

SUBSTITUTE SYSTEM

In order to request a substitute, you must request a sick or personal day through Skyward. Please follow these steps to do so.

Step 1

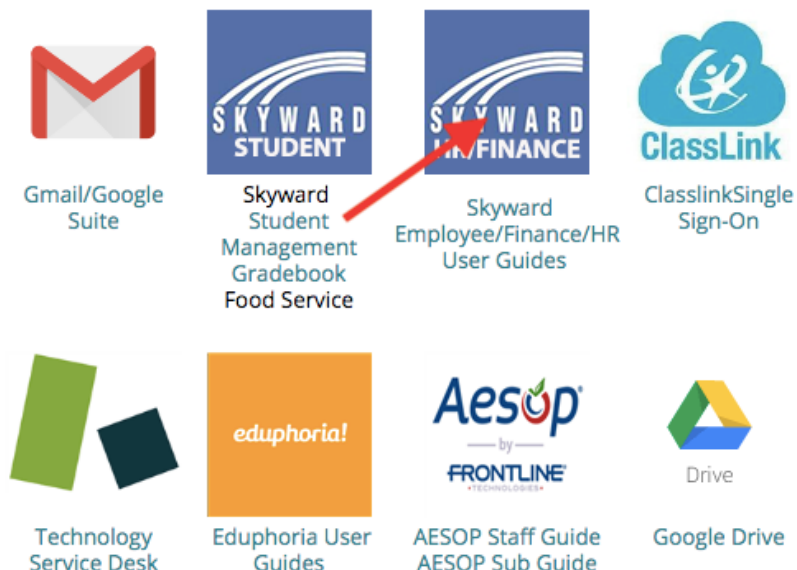
Go to the Districts website at georgetownisd.org and click on the link titled "Staff", which is located in the navigation bar at the top of the page.



Step 2

Click on the icon labeled "Skyward Employee/Finance/HR User Guides".

Frequently Used Employee Applications & User Guides



Step 3









Log in using your Georgetown ISD username and password.



The login screen features the Skyward logo at the top, followed by the text "Georgetown ISD" and "Georgetown ISD Finance | Human Resources | Online Employment Application". Below this is a login form with a "Login ID:" label and a blue-outlined text box, a "Password:" label and a white text box, and a "Sign In" button. A version number "05.19.02.00.02-11.7" is displayed in the bottom right of the form area. At the bottom of the page, there is a "Login Area:" label and a dropdown menu currently showing "All Areas".

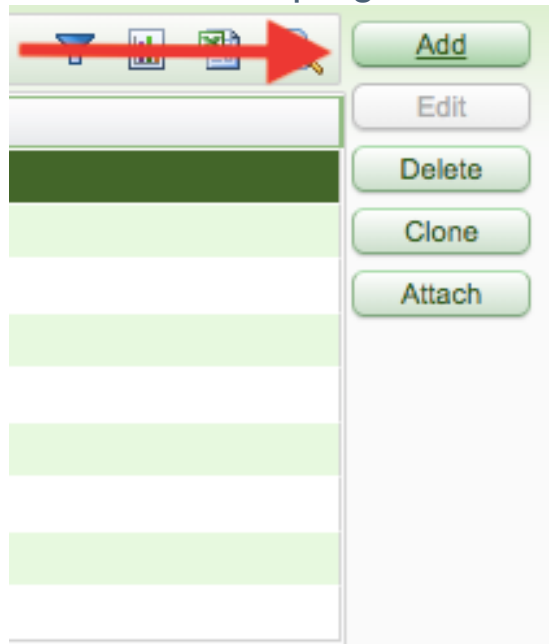
Step 4

Go to the green drop down menu at the top right hand corner of your screen titled, "Recent Programs". Click "My Requests".

Recent Programs		
	Employee Access Home	
	My Requests	
	My Status	
	Personal Information	
	Check History	
	Direct Deposit Information	

Step 5

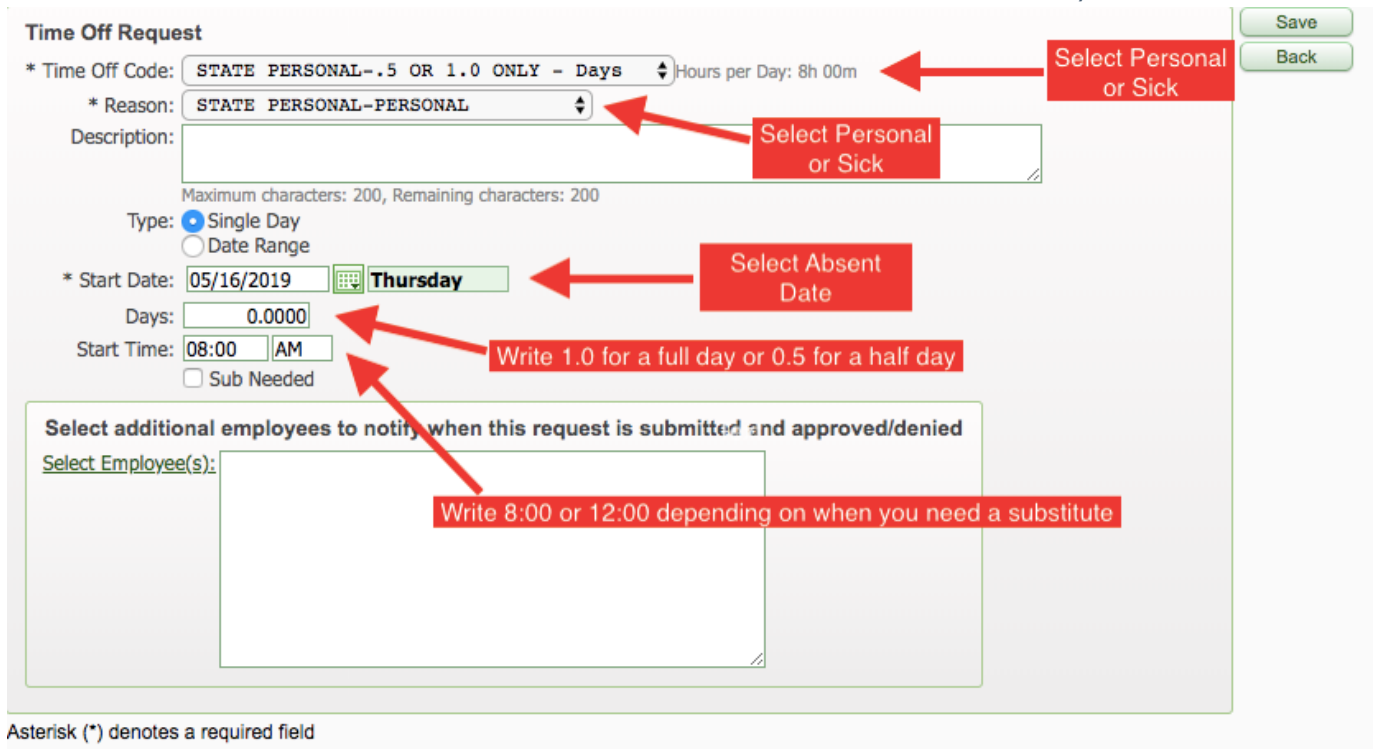
Click the icon labeled "Add" at the top right hand corner of your screen.



A toolbar with a row of icons: a funnel, a bar chart, a document with a checkmark, and a red arrow pointing right. Below the icons is a vertical list of five light green rectangular buttons labeled "Add", "Edit", "Delete", "Clone", and "Attach".

Step 6

Fill out the information for the criteria noted below. Then, click "Save".



Time Off Request

* Time Off Code: STATE PERSONAL-.5 OR 1.0 ONLY - Days Hours per Day: 8h 00m ← Select Personal or Sick

* Reason: STATE PERSONAL-PERSONAL ← Select Personal or Sick

Description: Maximum characters: 200, Remaining characters: 200

Type: ☒ Single Day ☐ Date Range

* Start Date: 05/16/2019 Thursday ← Select Absent Date

Days: 0.0000 ← Write 1.0 for a full day or 0.5 for a half day

Start Time: 08:00 AM ← Write 8:00 or 12:00 depending on when you need a substitute

☐ Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save Back

Asterisk (*) denotes a required field