

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 inside the District, follow the steps outlined below:

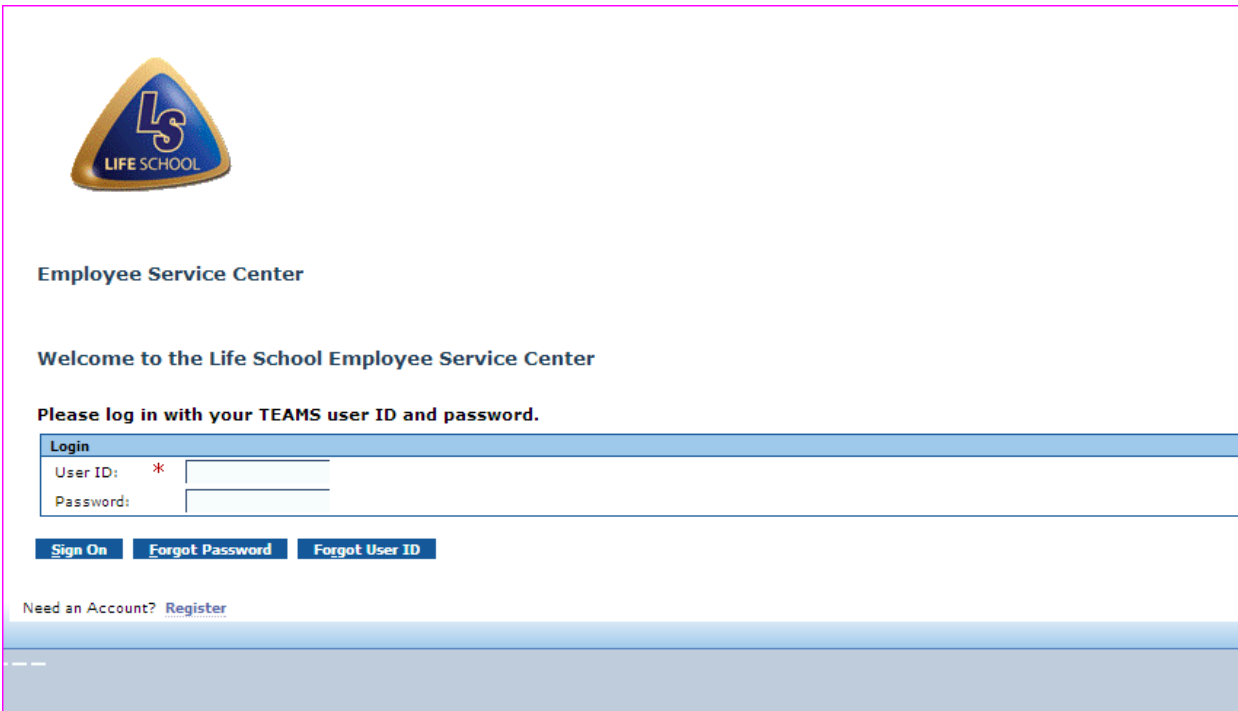
Step 1: Log in to TEAMS.

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 not 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

- My Service Center Home
- My Personal Information
- My Leave Balances
- My Absence Reporting
- My Time Cards
- My Employment Records
- My Payroll Information
- My Advance/Reimbursement
- LogOff

Service Center Homepage

Welcome

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 Po

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 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.

Employee Absence | Details | Favored Substitutes

A-Central Office

Click a date to report an absence.

Calendar

February, 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Return

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.

The screenshot shows a web browser window with the URL <https://teams.lifeschools.net/employee2/EmployeeAbsenceDatesDetailRefreshAction.do>. The page title is "EmployeeAbsenceDatesDetail.jsp". Below the header, there are fields for "Person ID:" and "Name: Selina". There are three tabs: "Employee Absence", "Details", and "Favored Substitutes". The "Absence Detail" section contains the following fields:

- Start of Absence: 12-19-2013
- End of Absence: 12-19-2013
- Reason: * Personal Day
- Path: * Default (with options: Local, State, PTO, Dock)
- Hours: 08:00

The "Substitute Details" section shows "No Substitute Required". At the bottom, there are buttons for "Submit", "Clear", and "Attachment", along with a "Count:0" indicator.

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.

Time Cards							
Select Date							
Week Ending: * 09-13-2013							
Name		Org Name	Finance				
Person ID		Position	Central Office				
		Location					
PCN		Card ID					
Regular Assignment -							
Date	Job / Absence Reason	In	Out	Daily Totals			Time Card Status
				Worked	Absent	Scheduled	
09-09-2013	Technician - Accounting	8:08 AM	12:41 PM				Approved
09-09-2013	Technician - Accounting	1:47 PM	4:30 PM	07:16		07:30	Approved
09-10-2013	Technician - Accounting	8:08 AM	12:46 PM				Approved
09-10-2013	Technician - Accounting	1:46 PM	5:31 PM	08:23		07:30	Approved
09-11-2013	Technician - Accounting	7:57 AM	4:43 PM	08:46		07:30	Approved
09-12-2013	Technician - Accounting	8:03 AM	4:52 PM	08:49		07:30	Approved
09-13-2013	Personal Day			00:00	07:30	07:30	Approved
				Totals	33:14		07:30
				Page Totals	33:14		07:30

Time Clock Entries For Today

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