Employee Experience User Guide

PowerSchool

Employee Experience User Guide

Agenda

1. Slide 3: Overview

2. Slides 4-6: Big Differences from your previous user experience

3. Slides 7-9: FAQs

Employee Experience User Guide

Your New Home Page

1 Employees can **easily find their upcoming and past absences**, and their status, right on their home page!

2 Employees will also have a **new and improved absence creation** flow that will be more streamlined and easier to use!

3 Employees can also enjoy a **more interactive and user-friendly calendar** to track and schedule their absences.

4 If an employee **needs to edit or cancel an absence,** they can select the absence and perform those actions while never leaving the home page!

5 Finally, all of the **settings, notifications, and features** employees enjoyed in the old interface will be on the new one!

Employee Experience User Guide

Three Big Differences

1 **Create Absence**

Create absence is now a multi-step form that comes out of the side of the page. Most of the functionality is the same, but here's a few things that have changed:

1. Instead of making you choose their locations and classifications, **we choose it for you**. It displays on the top of the form.
2. We also enable a **Complicated Schedule**. The complicated schedule allows users to set each day as different times, sub requirement, and remote requirement (right)
3. Since we are choosing the location and classification for them, there might be multiple for a particular absence. In that case, we will show them multiple forms. They can navigate via the **Skip and Next** forms:
   1. Skip - this skips the current form. We will not make an absence for that location/classification. We move the employee to the next location/classification.
   2. Next - this, in essence, creates an absence for that location/classification. We then move the employee to the next location/classification.
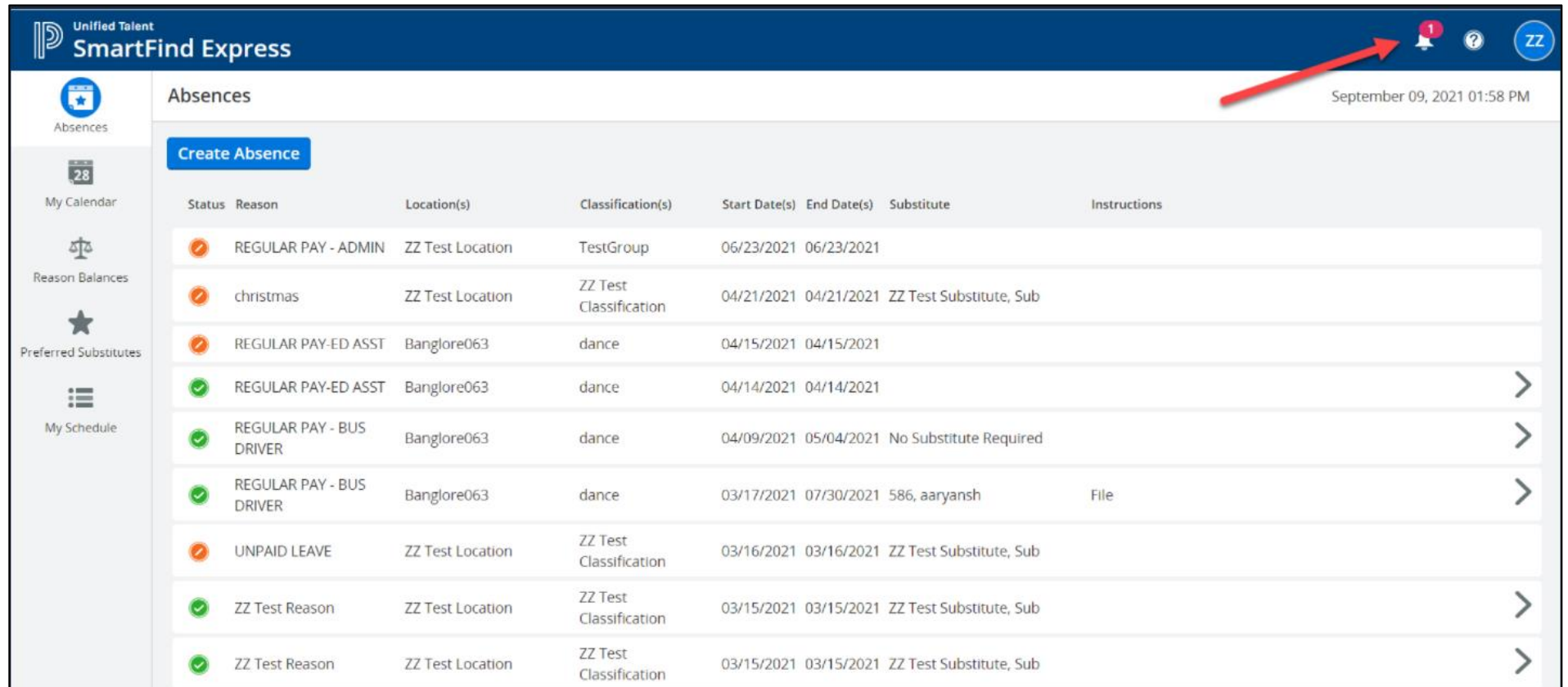

PowerSchool

Employee Experience User Guide

Three Big Differences

2 **Announcements**

Announcements are no longer on the home page. You can find your announcements by clicking the bell icon on the top right of the screen.

PowerSchool

Employee Experience User Guide

Three Big Differences

③ My Schedule

We have a new page - My Schedule! Here we show you your static (not editable) schedule.

Employee Experience User Guide

How do I view the details of my absence?

Steps:

1 From the Home Page, just click on the absence! The details will appear on the right side.
- You cannot see the details of cancelled absences.

2 From here, you can edit and/or cancel your absence, depending on your district's settings.

---

ind Express

Absences

Create Absence

Status	Reason	Location(s)	Classification(s)	Start Date(s)	End Date
⏱	02 Illness Sick	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	11/03/2021	11/03/20
✓	PD Day Teacher	Abraham Lincoln H.S.	PHYSICAL EDUCATION_Male	10/22/2021	10/22/20
⊘	COVID Employee	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/19/2021	10/22/20
✓	Jury Duty	Abraham Lincoln H.S.	PHYSICAL EDUCATION_Male	10/13/2021	10/13/20
✓	Jury Duty	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/13/2021	10/13/20
✓	Jury Duty	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/12/2021	10/12/20
⊘	COVID Family	Abraham Lincoln H.S.	English K-6	10/11/2021	10/11/20
⊘	COVID Family	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/11/2021	10/11/20
✓	PD Day Teacher	Abraham Lincoln H.S.	PHYSICAL EDUCATION_Male	10/08/2021	10/08/20
✓	Jury Duty	Abraham Lincoln H.S.	PHYSICAL EDUCATION_Male	10/06/2021	10/07/20
✓	Jury Duty	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/04/2021	10/06/20
⊘	PD Day Teacher	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/04/2021	10/04/20
⊘	02 Illness Sick	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	10/04/2021	10/06/20
⊘	PD Day Teachers	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	09/24/2021	09/24/20
⏱	02 Illness Sick	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	09/22/2021	09/23/20
✓	Sick Leave	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	09/15/2021	09/15/20
✓	Extra Help	Bessie Carmichael E.S.	PHYSICAL EDUCATION_Male	05/12/2020	05/12/20

Bessie Carmichael E.S. - PHYSICAL EDUCATION_Male ⊗

Job ID: 1035   ⏱ Pending

Reason: 02 Illness Sick   Approval Level: 0/2

Reason Assignment: You attest that the reason for absence is factual

Budget Code Add'l information required

111-1133

Schedule

Wednesday : 11/03/2021

Absence Schedule	**Substitute Schedule**
08:00 AM - 03:00 PM	08:00 AM - 03:00 PM

Instructions

Class Instructions

class instructions.

Custom Fields

Virtual (only):   N
COVID Symptoms: N
COVID Exposure: N

Cancel Absence   **Edit**

Employee Experience User Guide

How do I change my personal information and settings?

Steps:

1 From the Home Page, just click on your initials on the top right.

2 The page you land on will show you your personal information.

Personal Information

Personal Information

Employee

PowerSchool Employee

Email *Not Verified*

Password   Edit Password   PIN (Phone Password)   Edit PIN

•••••• ••••••

Address

Sadie1989@gmail.com

Identity Providers

Employee Experience User Guide

How do I find Help Documentation if I get lost?

Steps:

1. The (?) icon on the top right will lead you to "Online Help" (pictured to the right) – help documentation that is updated with every release and accessible from anywhere (no need to be logged in!).

PowerSchool