



## WCCUSD eSchool Admin FAQ

### 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.

The screenshot shows the 'Job Detail' page in the eSchool system. The navigation bar includes Home, Administrator, System Operations, System Configuration, Parameters, and Telephone. The job details are as follows:

Job Number:	391899	Location:	TECHNOLOGY
Status:	Finished/NSR-No Sub Allowed	Classification:	DESKTOP SUPPORT TECHNICI
Employee:	<u>OLIVER, DAVID</u>	Calendar:	Classified 12 Month
Access ID:	123636	Search Rule:	
Approval Status:	<u>Approved</u>	Step:	Completed

Below the details are buttons for 'Create Report', 'Filing Details', 'Split Job', 'Reset', 'Return To List', and 'Save'. A warning box at the bottom states: 'Clicking the "Cancel Job" button will not save other changes' with a 'Cancel Job' button below it.

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	<a href="#">Set Balance</a>	No
MATERNITY/PATERNITY	<a href="#">Set Balance</a>	Yes
MILITARY LEAVE	<a href="#">Set Balance</a>	Yes
PERSONAL/WITHOUT PAY	<a href="#">Set Balance</a>	Yes
NON-DUTY DAY/ADMIN.	<a href="#">Set Balance</a>	Yes
ORGANIZATIONAL	<a href="#">Set Balance</a>	Yes
Do Not Use	<a href="#">Set Balance</a>	Yes
UNION / NEGOTIATIONS	<a href="#">Set Balance</a>	Yes
District Approved Leave	<a href="#">Set Balance</a>	Yes
ILLNESS IN FAMILY	<a href="#">Set Balance</a>	No
Admin Leave Unpaid	<a href="#">Set Balance</a>	Yes
Admin Leave Paid	<a href="#">Set Balance</a>	Yes
LEAVE PAID	<a href="#">Set Balance</a>	Yes
LEAVE UNPAID	<a href="#">Set Balance</a>	Yes
PERSONAL NECESSITY	<a href="#">Set Balance</a>	Yes
CLASSIFIED - VACATION	<a href="#">Set Balance</a>	Yes
CLASSIFIED - COMP TIME	<a href="#">Set Balance</a>	Yes
BEREAVEMENT	<a href="#">Set Balance</a>	Yes
INDUSTRIAL INJURY	<a href="#">Set Balance</a>	Yes
PROFESSIONAL DEVELOPMENT	<a href="#">Set Balance</a>	Yes
JURY DUTY /COURT SUMMONS	<a href="#">Set Balance</a>	No
VACANT POSITION	<a href="#">Set Balance</a>	Yes
A. ON DEMAND VACANCY	<a href="#">Set Balance</a>	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:

[Search](#) [Create Report](#) [Export](#)

Job List

[Set All to Verify](#) [Save Verified](#)

Job #	En
Status	Jo
Verify	Jo
<u>396074</u>	AH
Finished/	10.
NSR-No Sub Allowed	10.
<input type="checkbox"/>	07.
<u>400208</u>	IN
Finished/	10.
NSR-No Sub Required Day	10.
<input type="checkbox"/>	08.
<u>400856</u>	KA
Finished/	10.
NSR-No Sub Required Day	10.
<input type="checkbox"/>	07.
<u>401076</u>	CF

**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.*