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:
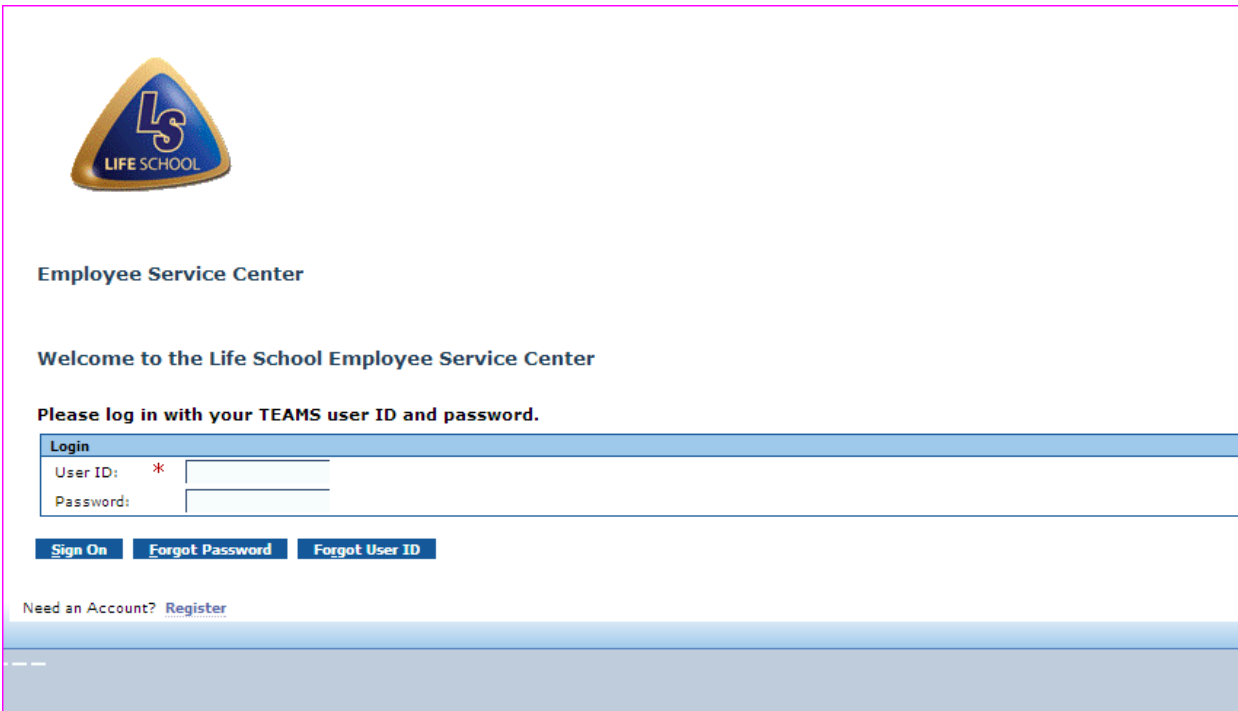
Step 1: Log in to TEAMS.

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.

****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'.

Step 6: Select the date of the absence by hovering the mouse over the date of absence. Please note that if requesting mutliple 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.

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 Default.

Step 9: Enter the total hours you are requesting off.

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?

If a time card is not approved it will remain in a pending or cancelled status.

If you have any questions, please email the payroll office at payroll@lifeschools.net.