



Friendship  
Public Charter School

# Leave & Substitute Request Guide

(Southeast Academy ONLY)

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## ETime Sick & Personal Leave Requests

- 1) Connect to the FPCS Internal Network- <http://dc.friendshipschools.org/>
- 2) Select **FPCS ETime**
- 3) Enter your Username (Employee ID #) and password
- 4) Select “My Time Card” under the **My Information** tab (this will display your timecard)
- 5) Select the **ACCRUALS** tab located on the bottom-left side of screen to view your available time (red arrow).

The screenshot displays the ADP Time & Attendance interface. At the top, there are navigation tabs for 'MY INFORMATION' and 'MY CALENDARS'. Under 'MY INFORMATION', 'My Timecard' is selected. The 'Name & ID' and 'Time Period' (Current Pay Period) fields are visible. Below this is a table of timecard entries with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A red arrow points to the 'ACCRUALS' tab in the 'TOTALS & SCHEDULE' section. Below the table, the 'Accrual Profile' section shows a table with columns for Accrual Code, Balance on Selected Date, Units, Balance Projected Through, Projected Debits, Projected Credits, Projected Balance, and Balance without Projected Credits.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Thu 10/04			6:58AM		6:05PM				8.0	8.0	32.0
Fri 10/05			6:54AM		4:17PM				8.0	8.0	40.0
Sat 10/06											40.0
Sun 10/07											40.0
Mon 10/08	Columbus Day	8.0								8.0	48.0
Tue 10/09			6:47AM		6:01PM				8.0	8.0	56.0
Wed 10/10			6:56AM		5:01PM				8.0	8.0	64.0
Thu 10/11			6:57AM								64.0
Fri 10/12											64.0
Sat 10/13											64.0
Sun 10/14											64.0

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Personal	0.0	Hour	10/14/2012	0.0	0.0	0.0	0.0
Sick	112.3	Hour	10/14/2012	0.0	0.0	112.3	112.3

**NOTE: You can only use leave that is available to you. The system will not allow you to enter and save time that is not available.**

## To Enter Leave Request:

- 1) Click the drop down box under “Pay Code” that corresponds to the date you will be out.
- 2) Select your “Leave Reason” (*i.e.: Sick or Personal*).
- 3) Tab and enter the total hours requested for that day
- 4) Click the **Save** button in the upper left-hand corner
- 5) To use personal AND sick leave, select the red box to the left of the date that shows plus sign/arrow. This will add an additional line for that day.
  - The red **X** to the left of date will delete an additional line that is no longer needed (see green arrow).
  - Click the **Save** button in the upper left-hand corner

## To Request Leave for a Future Pay Period:

At the top of screen, select the appropriate “Time (Pay) Period”. This will allow you to select dates outside the current pay period (see red arrow).

**ADP Time & Attendance**

Log Off | Change Password | Help

GENERAL | MY INFORMATION | MY CALENDARS

### MY TIMECARD

Loaded: 9:57AM

Name & ID: [Redacted]

Time Period: [Current Pay Period] (Red Arrow)

Date	Pay Code	Amount	In	Out	Shift	Daily	Cumulative
Thu 10/04			8:58AM				
Fri 10/05			8:54AM		8.0	8.0	32.0
Sat 10/06					8.0	8.0	40.0
Sun 10/07							40.0
Mon 10/08	Columbus Day	8.0				8.0	48.0
Tue 10/09			8:47AM	8:01PM	8.0	8.0	56.0
Wed 10/10			8:56AM	5:01PM	8.0	8.0	64.0
Thu 10/11			8:57AM				64.0
Fri 10/12							64.0
Sat 10/13							64.0

**TOTALS & SCHEDULE** | **ACCURUALS**

Accrual Profile: School Year

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
Personal	0.0	Hour	10/14/2012	0.0	0.0	0.0	0.0
Sick	112.3	Hour	10/14/2012	0.0	0.0	112.3	112.3

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## Leave Reasons

Remember, **Sick and Personal** leave must be entered into **ETime** before requesting substitute coverage through the **KASS** system. All other requests reasons may be entered once you've received approval from your supervisor.

<b>Sick</b> <i>(E-Time)</i>	School based employees receive eight (8) days per year beginning on the first day of employment. Sick leave accumulates from year to year, up to a maximum of 30 days. If you reach the maximum sick leave balance, you will stop accruing sick leave until such time as you take leave and your balance is reduced below the maximum. <i>Employees with 3 or more days of consecutive leave may be required to provide medical documentation supporting the absence.</i>
<b>Personal</b> <i>(E-Time)</i>	All regular full-time employees are eligible to take up to two (2) paid personal days per calendar year to be used for personal matter that cannot be scheduled outside of normal working hours.
<b>Bereavement</b>	<b>Contact Administrator for Approval</b> before entering in KASS. <i>Employees may be required to provide supporting documentation.</i>
<b>Professional Development</b>	<b>Contact Administrator for Approval</b> before entering in KASS.
<b>Parental</b>	<b>Contact Administrator for Approval</b> before entering in KASS.

## Substitute Request Procedure

*(The hours below reference the 7:45am start of the school day)*

**Emergency Absences (6 hours or less notice)** - Requests should be submitted by phone (1-866-KELLY-98). Requests will immediately be processed without an approval; however, you are **required** to call your campus administrator.

**Emergency Absences (24 hours of less notice)** – Online requests will immediately be processed without an approval. However, such occurrences will result in a follow-up call from a campus administrator.

**Planned Absences (More than 24 hours notice)** – Online requests will be submitted to your campus administrator for electronic approval.

## Administrator Contact Information

<b>Mr. Speight, Principal</b>	202-627-8463	<a href="mailto:jspeight@friendshipschools.org">jspeight@friendshipschools.org</a>
<b>Mrs. Bhegani, Asst. Principal</b>	202-595-6551	<a href="mailto:tprovidence@friendshipschools.org">tprovidence@friendshipschools.org</a>
<b>Ms. Husbands, Res. Principal</b>	202-903-9146	<a href="mailto:khusbands@friendshipschools.org">khusbands@friendshipschools.org</a>
<b>Ms. Isbell, Business Manager</b>	202-556-9949	<a href="mailto:misbell@friendshipschools.org">misbell@friendshipschools.org</a>

## KASS EMPLOYEE QUICK-START GUIDE

Teachers will use the KASS system to ensure coverage for their classrooms.

KASS Internet Feature			
Accessing KASS via the Internet	Recording an Absence on the Internet	Modifying an Absence via the Internet	Changing Your PIN via the Internet
<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.kellyeducationalstaffing.com">www.kellyeducationalstaffing.com</a>.</li> <li>2. Click <b>KASS Login</b> at the top of the screen.</li> <li>3. Enter your ID and PIN.</li> <li>4. Click <b>Sign In</b>. Your home page will display. Your available functions are listed on the left side.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Create an Absence</b> on your home page.</li> <li>2. Enter the absence information.</li> <li>3. Click <b>Next</b> to finalize the absence details.</li> <li>4. Click <b>Save</b> or <b>Save &amp; Assign</b>. You will receive a confirmation number.</li> </ol> <p><b>Note:</b> Save &amp; Assign may not be available for your district.</p>	<ol style="list-style-type: none"> <li>1. Click <b>Absence History</b> on your home page.</li> <li>2. Click the confirmation number of the future absence you want to modify.</li> <li>3. Click <b>Edit this Absence</b> and edit the information as necessary. (Editable fields are dependent on absence status).</li> <li>4. Click <b>Save</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Change PIN</b> on your home page.</li> <li>2. Enter your existing PIN in the <b>Current PIN</b> field.</li> <li>3. Enter your e-mail address in the <b>E-mail Address</b> field.</li> <li>4. Enter your new PIN in the <b>New PIN</b> field.</li> <li>5. Retype your new PIN in the <b>Retype PIN</b> field.</li> <li>6. Click <b>Apply Changes</b> to save your changes.</li> </ol>
KASS IVR Feature			
Accessing KASS via the IVR	Recording an Absence on the IVR	Reviewing Upcoming Absences via the IVR	Changing Your PIN via the IVR
<ol style="list-style-type: none"> <li>1. Call 1-800-942-3767.</li> <li>2. Enter your ID and PIN and press <b>#</b>.</li> <li>3. Select one of the following system options:                             <ul style="list-style-type: none"> <li>• Press <b>1</b> to record an absence.</li> <li>• Press <b>2</b> to check entitlement balances.</li> <li>• Press <b>3</b> to review upcoming absences.</li> <li>• Press <b>4</b> to review a specific absence.</li> <li>• Press <b>5</b> to review or change personal information.</li> </ul> </li> </ol> <p><b>Note:</b> Press * to go back one menu level at any point.</p>	<ol style="list-style-type: none"> <li>1. Press <b>1</b> from the Main Menu and select one of the following options:                             <ul style="list-style-type: none"> <li>• Press <b>1</b> to record an absence for today.</li> <li>• Press <b>2</b> to record an absence for tomorrow.</li> <li>• Press <b>3</b> to record an absence for another day within the next 30 days.</li> <li>• Press <b>4</b> to record an absence for Monday (on Friday or weekend).</li> </ul> </li> <li>2. Enter the number of days for the absence (up to five).</li> <li>3. Enter a start and end time by following the IVR prompts.</li> <li>4. Select the reason for the absence.</li> <li>5. Confirm the absence details.</li> <li>6. Save the absence or Save &amp; Assign a particular substitute by following the IVR prompts. You will receive a confirmation number.</li> </ol> <p><b>Note:</b> Save &amp; Assign may not be available for your district.</p>	<ol style="list-style-type: none"> <li>1. Press <b>3</b> from the Main Menu and select one of the following options:                             <ul style="list-style-type: none"> <li>• Press <b>1</b> for absences scheduled for today.</li> <li>• Press <b>2</b> for absences scheduled for tomorrow.</li> <li>• Press <b>3</b> for absences scheduled for the next 30 days.</li> </ul> </li> <li>2. Select one of the following options:                             <ul style="list-style-type: none"> <li>• Press <b>1</b> to hear more about the absence (if multiple days).</li> <li>• Press <b>2</b> to hear the information again.</li> <li>• Press <b>4</b> to listen to the next absence, if applicable.</li> <li>• Press <b>5</b> to return to the Main Menu.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>5</b> from the Main Menu.</li> <li>2. Press <b>2</b> to hear your current PIN.</li> <li>3. Press * to leave your PIN unchanged, or enter a new four or five digit PIN and press <b>#</b>.</li> <li>4. The system will repeat the PIN you entered.                             <ul style="list-style-type: none"> <li>• Press <b>1</b> if the PIN is correct.</li> <li>• Press <b>2</b> to re-enter your PIN.</li> </ul> </li> </ol>

The IVR automatically generates a recording of your name and title. If the IVR records your name or title incorrectly, you can manually re-record them by following these steps:

1. Call the IVR at 800-942-3767.
2. Enter your ID and PIN and press **#**.
3. Press **5** from the Main Menu to change your personal information.
4. Press **1** to record your name.
5. Press **1** to save the recording.

**Note:** If your name or title is changed in KASS, review your recordings on the IVR for accuracy.

**Call 1-866-KELLY-38 if you experience technical difficulties using KASS, or if you have forgotten your ID or PIN. This guide is a condensed version of the *KASS Employee Guide* on [kellyeducationalstaffing.com](http://kellyeducationalstaffing.com), intended for quick reference only.**

## SUBSTITUTE TEACHER EVALUATION FORM

Please fax or e-mail the completed form to the Kelly Services office at Fax Number and E-mail Address. Thank you for your cooperation and feedback.

<b>Substitute Teacher Name</b>	<b>Date</b>	
<b>Principal Name</b>	<b>School</b>	
<b>Full-Time Teacher Name</b>	<b>Grade/Subject</b>	
<b>Please rate the substitute teacher on the following items:</b>	<b>Yes</b>	<b>No</b>
Followed lesson plans?	<input type="checkbox"/>	<input type="checkbox"/>
Provided favorable learning situation?	<input type="checkbox"/>	<input type="checkbox"/>
Used acceptable methods of control?	<input type="checkbox"/>	<input type="checkbox"/>
Projected favorable attitude while teaching?	<input type="checkbox"/>	<input type="checkbox"/>
Left summary of work covered?	<input type="checkbox"/>	<input type="checkbox"/>
Left the room in an orderly condition?	<input type="checkbox"/>	<input type="checkbox"/>
Readily adapted to substitute teaching situation?	<input type="checkbox"/>	<input type="checkbox"/>
Received favorably by students?	<input type="checkbox"/>	<input type="checkbox"/>
Cooperated with school staff?	<input type="checkbox"/>	<input type="checkbox"/>
Arrived on time and observed school schedules?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Strengths:</b>		
<b>Weaknesses:</b>		
<b>Performance Summary:</b> <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory		
Recommended for continued substitute teacher employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Please answer the following questions regarding Kelly Services:</b>		
Did the Kelly office communicate thorough information to you regarding your needs for this substitute teacher?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the Kelly staff helpful and cooperative?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Additional Comments:</b>		