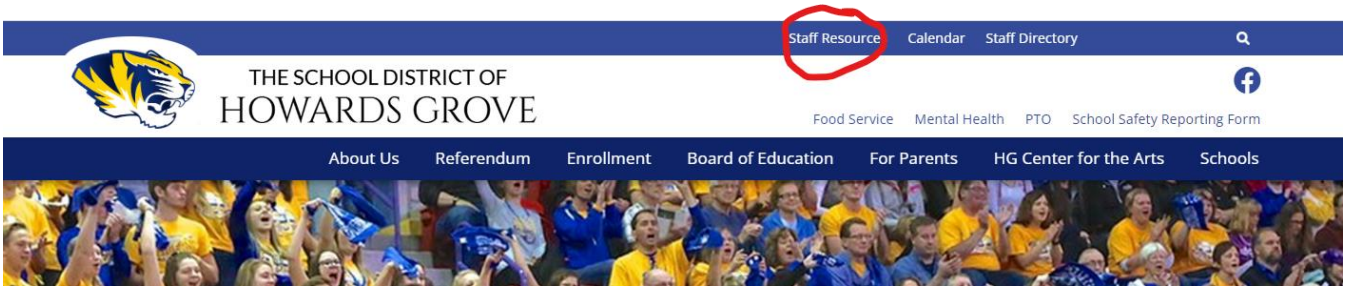
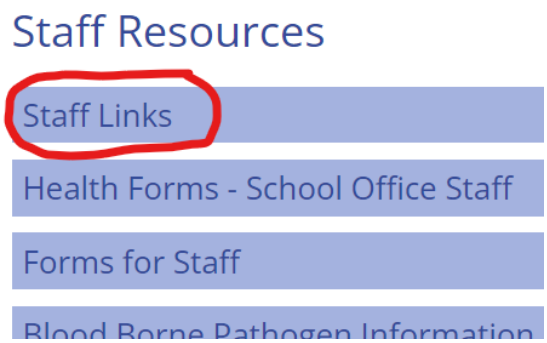
EMPLOYEE ACCESS FEATURES AND LOG IN INSTRUCTIONS

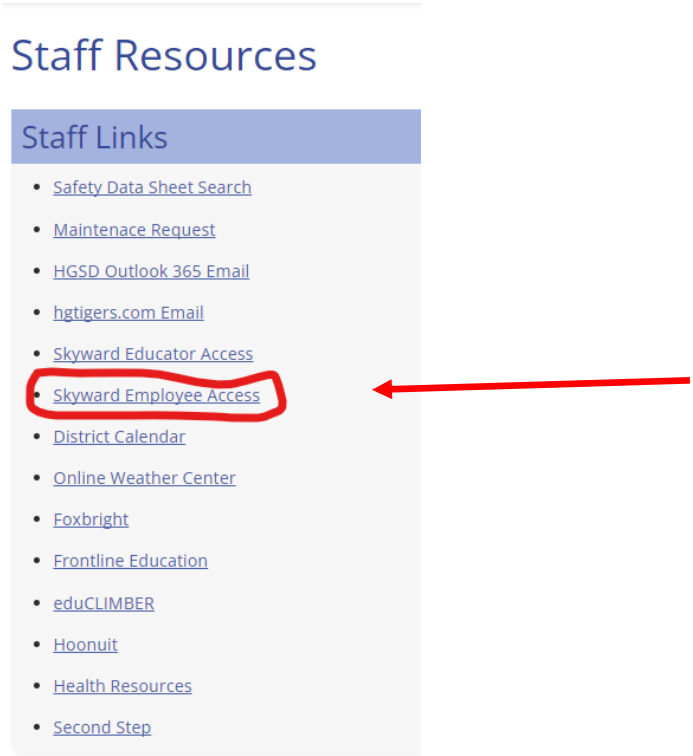
SUPPORT STAFF

Go to the District Website homepage: http://www.hgtigers.org/
Click on STAFF RESOURCES



Click on the first tab, Staff Links



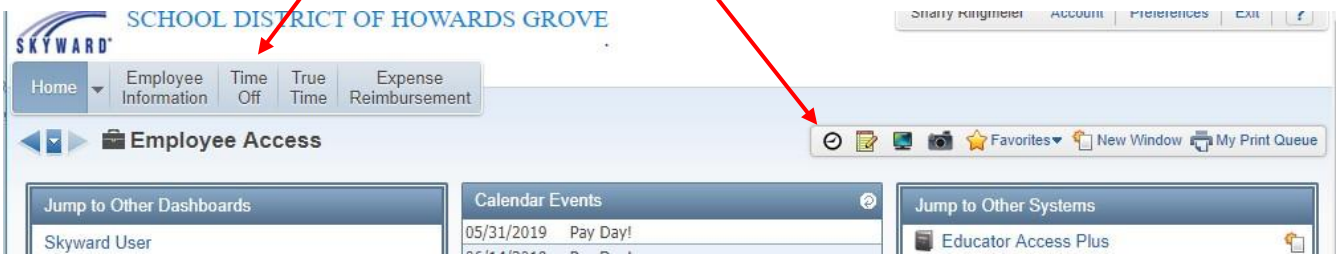


The window below will open. Enter your Log in ID & Password and Click Sign-In.

The first time you sign in, you will directed to change your password.

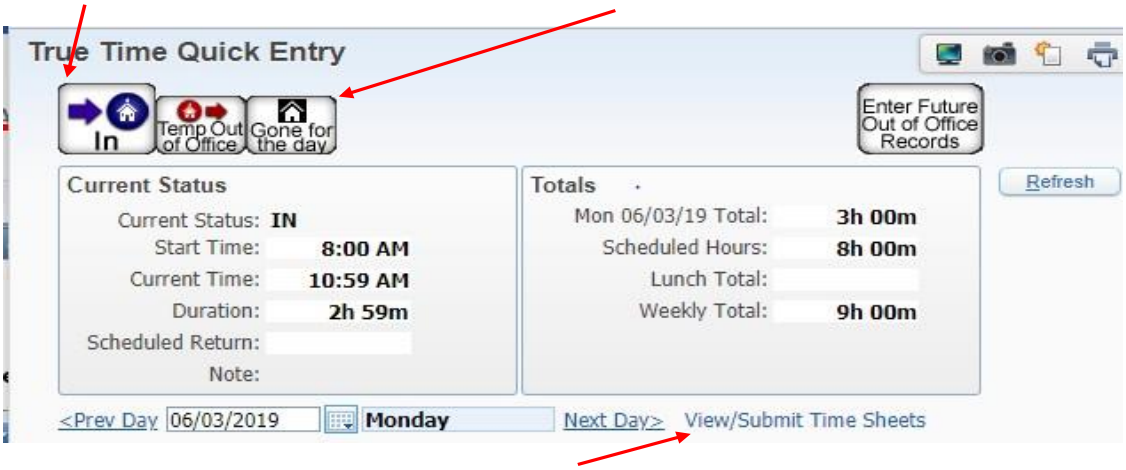
FOR HOURLY EMPLOYEES TRUE TIME – PUNCH IN

To start your time, click on True Time OR the clock icon. If you select True Time, then select Quick Entry



from the drop down. The clock icon will bring you directly to the screen below.

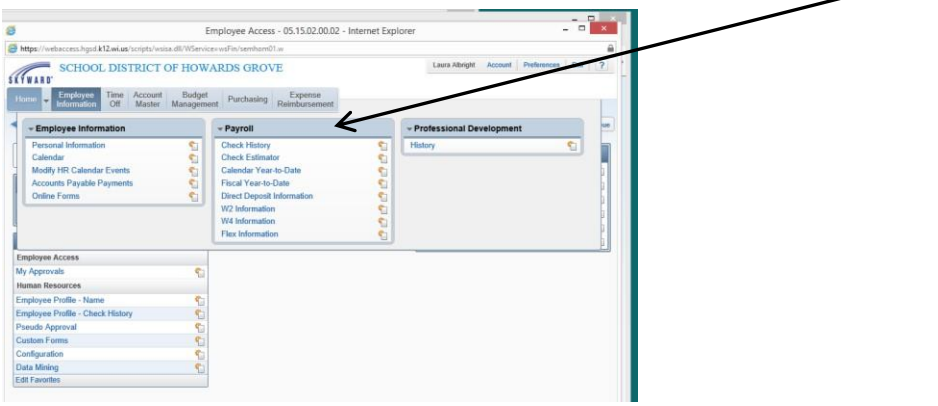
Select IN at the beginning of the day, or Gone for the Day at the end of the day.



At the end of the week, be sure to select View/Submit Time Sheets to submit the time sheet to your supervisor for approval.

PERSONAL PAYROLL INFORMATION

Look for the tabs across the top named, HOME, EMPL INFO, TIME OFF, etc….



Click on tab depending on what you need. Employee Information will bring up the screen shot above.

You will see options to click on, or view your personnel information. Take a look at check history, use the check estimator, see earnings for current and previous years, and view or print W-2s. Check estimator is a handy feature to help you in your decision of how much State and/or Federal Tax withholding to plan for, and how your decision of how many dependents you list on your W-4/WT-4 will affect your take home pay.

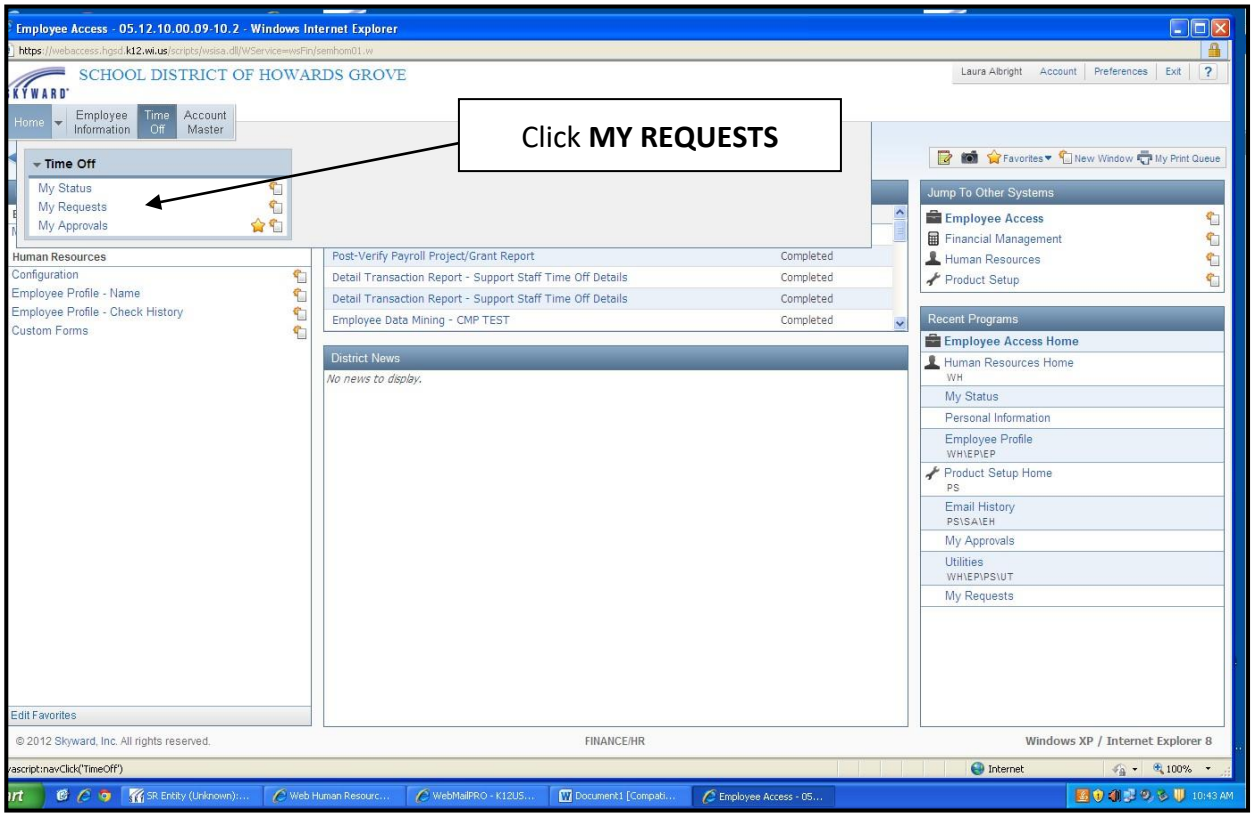
TIME OFF

You are expected to enter your time off requests in Employee Access yourself. When *foreseeable*, it is expected that Time Off information will be entered *prior* to the date and time of occurrence. This will assist with planning, obtaining subs, etc. *When unforeseeable*, it is expected that the information will be entered as soon after as possible, such as the first day back at work from an illness. Time Off information may be entered from any computer with an Internet connection.

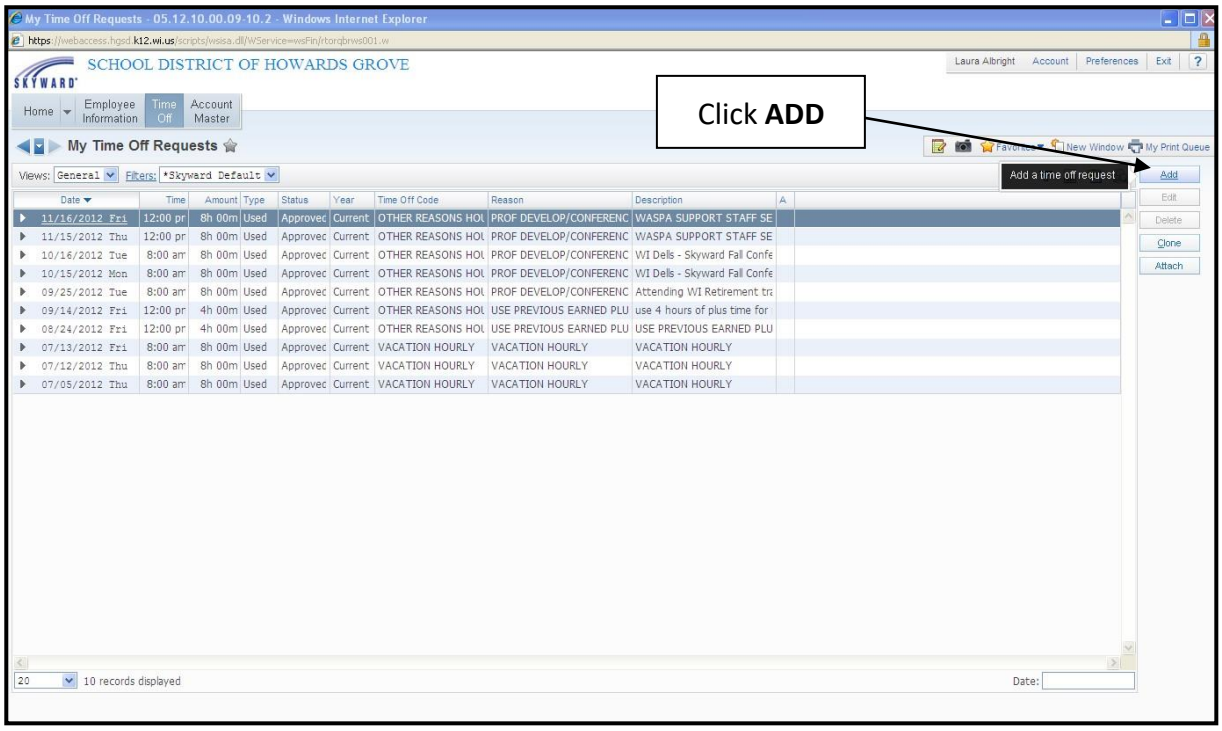
INSTRUCTIONS TO ENTER A TIME OFF REQUEST:

In the **TIME OFF** tab, select **My Requests**

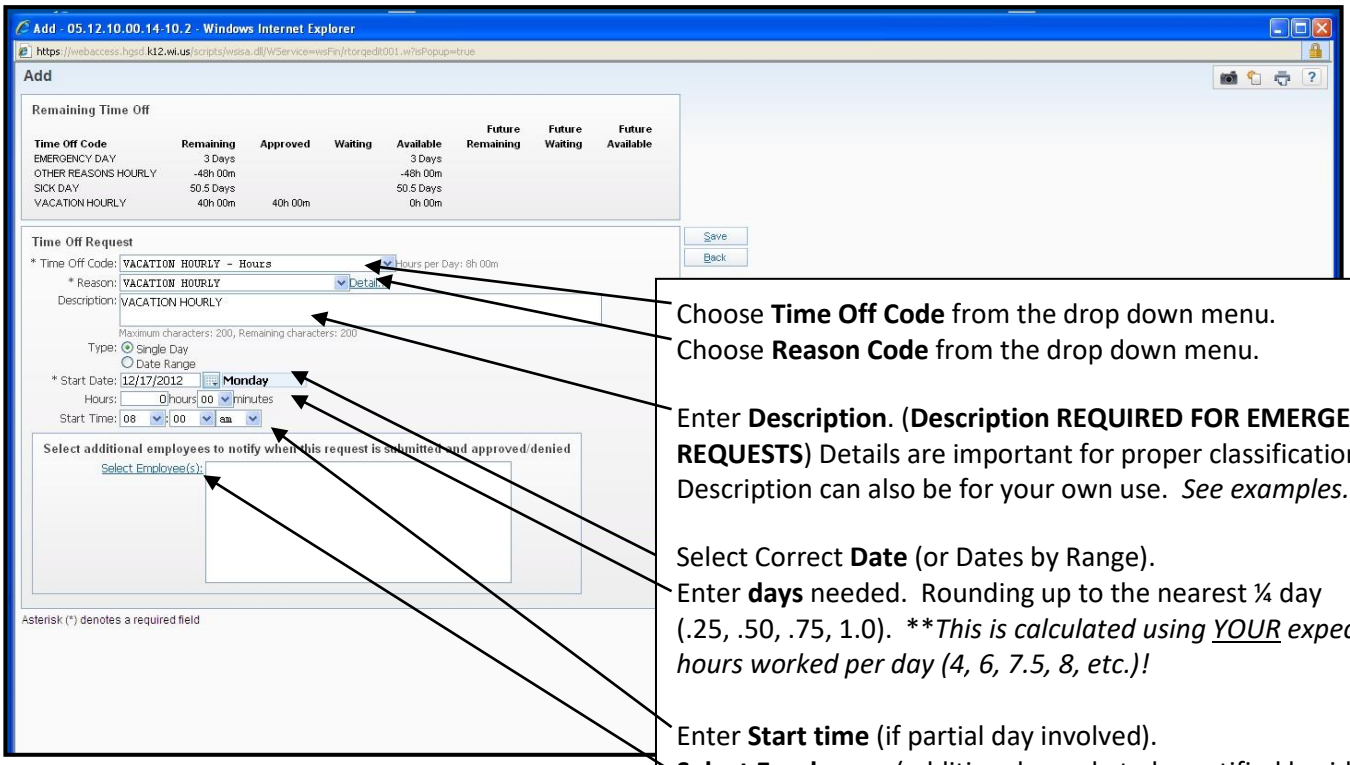
Click **My Requests**



To add a new request for time off or to *correct* a time off request previously entered, click the **ADD** button on right side bar.



Click **ADD**



Choose **Time Off Code** from the drop down menu.
Choose **Reason Code** from the drop down menu.

Enter **Description**. (**Description REQUIRED FOR EMERGENCY REQUESTS**) Details are important for proper classification. Description can also be for your own use. *See examples.*

Select Correct **Date** (or Dates by Range).
Enter **days** needed. Rounding up to the nearest ¼ day (.25, .50, .75, 1.0). ***This is calculated using <u>YOUR</u> expected hours worked per day (4, 6, 7.5, 8, etc.)!*

Enter **Start time** (if partial day involved).
Select Employees (additional people to be notified besides your primary supervisor).

Once a request is approved or denied, you cannot edit or delete the request. The edit button will be grayed out. You will need to add a new request and enter in a negative (-) amount to correct the time you did not use, or enter in the additional amount of time needed for an already existing date. The system will accept a negative request for a previous date. A pop up message will appear warning you about this, but you will be able to proceed, just click OK.

Additional Tips, Examples & Reminders:

STATUS: To check the status of your time off balances, uses, etc., please view the information in the Time Off area under "My Status". This area will include the corrections/revisions made in the District Office as necessary. For example, only the District Office can code time off for FMLA, work comp, etc. due to the paperwork requirements.

Entering your request in Employee Access DOES NOT replace direct communication with your supervisor/principal. You still need to follow the same procedures for calling in sick to your supervisor/ principal.

Below are some common examples of Time Off Requests.

PAID TIME OFF (PTO): • Time Off Code = PAID TIME OFF - Hours
• Reason Code = FMLA or PTO Use. (Only use FMLA for an approved & documented FMLA leave)
• Description = FMLA or PTO Use will appear, but no further description is necessary.

Note: Planned and/or unplanned time off consists of absences due to an employee's personal illness, personal situation, emergency or personal business, which cannot be conducted outside of normal working hours. It is the responsibility of the employee to follow all guidelines and procedures for reporting absences. All paid time off is calculated as hours and based on full-time equivalency.

Jury Duty: • Time Off Code = Other Reasons Hourly
• Reason Code = jury duty
• Description = jury duty

Note: Don't forget to submit your jury duty pay to the District when received!

We want to continue to make easy to access information available to our employees. Please let me know what you may find valuable, or additional items that would assist you in our employee communications. Thank you,
HGSD Payroll Dept. 920-565-5499