time for your time sheets in Skyward Employee Access is attached and available [here](#).

Time Off entry and Time Sheets will reported in Skyward effective February 1, 2017. MyTime and MyLeave in TIES will no longer be used and accessible for entering time or reviewing time off as of Friday February 3rd. All time off requests and time sheets will be submitted in the new software Skyward Inc. effective February 1, 2017. Employees who currently submit time in TIES MyTime will need to record all of their time for the February 1, 2017 to February 15, 2017 reporting period in Skyward Time Tracking. This time will get processed on the February 28, 2017 paycheck.

The Q & A session schedule for next week is as follows:

Tuesday	02-07-2017	Hayes Elementary Media Lab	8:15 AM to 8:45 AM
Wednesday	02-08-2017	RL Stevenson Elementary Media Lab	8:15 AM to 8:45 AM
Thursday	02-09-2017	High School Media Center	3:00 PM to 3:30 PM
Friday	02-10-2017	Middle School in Room M9	3:00 PM to 3:30 PM
Monday	02-13-2017	FCC/ALC in Room 106	3:00 pm to 3:30 PM

All employees requiring a substitute must continue to submit their substitute request in [AESOP/Kelly Services](#) in addition to recording their time off in Skyward. If your position does not require a substitute, you will no longer enter absences in AESOP, but rather Skyward.

You can log into Skyward here: [Fridley Skyward Login](#) and [here](#)

Other Information:

- Time off balances from 12/31/16 were loaded into Skyward; absences incurred since 1/1/17 have been loaded as individual entries in Skyward.
- Time sheet submittal deadline remains the same; the [schedule](#) can be found [here](#).
- Time reporting in Skyward is in hours and minutes, not decimals (e.g. 6.25 hours in TIES is 6:15 hours in Skyward).
- **Future Absences:** You will need to enter absences into Skyward that you had previously entered into AESOP for FUTURE absences.
- **New time off code:** *sick dependent child* code is necessary to track sick family absences separately from dependent child absences.
 - A dependent child is a child under 18 years of age or an individual under age 20 who is attending secondary school (high school not college); there is no annual hour limit on how many hours of an employee's earned and available sick leave can be used for dependent child(ren).
 - Up to 160 hours of earned and available sick leave may be used for illness or injury of your adult child, spouse, parent, mother-in-law, father-in-law, grandchild, grandparent, or sibling in a 12-month period.
- **Other Leave:**
 - Other leave code will be used for *Jury Duty, Staff Development, Subpoena Leave or Union Leave* per your master contract.
- **Time off without pay.** Time off without pay is not a leave option in any master contract. A request of "leave without pay" is an employee's request to be absent from a regularly scheduled work day and should be made only in the following circumstances and shall be made with prior approval except in emergency situations:
 - An employee is ill or has a family member who is ill, but the employee has no accumulated sick leave remaining. In this case, the "leave without pay" request must include the note indicating the "Sick Self" or "Sick Family." The supervisor will require a doctor's note after 3 consecutive days of absence and may request a doctor's note for each absence. Time off without pay is not legally required and can be denied.
 - An employee has personal business, an emergency, a transaction, hearing, or consultation which requires the presence of the employee during working hours, and which would be impossible to fulfill at any other time, but the employee has no accumulated personal leave time remaining. In this case, the "leave without pay" request must clearly indicate how this meets the requirements of personal leave as defined by the employee's contract or master agreement and be requested within the time limits defined by the contract or master agreement. Approval of the "leave without pay" request is at the discretion of the supervisor.
 - An employee has a extremely unique or "once in a lifetime" opportunity that does not meet the definition of personal leave or other leave provided for in his/her contract or master agreement. In this case, the "leave without pay" request should be discussed with the supervisor well in advance of the event. Approval of the "leave without pay"

request is at the discretion of the supervisor who will take into account the impact of the absence on the program or work assignment, employee's previous absences, overall building/program scheduling and calendar, and number of other absences in the program or building.

If you have any additional questions, please feel free to reach out to the finance office.