Absence Reporting in TEAMS

You may request time off by logging in to TEAMS from a district computer or via the District Public Webpage at any time from any computer by clicking the Staff Tab (Shown below) then Employee Service Portal.

To access your Absence Reporting page from the Employee Service Portal, follow the steps outlined below:

Step A: Visit http://www.lifeschools.net/

Step B: Click on 'Staff'

Step C: Click on 'Employee Service Portal'. You will be prompted for your TEAMS user ID and password. From this point go to step 4 below.





To access your Absence Reporting page from <u>inside</u> the District, follow the steps outlined below:

Step 1: Log in to TEAMS.

Step 2: Search for Employee Service Center in the menu bar.

Step 3: Select Employee Service Center, highlighted in yellow.



Step 4: For security purposes you will be prompted to enter your TEAMS user ID and password.

LIFE SCHOOL
Employee Service Center
Welcome to the Life School Employee Service Center Please log in with your TEAMS user ID and password.
Login
User ID: * Password:
Sign On Forgot Password Forgot User ID
Need an Account? Register

****A window will open to log in to TEAMS. If the window does <u>not</u> populate, check to ensure the pop-up blocker is not enabled on the computer and re-launch the web page. Refer back to Step 1.

Step 5: Select 'My Absence Reporting'.

Information	Service Center Homepage						
My Service Center Home My Personal Information	Welcome						
My Leave Balances My Absence Reporting My Time Cards	R						
My Employment Records My Payroll Information	LIFE SCHOOL						
My Advance/Reimbursement LogOff	Employee Service Center						
	Welcome to the Life School Employee Service Center						
	2013 W2's are ready and accessible through the Employee Service Center in TEAMS any time from any computer by clicking on the Staff Tab then Employee Service Por						
	The Mission of Life School is to train leaders with life skills for the twenty-first cent						

Step 6: Select the date of the absence by hovering the mouse over the date of absence. Please note that if requesting multiple dates, select only the first date of the time period requesting. (The day will turn blue). Then, click the Work Day hyperlink in that calendar square.

Employee Absence Details Favored Substitutes										
	A-Central Office									
Click a date to report an absence.										
Calendar	Thu, Feb 13, 2014									
- February, 2014	Sunday	Monday	luesday	weonesoay	Inursday	rnoay	aturoay 1			
≪ < Today → »							-			
Wk Sun Mon Tue Wed Thu Fri Sat							Non Working Day			
5 1										
6 2 3 4 5 6 7 8	2	3	4	5	6	7	8			
7 9 10 11 12 13 14 15										
8 16 17 18 19 20 21 22	Non Working Day	Work Day	Work Day	Work Day	Work Day	Work Day	Non Working Day			
9 23 24 25 26 27 28										
Select date	9	10	11	12	13	14	15			
	Non Working Day	Work Day	Work Day	Work Day	Work Day	Work Day	Non Working Day			
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	16	17	18	19	20	21	22			
	Non Working Day	Work Day	Work Day	Work Day	Work Day	Work Day	Non Working Day			
	23	24	25	26	27	28				
		·			-					
	Non Working Day	Work Day	Work Day	Work Day	Work Day	Work Day				
	p			Return		1	1			

Step 7: The 'Start of Absence' date will auto populate from the date selected on the previous screen. Enter the date the absence will end in the 'End of Absence' field. If it is one day only, the Start of Absence and End of Absence date will be the same date.

Step 8: Select the absence reason from the 'Reason' drop down field. The 'Path' should always be <u>Default</u>.

Step 9: Enter the total <u>hours</u> you are requesting off.

2 Employee2 Absence Google Chrome							
https://teams.lifeschools.net/employee2/EmployeeAbsenceDatesDetailRefreshAction.do							
EmployeeAbsenceDatesDetail.jsp							
Person ID: Name: Selina							
Employee Absence Details Favored Substitutes							
Absence Detail							
Start of 12-19-2013 III Absence: III IIII							
End of 12-19-2013							
Reason: * Personal Day							
Path: * Default Local,State,PTO,Dock							
Hours: 08:00							
Substitute Details.							
No Substitute Required							
Submit Clear Attachment Count:0							

Step 10: Review the information, make changes if necessary, then click 'Submit'.

Step 11: Log off the Employee Service Center.

What's next?

The supervisor will see a timecard with the day(s) requested to approve. If submitting a date in the past, the employee must provide the supervisor with the absence information so a manual entry can be made.

How will I know if my absence is approved?

Once a Time Card is approved, the status of the Absence will change from "Pending" To "Approved".

What if it is denied?

lf a	a time ca	nd is no	t approve	d it will r	emain in a	pending	or cancelle	d status.
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If you have any questions, please email the payroll office at <u>payroll@lifeschools.net</u>.