

Directions for Absence Entry Into Skyward

Enter absence into Skyward and when complete, you will be directed to AESOP to request a substitute teacher.





Tools

- Calendar
- Family Access
- Contacts
- Student Loans
- Single Page
- Site Email
- Groupwork
- Survey
- Old Website
- Employee Access**

Thank You Bullock Creek Community!

August 5, 2016 Dear Bullock Creek Community: On behalf of the Bullock Creek Board of Education, students and staff, I would like to extend our heartfelt thanks to the Bullock Creek Community for your support of our school district. Thousands will benefit from the support you have...

Transparency Reporting



Budget and Salary/Compensation Transparency Reporting Page



Mid School Data
District Education Department
Learning Quality Improvement Process

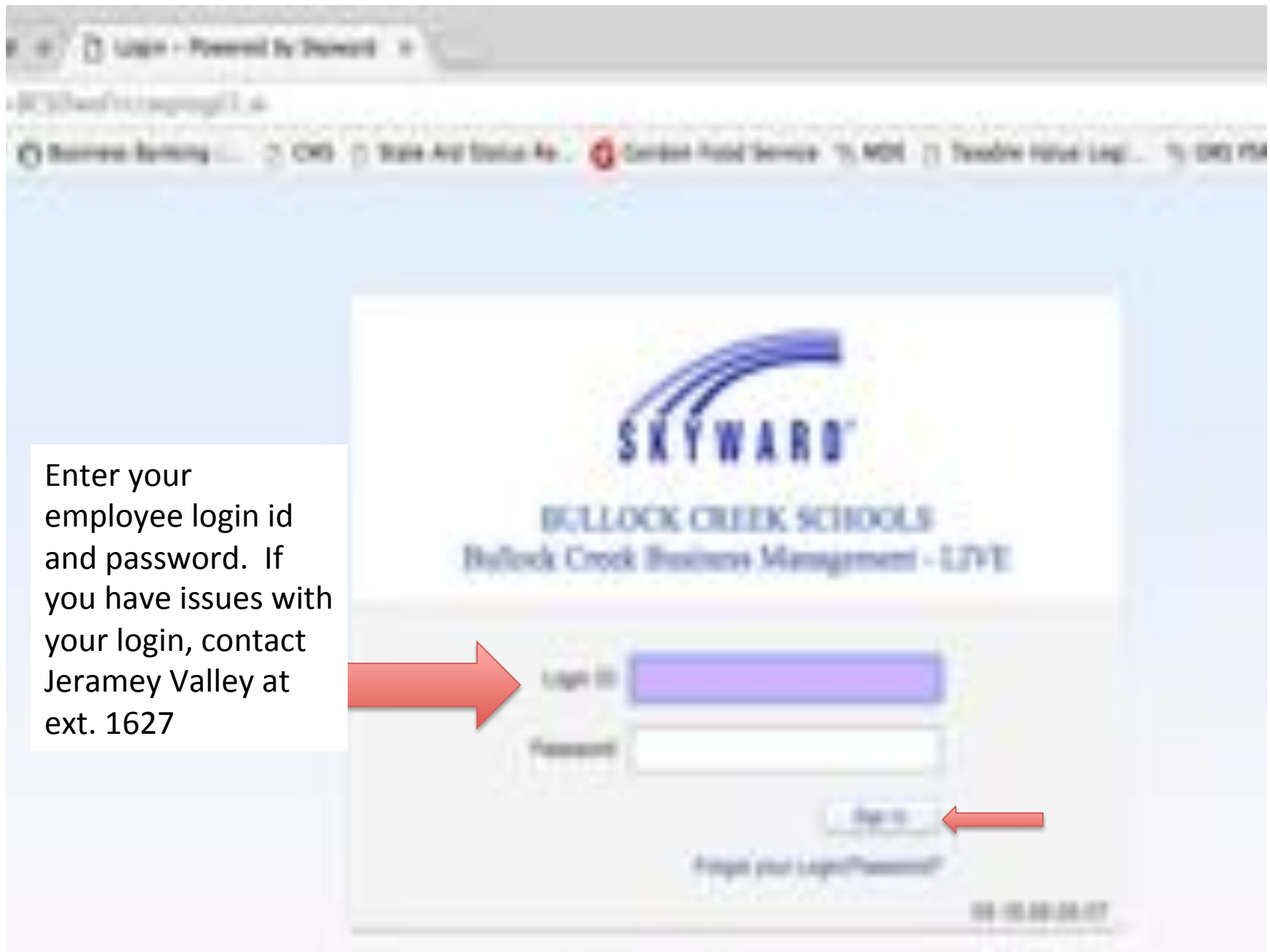
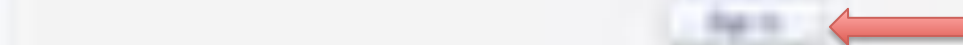
Bullock Creek Schools, Midland Michigan

It's a Great Day to be a Lancer!



From the District's home page, click on Employee Access to begin.

Enter your employee login id and password. If you have issues with your login, contact Jeramey Valley at ext. 1627



Chrome File Edit View History Bookmarks People Window Help

Employee Access - 05.17.26.00.07

Secure | https://skywardfin2a.sisd.cc/scripts/wslsa.dfl/WSEnvior-BCSDwefin/samhom01.w

BULLOCK CREEK SCHOOLS

Home Employee Information **Time Off**

Employee Access

Jump to Other Dashboards

- Calendar
- Employee
- Reset Dashboards [Select Widgets](#)

Recent Programs

- Employee Access Home
- My Requests
- My Status
- Personal Information
- Accounts Payable Payments
- Calendar
- Check History
- W2 Information
- 1099 Forms
- W4 Information

Favorites

No favorites available

Desktop News

All news to display

My Print Queue

Job

No time available

Once logged in, choose Time Off.



Home Employee Information Time Off

- Time Off
- My Status
- My Requests**



Choose My Requests

Employee
Reset Dashboards Select Widgets

Default News
No news to display

- Recent Programs
- Employee Access Home
 - My Requests
 - My Status
 - Personal Information
 - Accounts Payable Payments
 - Calendar
 - Check History
 - W2 Information
 - 1095 Forms
 - W4 Information

My Time Off Requests - 05.17.06.00.07

Secure | https://skywardfin2a.sisd.cc/scripts/wsisu.dfl/WS5enior-BCSDwsfln/honqbrws001.w

BULLOCK CREEK SCHOOLS

Home Employee Information Time Off

My Time Off Requests

Views: General | Filter | Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	SH
There are no records to display; check your filter settings.										

Add

Delete

Clone

Refresh

To add a request for leave time, choose Add. Once you have entered a request, you will see it here and can follow its approval status.

My Time Off Requests - 05.17.06.06.07
Add - 05.17.06.06.07

Secure | https://skywardfn2a.sisd.cc/scripts/wsisa.dll/WSservice=BCSDwefin/rtongedis003.ie?afPopup=true

Add

Remaining Time Off							
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
ALL OTHER HOURS	14h 00m			14h 00m			
PERSONAL HOURS	11h 30m			11h 30m			
SICK HOURS	25h 45m			25h 45m			

Time Off Request

* Time Off Code: **SICK HOURS - SICK** 14h 00m

* Reason: **SELF SICK**

Description: SELF SICK

Maximum characters: 255, Remaining characters: 255

Type: Single Day Date Range

* Start Date: 06/29/2017 **Tuesday**

Hours: hours minutes

Start Time: 07:30 AM


Sub Request

Substitute:

Select additional employees to notify when this request is submitted and approved/denied

Select Employees(1):

Asterisk (*) denotes a required field



Choose the type of leave from the drop down box.

My Time Off Requests - 05.17.06.06.07
Add - 05.17.06.06.07

Secure | https://skyward9n2a.sisd.cc/scripts/wishu.dll/WServices-BCSDwellIn/Hongedo001.js?Popup=true

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting
ALL OTHER HOURS	14h 00m			14h 00m		
PERSONAL HOURS	11h 30m			11h 30m		
SICK HOURS	25h 45m			25h 45m		

Time Off Req: ALL OTHER HOURS - Hours
PERSONAL HOURS - Hours

* Time Off Code: **SICK HOURS - Hours** (Selected)

* Reason: SELF SICK (Selected)

Description: SELF SICK

Maximum Characters: 255, Remaining Characters: 255

Type: Single Day
 Date Range

* Start Date: 06/29/2017, Tuesday

Hours: 0 hours, 00 minutes

Start Time: 07:30 AM

Sub Needed

Substitute: _____

Select additional employees to notify when this request is submitted and approved/denied:

Select Employees: _____

Asterisk (*) denotes a required field

ALL OTHER HOURS is used to record time away for work related occurrences like attendance to a conference. This type of leave DOES NOT reduce your paid time hours like personal or sick. It does record the time for attendance purposes and allows you to arrange a substitute teacher in AESOP if you need one.

My Time Off Request - 05.17.08.00.07
Add - 05.17.08.00.07

Secure | https://skywardfin2a.sisd.cc/scripts/wsisa.dll/WSservice-BCSDetail/Honged001.js?jsPopup=true

Add

Remaining Time Off

Time Off Code	BEREAVEMENT IMMEDIATE
ALL OTHER HOS	BEREAVEMENT OTHER
PERSONAL HOS	EMERGENCY
SICK HOURS	FAMILY SICK
	NON EVAL PERSONAL HRS FMLA (L)
Time Off Reqs	PERSONAL HOURS
+ Time Off Code	PERSONAL HOURS FMLA USED
* Reason	<input checked="" type="checkbox"/> SELF SICK
Description	WEATHER - PERSONAL HOURS

Maximum checked: 00, Remaining checked: 00

Type: Single Day
 Date Range

* Start Date: 06/26/2017 Tuesday

Hours: hours minutes

Start Time: 07:30 AM

Sub Request

Summary:

Select additional employees to notify when this request is submitted and approved/denied

Select Employees:

Asterisk (*) denotes a required field

Choose a reason from the drop down box. What you choose here will automatically drop into the Description box. You can edit the description box to include more information if you choose.

My Time Off Requests - 05.17.06.00.07
Add - 05.17.06.00.07

Secure | https://skywardfn2a.sisd.cc/scripts/wslua.dll/WSservice-BCSDwn?m/rtongedoc001.w?isPopup=true

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
ALL OTHER HOURS	-14h 00m			-14h 00m			
PERSONAL HOURS	11h 30m			11h 30m			
SICK HOURS	25h 45m			25h 45m			

Time Off Request

* Time Off Code: **SICK HOURS - SICK**

* Reason: **SELF SICK** [Detail...](#)

Description: SELF SICK

Type: Single Day
 Date Range

* Start Date: **06/29/2017** **Tuesday**

Hours: hours minutes

Start Time: **07:30** AM

Sub Needed

Submit

Select additional employees to notify when this request is submitted and

Select Employees:

Alerts (?) denotes a required field

Enter your absence date by typing it in or choosing it from the calendar.

Enter in 7 hours for a full day or 3 hours and 30 minutes for a half day for sick and/or personal time. Time away for conferences or other school business can be entered in at lesser amounts.

My Time Off Requests - 05/17/06 06:07
Add - 05/17/06 06:07

Secure | https://skyward9n2a.sisd.cc/scripts/wshsa.dll/WSE

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available
ALL OTHER HOURS	-14h 00m			-14h 00m
PERSONAL HOURS	11h 30m			11h 30m
SICK HOURS	25h 45m			25h 45m

Time Off Request

* Time Off Code: SICK HOURS - SICK

* Reason: SELF SICK

Description: SELF SICK

Maximum characters: 255, remaining: 255

Type: Single Day
 Date Range

* Start Date: 05/26/2017

Hours: 8 hours

Start Time: 07:30 AM

Sub Needed

Select additional employees to notify when this request is submitted.
Select Employees:

Asterisk (*) denotes a required field

CHECK THIS BOX TO ARRANGE A SUB FOR YOUR CLASSROOM!! Once you save this request, you will be directed to the login page for AESOP to request your sub.

If you do not need a substitute teacher for your classroom, DO NOT CHECK THIS BOX. Do not use the Substitute box on this screen. Substitute teachers are not employees of the district and will not show in this area.

My Time Off Requests - 05/17/06:06:07
Add - 05/17/06:06:07

Secure | https://skywardfn2a.sisd.cc/scripts/wskk.dll/WService-BCSDwfIn/rtongedo001.le?isPopup=true

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
ALL OTHER HOURS	14h 00m			14h 00m			
PERSONAL HOURS	11h 30m			11h 30m			
SICK HOURS	25h 45m			25h 45m			

Time Off Request

* Time Off Code: **SICK HOURS - SICK** Hours per Day: 08:00m

* Reason: **SELF SICK** Detail...

Description: **SELF SICK**

Type: Single Day Date Range

* Start Date: **06/26/2017** Tuesday

Hours: hours minutes

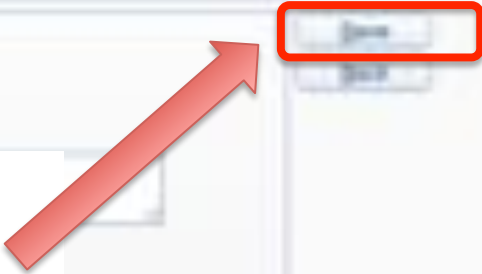
Start Time: **07:30** AM

Sub Needed

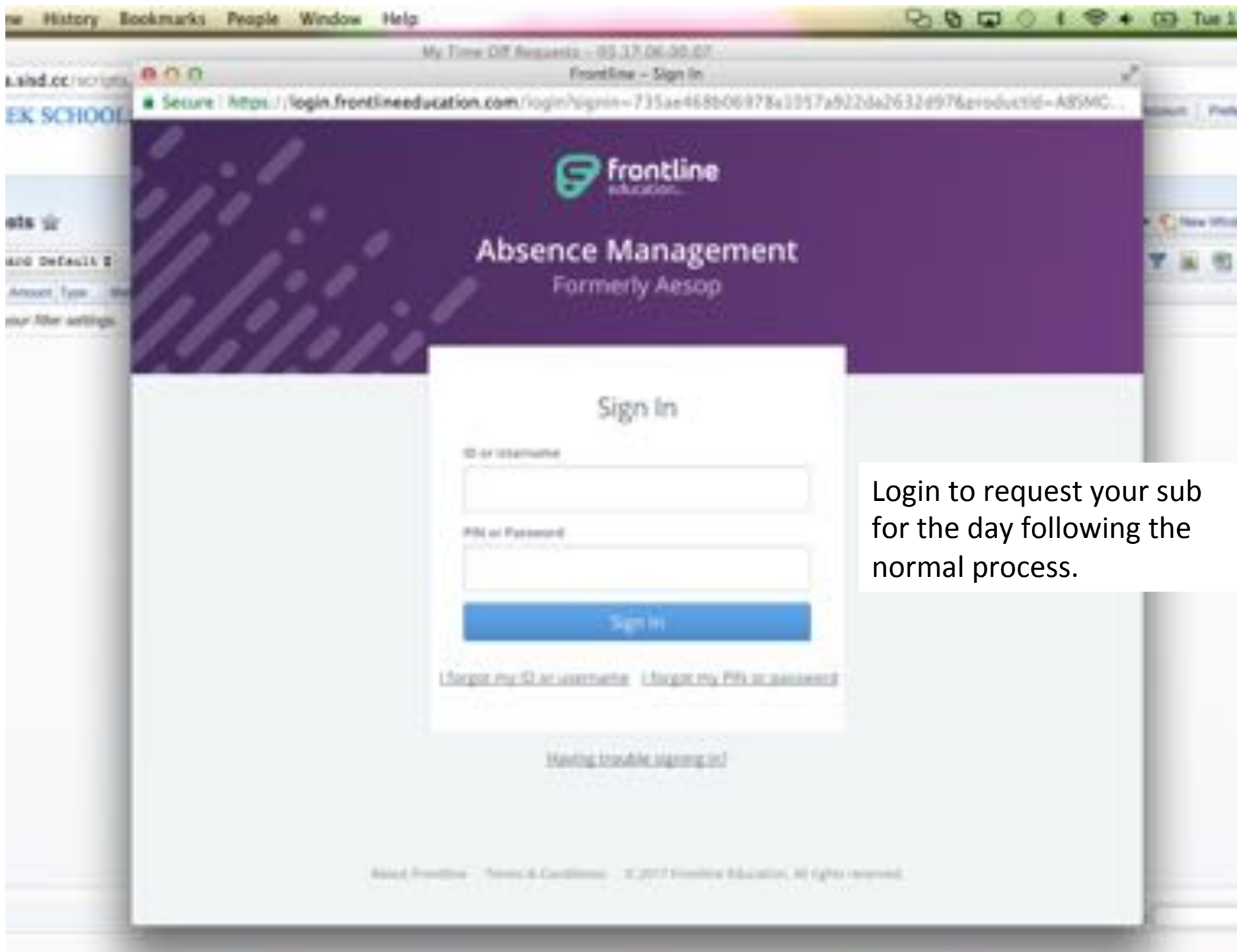
Select additional employees to notify when I am out:

Select Employees (1):

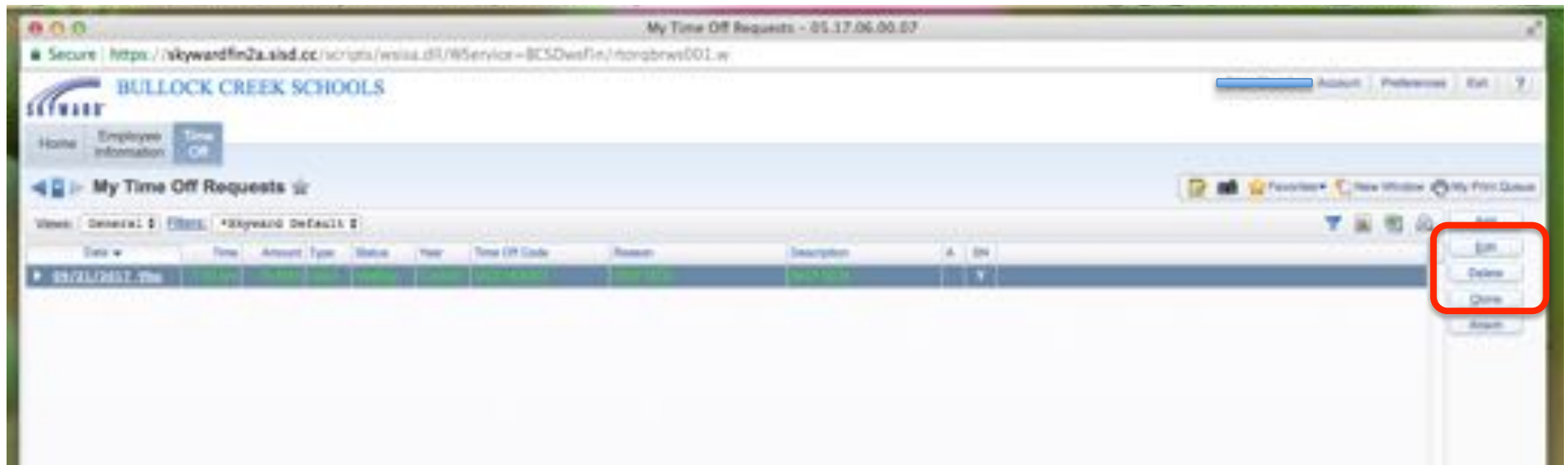
Alerts (7) denotes a required field



Once you have all the information complete, click on Save. You will be directed to the login page for AESOP where you can request your sub for the day.



Login to request your sub for the day following the normal process.



You can see your time off request here after you click Save. You can edit or delete this request up until the time your supervisor approves it. Once it has been approved, you must contact your principal to request the change. You can still go into AESOP and edit your request for a substitute.

My Time Off Requests - 05.17.06.00.07

Secure | <https://skywardfin2a.sisd.cc/scripts/wsisd.dfl/95enloc-BCSDesfin/hongbrws001.w>

BULLOCK CREEK SCHOOLS

Home Employee Information Time Off

My Time Off Requests

Views: General | [Filter] | *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	SH
05/17/2017	7:30	7:30	Sick	Waiting	2017	SICK HOUR	SELF SICK			

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

Time Off Information

Name: [Redacted]
Title: 00012017 Tsh
Status: Waiting for approval
Time Off Code: SICK HOUR
Reason: SELF SICK
Reason Long Description: EMPLOYEE'S ILLNESS/INJURY
Description: SELF SICK
Type: Sick
Dept/Hours: 7x 8am
Start Time: 7:30 am
Substitute:

Approval History

Status	Name	Date	Time	Notes
Waiting	TOOD W-CORBUCH	05/02/2017 Tue	12:11 pm	
Created	[Redacted]	05/02/2017 Tue	12:11 pm	

By clicking on the drop drop arrow, you can see the details of the absence.

The screenshot shows a web browser window with the title "My Time Off Requests - 05.17.06.06.07". The URL is "https://skyward/n2a.sisd.ec/scripts/wsis/dp/WService=BCSDwp/In/rtorqbrwy001.w". The page header includes the "BULLOCK CREEK SCHOOLS" logo and navigation links for "Account", "Preferences", and "Exit". The "Exit" button is highlighted with a red box. A red arrow points from a text box below to the "Exit" button. The main content area is titled "My Time Off Requests" and features a table with columns for "Date", "Time", "Amount", "Type", "Status", "Year", "Time Off Code", and "Reason". A single row is visible with the date "05/21/2017".

When you are done, be sure to click Exit to log out of Skyward.