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# TEAMS

## MY ABSENCE REPORTING

Plano Independent School District

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**August 2011**

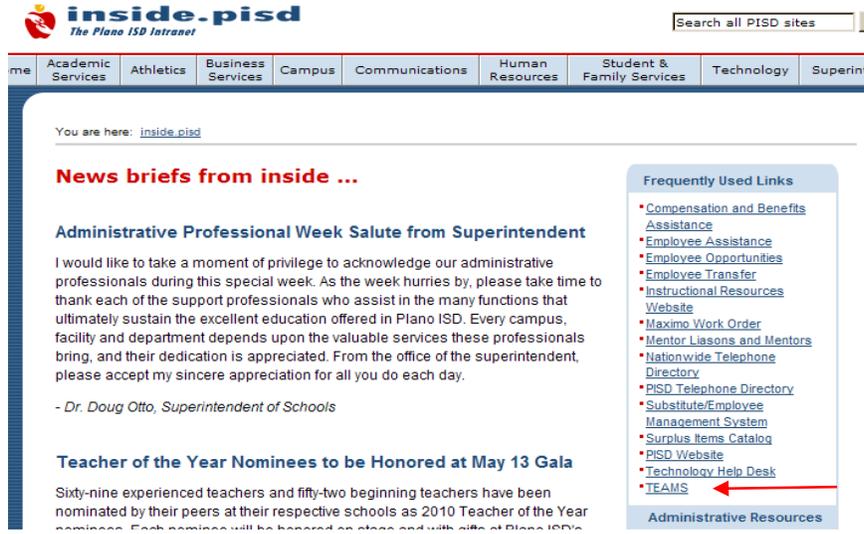
# Entering TEAMS

Navigate to the TEAMS login screen

Go to [inside.pisd](http://inside.pisd)

Under “Frequently Used Links”, click TEAMS

**\*Employee may also access Employee Service Center via internet:  
<http://esc.pisd.edu>**



Click the link to [TEAMS.pisd.edu](http://TEAMS.pisd.edu)

## TEAMS APPLICATION USAGE

There will be times throughout the school year when the TEAMS servers will be down for maintenance or system upgrades. These procedures are normally completed during the evening hours. As we become aware of these procedures taking place we will post the down times on this page. The TEAMS application will not be available to you while these procedures are being completed.

The system is backed up nightly from **1:30 am - 4:00 am** and the TEAMS application will not be available to you during the backup procedure.

Connect directly to the TEAMS software - [TEAMS.pisd.edu](http://TEAMS.pisd.edu) ←

Connect to the Plano [TEAMS Training Environment](#)

Connect to the Plano [TEAMS Staging Environment](#)

Connect to the Plano [User Acceptance Environment](#) (testing)

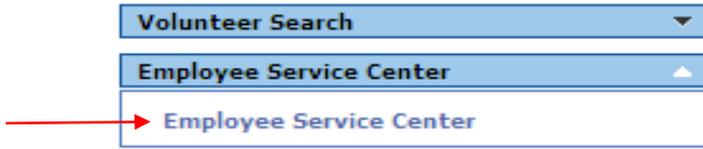
Login to TEAMS (User ID and Password = network logon)

The screenshot shows a 'Welcome' dialog box with a 'Login' section. It contains two input fields: 'User ID: \*' and 'Password: \*'. Below the fields is an 'Ok' button.

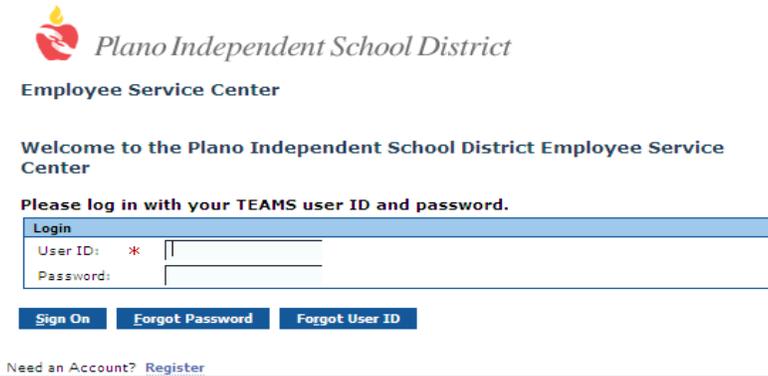
Navigate to Employee Service Center menu



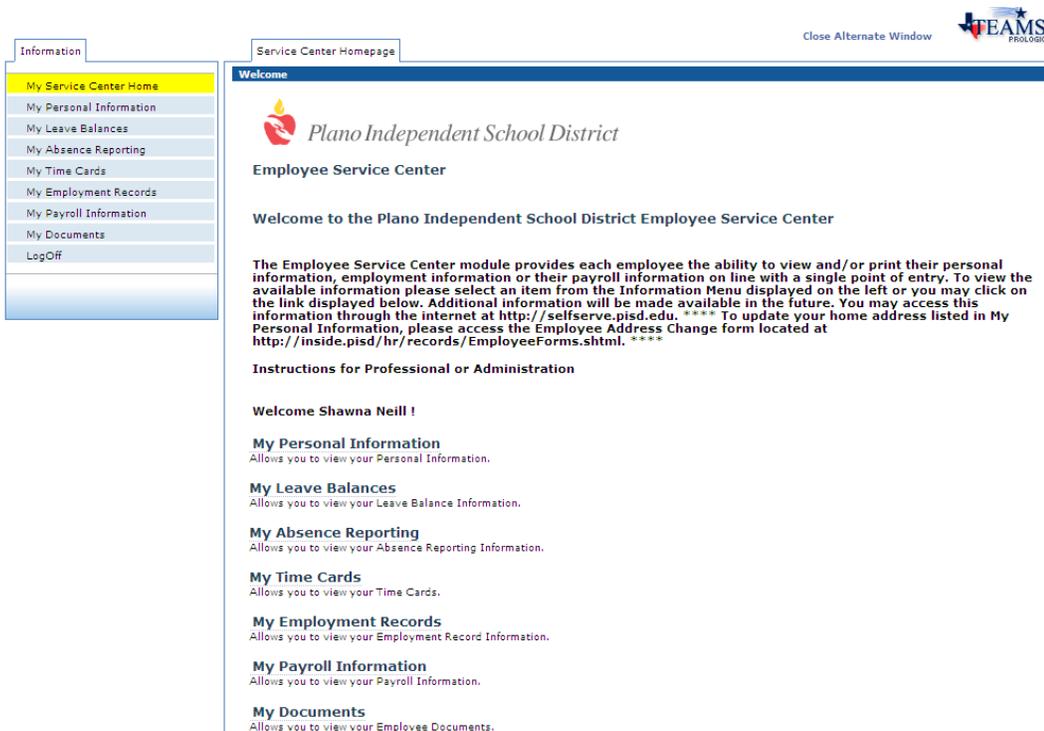
Expand the menu and click on Employee Service Center



This will bring up a new login page in TEAMS. Enter your network ID and password to continue.

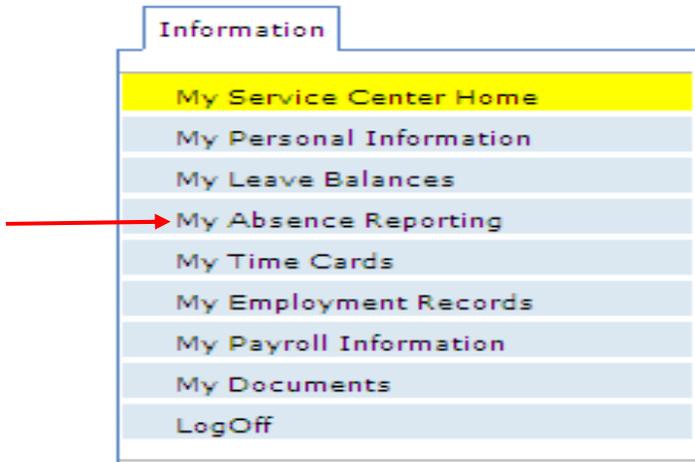


The Employee Service Center page is illustrated below:



## Entering An Absence

Click on My Absence Reporting located on the Information tab



The current monthly calendar will be displayed. Current date will be highlighted. Click “Work Day” on the day the absence will begin.

<< Previous Year  
 < Previous Month  
 > Next Month  
 >> Next Year

Employee Absence
Details
Favored Substitutes

PROF12MO

Click a date to report an absence.

Calendar

- June, 2011

« < Today > »

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
22			1	2	3	4	
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29	30		

Select date

Mon, Jun 20, 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Work Day	2 Work Day	3 Work Day	4 Non Working Day
5 Non Working Day	6 Work Day	7 Work Day	8 Work Day	9 Work Day	10 Work Day	11 Non Working Day
12 Non Working Day	13 Work Day	14 Work Day	15 Work Day	16 Work Day	17 Work Day	18 Non Working Day
19 Non Working Day	20 Work Day	21 Work Day	22 Work Day	23 Work Day	24 Work Day	25 Non Working Day

Calendar instructions page 5

The page below will display if the position does NOT require a substitute. The start date and the hours will automatically default, however; these fields may be changed if needed.

The screenshot shows a web form with three tabs: 'Employee Absence', 'Details', and 'Favored Substitutes'. The 'Employee Absence' tab is active. Under 'Absence Detail', there are fields for 'Start of Absence' (06-22-2011), 'End of Absence' (empty), 'Reason' (a dropdown menu with an asterisk), and 'Hours' (08:00). Below this is the 'Substitute Details' section, which states 'No Substitute Required'. At the bottom are 'Submit' and 'Clear' buttons.

Enter Reason and End Date – REVIEW CAREFULLY – Click Submit

**IMPORTANT NOTE!!**

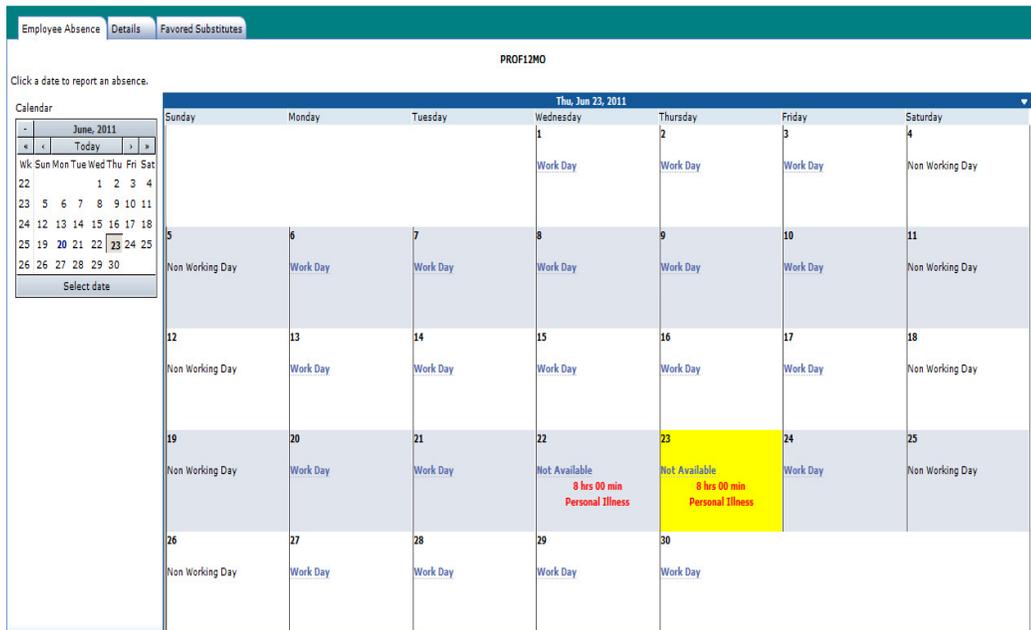
**Multiple Day Absences:**

- If hours need to be adjusted, adjust hours **BEFORE** entering End date-  
     Ex. for summer hrs: ½ day = 5 hrs or summer hrs = 10 hrs  
     Ex. For regular hrs: ½ day = 4 hrs
- Once End date is entered, the hours field disappears as illustrated below:

This screenshot is similar to the first one but shows a two-day absence. The 'Start of Absence' is 06-22-2011 and the 'End of Absence' is 06-23-2011. The 'Reason' dropdown is set to 'Personal Illness'. The 'Hours' field is no longer visible, indicating it is hidden after the end date is entered.

This calendar illustrates absences on June 22 and June 23 for 8 hours.

Note: “Work Day” changes to “Not Available”



The page below will display if the position DOES require a substitute.  
 Enter the End Date and Reason. Hours for employee absence and hours for substitute hours may be adjusted if needed.  
 Select the substitute either from My Favorites or Substitute ID  
 Click Submit

Click on Favored Substitutes to create My Favorites

Employee Absence Details Favored Substitutes

PROF12MO

Click a date to report an absence.

Calendar		Thu, Jun 23, 2011						
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June, 2011 Today Wk Sun Mon Tue Wed Thu Fri Sat 22           1 2 3 4 23 5 6 7 8 9 10 11 24 12 13 14 15 16 17 18 25 19 20 21 22 23 24 25 26 26 27 28 29 30 Select date					1 Work Day	2 Work Day	3 Work Day	4 Non Working Day
		5 Non Working Day	6 Work Day	7 Work Day	8 Work Day	9 Work Day	10 Work Day	11 Non Working Day
		12 Non Working Day	13 Work Day	14 Work Day	15 Work Day	16 Work Day	17 Work Day	18 Non Working Day
		19 Non Working Day	20 Work Day	21 Work Day	22 Not Available 8 hrs 00 min Personal Illness	23 Work Day	24 Work Day	25 Non Working Day
		26 Non Working Day	27 Work Day	28 Work Day	29 Work Day	30 Work Day		

## Using the Calendar in TEAMS:

Calendar

June, 2011							
«	<	Today			>	»	
Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
22				1	2	3	4
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	<b>22</b>	23	24	25
26	26	27	28	29	30		

Select date

<< Previous Year  
< Previous Month  
> Next Month  
>> Next Year

1. Today's date will be bold and in color.
2. Dates chosen will have shadow boxes around them like the 22<sup>nd</sup> above.

## Additional Information

- Absences may be entered for consecutive days/weeks
- Multiple day absences will record the same absence hours every day
  - \* 1.5 day absence, enter each day separately
- Employee may enter absences for up to 10 days in the past
- Monthly calendar is located on Employee Absence Tab