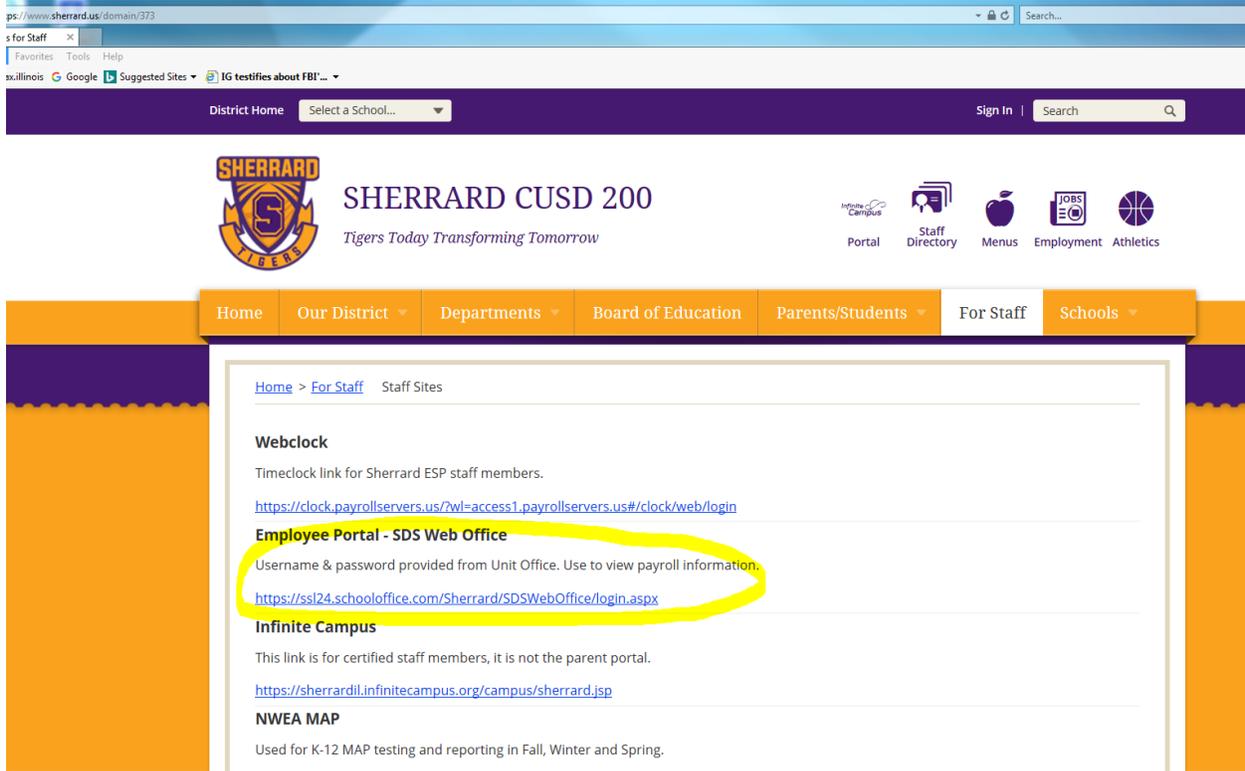


SDS System Online Time off Request

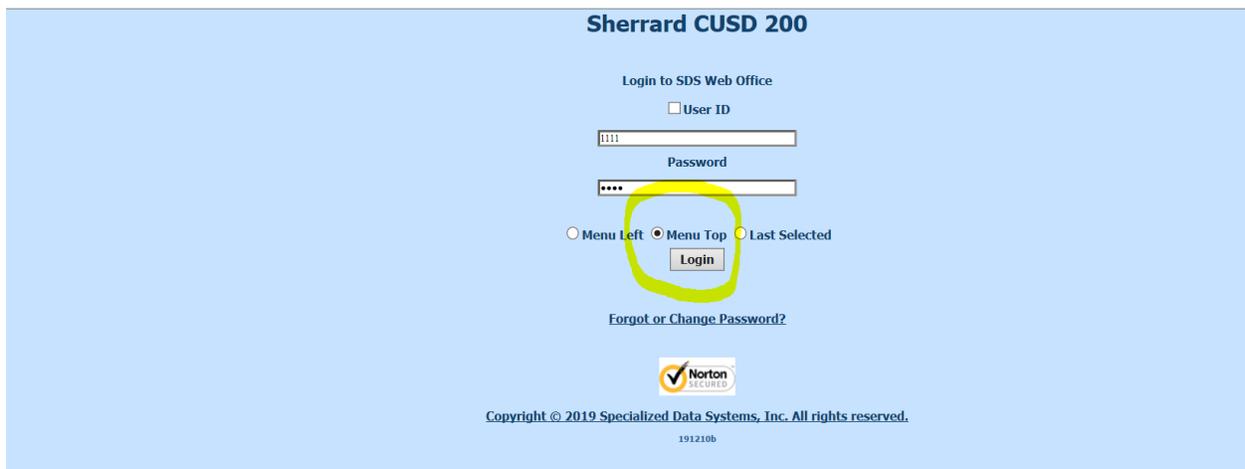
Access your employee portal by clicking the below link

<https://ssl24.schooloffice.com/Sherrard/SDSWebOffice/login.aspx> or through the school website. Go to www.sherrard.us click For Staff, then select the Employee Portal – SDS Web office Link:



The screenshot shows the Sherrard CUSD 200 website. The navigation menu includes Home, Our District, Departments, Board of Education, Parents/Students, For Staff, and Schools. The 'For Staff' menu is expanded, showing links for Webclock, Employee Portal - SDS Web Office, Infinite Campus, and NWEA MAP. The 'Employee Portal - SDS Web Office' link is highlighted in yellow, along with its description and URL: <https://ssl24.schooloffice.com/Sherrard/SDSWebOffice/login.aspx>.

This will then bring you to the SDS login screen:



The screenshot shows the SDS login screen for Sherrard CUSD 200. It includes a 'Login to SDS Web Office' section with a 'User ID' checkbox, a text input field for the User ID, a 'Password' label, and a password input field. Below the input fields are three radio buttons: 'Menu Left', 'Menu Top' (which is selected and highlighted in yellow), and 'Last Selected'. A 'Login' button is also highlighted in yellow. At the bottom, there is a 'Forgot or Change Password?' link, a Norton Secured logo, and a copyright notice: Copyright © 2019 Specialized Data Systems, Inc. All rights reserved. 191210b.

After entering your User ID and Password, make sure to select **Menu Top**, then Login. Once logged in, you will want to select the Request Center box.



Then this screen will show up were you enter the details of your time off request.

Request Center Remember last opened [Resources Online](#)

Request center for Adams, Lindsey M

Attendance and Leave

Attendance and Leave

1 Request Date(s)

Select Date From: **December 2019** | Select Date To: **December 2019** | Check Date(s) Requested: Tuesday 12/17/2019

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30	24	25	26	27	28	29	30
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31	1	2	3	4	29	30	31	1	2	3	4

2 Request a Category and Value to Record for Your Request

Categories	Duration Type	Value One Day	Total Value to Record
Select from List <input type="button" value="v"/>	Full <input type="button" value="v"/>	1 <input type="text"/>	1 <input type="text"/>

3 Request Description

4 Add a document to your request. (path and name)

Optional Description for your attachment

5 Record Request 12/17/2019 to 12/17/2019

New

6 Attendance and Leave Approval by Day Display All Attendance and Leave Requests

Delete?	Edit?	Request	Start Date	End Date	Detail Information	Approval Information and History	Attachment	Approval Status
*								

Summary Attendance Information | Detail Attendance Information

First select the day(s) you will be gone. You can select a date range.

Then select the type of time off you are requesting from the Categories Drop List.

Next, select the Duration Type (Full for full day off, Half for half day off, or Hours to take ¼ day off). If taking ¼ day off, select Hours then in the Value One Day Box type in 0.25.

You must enter something in the Request Description. The reason for the time off (i.e.

If you are taking time off for PD and have registration information for Becky, then you will scan the documents and attach them in #4. Becky will then look for an attachment which notifies her that she will need to register you for the workshop.

Then click the Green Plus Sign to record the request. That's it!

The time off request will then be routed to your respective building Principal for approval. Once he/she has approved, Becky Breiby also sees the requests so she is aware if she needs to request a substitute, and Mr. Boucher receives the request for his approval. You will receive an email indicating that your building Principal has approved or denied the request. Then after Mr. Boucher reviews and approves or denies, you will receive a final email indicating that the request was approved or not.

Deleting Requests

If you make a request for time off, but then no longer need the time off, you will want to delete the request. Log back in to the Request Center. Scroll down to see your leave requests. Next to the one you want to delete, click the box under the delete column, then click the black "X" above Delete. This will remove your time off request. If a sub would have been lined up for you, please contact Becky through phone or email to let her know to cancel the sub.

Sherrard CUSD 200 Adams, Lindsey M
Request Center Remember last opened [Resources Online](#)

12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8

2 Request a Category and Value to Record for Your Request

Categories: Duration Type: Value One Day: Total Value to Record:

3 Request Description

4 Add a document to your request. (path and name)

Optional Description for your attachment

5 Record Request 12/30/2019 to 12/30/2019

New Delete **2.**

6 Attendance and Leave Approval by Day Display All Attendance and Leave Requests

Delete?	Edit?	Request	Start Date	End Date	Detail Information	Approval Information and History	Attachment	Approval Status
<input checked="" type="checkbox"/>	Edit	Vacation	12/30/2019	12/30/2019	Vacation on 12/30/2019 post as 1 Day vacation	Needs to Approve: Lindsey Adams - LMA Needs to Approve: Breiby, Rebecca S. - 704 Needs to Approve: Boucher, Alan K - 1803 Entered by: Adams, Lindsey M - 1951 - Group:Unit Office	None	Submitted

If you have any questions, please let me know!