



Calendar Year End

Employee Self Service Updates

Agenda

- › Print Leave Calendars
- › Blackout Dates
- › Cancelled Leaves
- › Mass Approve/Reject
- › Timesheet Report
- › Matched Employees
- › Leave Expense
- › Data Change Email Configuration




Print Leave Calendars

Print Leave Calendars

Leave Calendars – District Leave Calendar

- › Enter custom start and stop dates
- › Submit Custom Dates
- › Print Calendar – Export leave calendar – CSV option – Export

Filters **Print Calendar** <  October 2024 > Today View: Custom Duration 10/28/2024 11/10/2024 [Submit Custom Dates](#) [Clear Custom Dates](#)

TITLE	START_DATE	START_TIME	END_DATE	END_TIME
LAST NAME, FIRST NAME MI - LEAVE TYPE & LENGTH	11/4/2024	8:05 AM	11/4/2024	3:15 PM
GEORGE, ERIKA L - SI 1.000	11/8/2024	8:05 AM	11/8/2024	3:15 PM
	11/6/2024	11:45 AM	11/6/2024	3:00 PM
	11/4/2024	8:00 AM	11/4/2024	3:15 PM
	11/8/2024	11:30 AM	11/8/2024	3:00 PM
	11/4/2024	8:00 AM	11/4/2024	3:10 PM
	11/8/2024	6:30 AM	11/8/2024	4:00 PM
	11/4/2024	7:30 AM	11/4/2024	1:00 PM
	11/7/2024	8:00 AM	11/7/2024	3:00 PM

- › The PDF option was temporarily disabled after finding bugs causing the application to crash



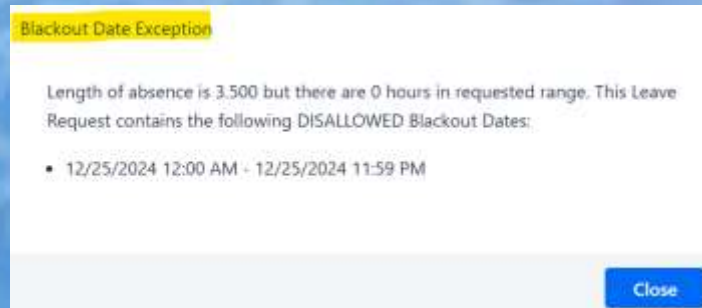
Blackout Dates

Blackout Dates

- › Now show on the leave calendars

24	25
	Blackout - Christmas
31	1

Employee gets an error if attempting to create a leave on a blackout date



- › Why use blackout dates?
 - Saves users and approvers from having to edit and/or delete days that were entered and should not have been
- › Very similar to Kiosk blackout dates



Creating Blackout Dates

Creating Blackout Dates

- › Leave Management
 - Blackout Dates
 - Create
 - Complete the screen
 - › Label, start & end dates, select leave types that cannot be used
 - Can select specific employees
 - › If employee/positions is left blank, all employees are included
 - Can select specific pay groups/departments
 - Check “notify managers” if you want to send an email to Leave Managers if any leave is requested during the blackout date range
 - Check “enabled” to activate the blackout date

Creating Blackout Dates

- Check “entire day” if it applies to the entire day or leave unchecked to select a start/ending time
 - › Ex: 2 hour delays
- Select start and end dates and start/ending times (if “entire day” is unchecked) for the blackout period

The screenshot shows a web-based form for creating blackout dates. The form is titled "Label" and has a dropdown menu set to "Christmas". To the right of the label are three checkboxes: "Notify Managers" (unchecked), "Enabled" (checked), and "Entire Day" (checked). Below the label are two date pickers: "Start Date" and "End Date", both set to "12/25/2024". Underneath the dates is a "Leave Types" section with a dropdown menu. Below that is a section for "Employee / Position" with a dropdown menu. The "Pay Group / Department" section is expanded, showing a "Pay Group" dropdown menu set to "Select Pay Groups..." and a "Department Codes" dropdown menu set to "Select Department Codes...". Below these are two lists of items with checkboxes. The "Pay Group" list includes: "\$\$ - SUB CERT", "1 - 12 MO.EMPLOYEES", "3 - 10 MO.EMPLOYEES", and "4 - 9 MO.EMPLOYEES". The "Department Codes" list is currently empty. At the bottom right of the form are "Cancel" and "Create" buttons.

Examples for Creating Blackout Dates

- › Holidays that ***ALL EMPLOYEES*** have off
 - Prevents an employee from accidentally submitting a leave on a holiday, if they are requesting off consecutive days around that timeframe
- › Employees off for extended periods of time
 - If an employee will be off for an extended period of time and there are holidays or non-workdays within the range of the leave, you can add the blackout date to the calendar for the specific employee. This prevents a leave from being entered when it shouldn't be and having to go through the process of editing (only in initiated or rejected status) or deleting (if leave is approved – entire range needs to be deleted and re-entered to correct).

Examples for Creating Blackout Dates

- › Parent – Teacher Conferences
 - Some districts do not allow personal or professional leaves over conferences – but do allow sick
- › State Testing
 - Some districts do not allow personal or professional leaves during the time of state testing



Cancelled Leaves

Cancelled Leaves

- › Approvers now receive an email when the user cancels their leave request



Mass Approve/Reject

Mass Approve/Reject

- › Home screen allows mass approve/reject
 - For users with an approval role, their employees outstanding leave request will be displayed under the **Pending Workflow Tasks - Leave Request Approval** grid
 - Select the view button to view details
 - Select boxes next to the employee to approve/reject

Pending Workflow Tasks									
Leave Request Approval					Timesheet Approval				
Approve		Reject							
<input type="checkbox"/>	<input type="checkbox"/>	First Name ³	Last Name ⁴	Position ⁵	Start Date ¹	Stop Date ²	Length Of Absence ⁶	Category ⁷	Leave Balance ⁸
<input type="checkbox"/>	<input type="checkbox"/>	Susan	Deaning	Cook	12/11/2024 1...	12/11/2024 1...	0.500	Vacation	6.300
<input type="checkbox"/>	<input type="checkbox"/>	Susan	Deaning	Cook	10/29/2024 1...	10/29/2024 1...	0.500	Vacation	6.300
<input type="checkbox"/>	<input type="checkbox"/>	Susan	Deaning	Cook	10/08/2024 1...	10/10/2024 1...	1.500	Sick	43.750



Timesheet Overview Report

Timesheet Overview Report

› Timesheets

- Timesheet Overview Report
- Select specific period or specific employees/positions
- Generate overview report

LastName	FirstName	Position	TSSstatus	TSSStartDate	TSEndDate	EarliestEntry	LatestEntry	RegHrs	ExcptnHrs	TotalOTHrs	TotalCTHrs
		AIDE	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	58.5	0.75	0	0
		AIDE	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	65	0.5	0	0
		AIDE	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	65	0	0	0
		ELEM. LIBRARY ASSISTANT	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	65	2	0	0
		AIDE	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	0	0	0	0
		Bus Driver	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/8/2024	22.5	7	0	0
		AIDE	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	65	2.5	0	0
		AIDE	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	57.5	0	0	0
		Bus Driver	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	30	0	0	0
		BUS DRIVER	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	27	6.25	0	0
		AIDE	INITIATED	11/3/2024	11/16/2024	11/4/2024	11/15/2024	65	0	0	0



Matched Employees

Matched Employees

> Users

- Group Chains
- Matched Positions

> Selecting matched positions brings up the employees listed within the group chain

Matched Employees				
Employee Last Name ^{^ 1}	Employee First Name ^{^ 2}	Employee Number [^]	Position [^]	Position Number ^{^ 3}
Filter	Filter	Filter	Filter	Filter
Fricke	Aundrea	FRIC00001	Fiscal Support Services Liaison I	1
George	Erika	GEOR0001	Fiscal Liaison	1
Pyles	Jonathon	PYLE00001	Fiscal Support Services Liaison II	1
Thaxton	Benjamin	THAX00001	Executive Director	1
Troyer	Mindy	TROY0001	Fiscal Liaison I	1

> The SSDT is working on a bug fix – right now it is currently pulling in all employees that have ever had the pay group, department code, or building code. This is pulling regardless if the position has been made inactive and archived.



Professional Leave Request Report

Professional Leave Request Report

- › Leave Requests
 - View District Leave
 - View professional leave
 - Print Leave Expense Form to print as PDF
 - Approvers are able to edit the leave expense portion regardless of the leave status

11/14/2024, 9:58 AM

Print Professional Leave Form

Professional Leave Request Report

Name: [REDACTED] Today's Date: 11/14/2024
Position: TEACHER (ART)

Date/Times: 03/07/2025 7:45 AM - 03/07/2025 3:15 PM

Total Leave Requested: 1.000 Day(s)

Reason from Leave Request: [REDACTED]

Event Location: [REDACTED]

Purpose of Meeting: [REDACTED]

Vendor Location:

	EXPENSES	
Travel:	Estimated	Actual
50.00 @0.67 per mile:	\$33.50	_____
Registration Fees:	\$0.00	_____
Lodging Amount:	\$0.00	_____
Meal Amount:	\$20.00	_____
Other Expenses Amount:	\$0.00	_____
Total Expenses Amount:	\$53.50	_____

** PAID RECEIPTS MUST BE ATTACHED FOR ALL EXPENSES **

Comments: n/a

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Data Change Email Configuration

Data Change Email Configuration

> System

- Configuration
- Data Change Email Configuration

Data Change Email Configuration

The following variables can be interpreted inside the email body

`$(dataChange)` - The details of the data change request, includes all fields

`$(link)` - A link to the application

Request Submitted Email Subject *

Data Change Initiated

Request Submitted Email Body *

A data change request has been submitted with the following details:

`$(dataChange)`

Enable notifications for Data Change Submissions

[X Close](#)

[Edit](#)

Questions??

fiscal.support@noacsc.org

Happy
Holidays