

1. Why don't I see any approvals pending for my staff?

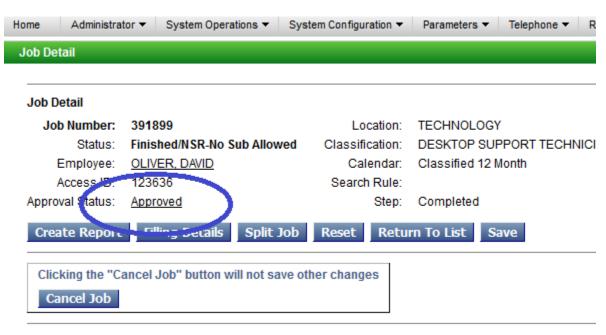
If an admin creates absences in eSchool, it is automatically approved.

2. How can I find who approved an absence for my staff?

A. To see who approved an absence in eSchool, complete the following:

Go to Administrator tab, scroll to Job Inquiry and enter the job number. Or search employee in general inquiry, choose absences from employee pull down, and select job number.

You open the job and click the approved option and it will list all the steps as well as who approved the job.



Changes are not updated until Save is pressed

3. Why do I see staff that do not report to me?

A. eSchool workflow relies on Munis locations and if staff are assigned to a general location but report to someone else; they will show up on your pending approvals list. **Please do not approve absences for any staff that do not report to you.**

4. Will I receive email notices of staff absence requests?

A. We have turned off this feature and ask you login to eSchool daily in am to see all absence requests made and those that need your approval.

5. What absence types require my approval?

Name \$	Employee Balances	Requires Approval
ILLNESS - PERSONAL	Set Balance	No
MATERNITY/PATERNITY	Set Balance	Yes
MILITARY LEAVE	Set Balance	Yes
PERSONAL/WITHOUT PAY	Set Balance	Yes
NON-DUTY DAY/ADMIN.	Set Balance	Yes
ORGANIZATIONAL	Set Balance	Yes
Do Not Use	Set Balance	Yes
UNION / NEGOTIATIONS	Set Balance	Yes
District Approved Leave	Set Balance	Yes
ILLNESS IN FAMILY	Set Balance	No
Admin Leave Unpaid	Set Balance	Yes
Admin Leave Paid	Set Balance	Yes
LEAVE PAID	Set Balance	Yes
LEAVE UNPAID	Set Balance	Yes
PERSONAL NECESSITY	Set Balance	Yes
CLASSIFIED - VACATION	Set Balance	Yes
CLASSIFIED - COMP TIME	Set Balance	Yes
BEREAVEMENT	Set Balance	Yes
INDUSTRIAL INJURY	Set Balance	Yes
PROFESSIONAL DEVELOPMENT	Set Balance	Yes
JURY DUTY /COURT SUMMONS	Set Balance	No
VACANT POSITION	Set Balance	Yes
ON DEMAND VACANCY	Set Balance	Yes

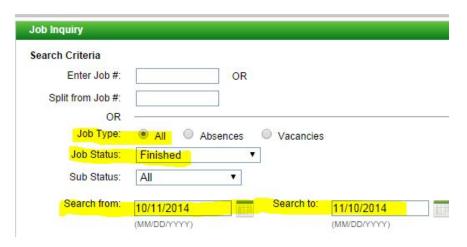
6. What the difference is between approved and verified?

- A. Difference in Approval vs Verified:
 - Approvals is the workflow for a request that requires approval from list above.
 - Verification is process of location Administrators to perform the action of setting a "Finished" job to Verified status. Only jobs that are finished can be set as Verified. Example:

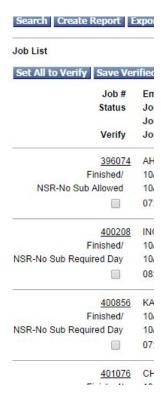
Job entered today for next week, reason for job requires approval: status=Approval pending/Open. Tomorrow morning the job gets approved: status=Active/Open. Tomorrow night the job gets filled: status=Active/IVR assigned. The date/time for the job occurs: status=Finished/IVR assigned. Now it can be verified. Location Admin sets the job to Verified: status=Verified/IVR assigned. Now the job export will pick up this record for payroll.

How do I verify jobs for payroll?

Go to the Administrator tab, choose Job Inquiry. Choose Finished as job status. Choose payroll date range. Choose Search:



Place a check into each job inquiry that is ready to go to payroll and choose save verified:



7. New staff show up in eSchool when?

A. New staff will show up in eSchool once we release them in workflow between Human resources and Payroll. It is taking a few days upon intake to get all information into Munis. It feeds eSchool automatically two times per day.

8. Do subs submit timecards for any jobs they work?

A. Subs only get paid by picking up jobs in eSchool. Timesheets will not be accepted for subs.

9. Do staff complete absence sheets in addition to entering abscess in eSchool?

A. eSchool reports all absences to Munis for payroll. There is no need to submit paper absences sheets.