



Gregory-Portland Independent School District

Quick Guide: Absence Request in Skyward Time Off and Aesop

Per District Policy, all employees must submit a time off request in Skyward Time Off and AESOP for absences. Enter your absence in AESOP even if you do not require a sub.

Initial Setup in Employee Access in Skyward –

1. Login to Employee Access (This is not the login to enter grades)
2. Go to the “Jump to Other Dashboards” box on your home page
3. Click on “Select Widgets” in the bottom right corner
4. Check Box next to “My Time Off Status” under Employee Widgets
5. Click the Save button, then exit

To Enter Absence in Skyward -

1. Login to Skyward Employee Access via District Website – Resources – Staff – Skyward Employee Access
2. Click “Add Time Off Request” on the “My Time Off Status” Widget on your home page. If you do not see this on your home page, you will need to add the Time Off Status widget to your home page.
3. Make your selections (Local, State Personal, Jury Duty, School Business, and Docked for Unpaid Leave) under “Time Off Code”.
4. Select your “Reason”.
5. Enter the start date of your absence.
6. Enter absence in full day (1) or half-day (.5) increments except for jury duty or school business, which will be entered in hours.
7. Start time defaults to 8 a.m. You do not need to adjust this.
8. Click on the box for sub needed even if you do not need a sub.
9. Click “Save” to submit the request to your supervisor. (Will take you to AESOP login screen)

Once in AESOP –

1. Click the “Create Absence” tab and select the date of your absence(s).
2. Select whether a substitute is required (Only teachers, Classroom Aides and Nurses, should select substitute required, unless instructed otherwise in writing by principal/supervisor). All other staff should select “No Substitute Required”.
3. Enter Absence Reason.
4. Enter appropriate time.
5. Enter notes (optional).
6. Click “Create Absence”.

7. Once absence is created, you may Log Out.

Note: If you enter a time off request that is no longer needed you will submit another time off request using the same Time Off Code and date. You will need to enter the hours as a negative (-1 or -.5). Once the request is approved, it will cancel out the original day you entered. Your first request will need to be approved before you can enter a negative day.