

Stafford Public Schools

IVEE Employee Web Portal – Instructions for Requesting Professional Days

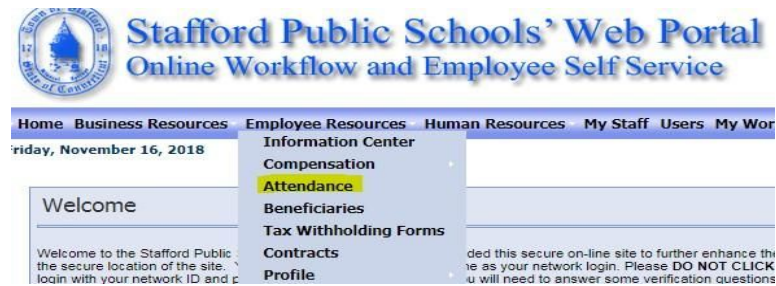
The Stafford Public Schools Web Portal can be accessed from any device through the link available on the district website (www.stafford.k12.ct.us), under “Notifications”>”Faculty and Staff”>”Links”>”IVEE Stafford Employee Web Portal”.

Requesting Professional Days for workshops/seminars:

- Login using the same user name and password that you use when you first access the district computer system each day
- Click on the “Employee Resource” tab in the blue bar



- Click on “Attendance” tab in the blue bar next



- Click on “Request Time Off”

Actions ▾ Plan Summary

	Leave Plan	Beg.	Earned	Used	Adj.	Avail.	Pending Ap
🔍	Professional	0.0000	0.0000	0.0000	0.0000	0.0000	
🔍	Sick Leave - Non-Certified 12 Month	150.0000	15.0000	0.7500	-2.0000	162.2500	
🔍	Personal Leave - Non-Certified 12 Month	0.0000	5.0000	1.5000	0.0000	3.5000	
🔍	Vacation - Non-Certified	0.0000	20.0000	4.0000	0.0000	16.0000	
🔍	Vacation Carry-over 2 month	10.0000	0.0000	10.0000	0.0000	0.0000	
🔍	Other	0.0000	0.0000	0.0000	0.0000	0.0000	

[Request Time Off](#)

- Click on the day you wish to take next

Actions ▾ Request Time Off

Select Dates | Select Type | Partial Day Requests | Additio

November 2018						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Next Cancel

- Click on professional

Actions ▾ Request Time Off

Select Dates | Select Type | Partial Day Requests | Additional Information

Description	Available	Pending Approval	Future Scheduled	Projected Available
<input type="radio"/> Professional	0	0	0	0
<input type="radio"/> Personal Leave - Non-Certified 12 Month	3.5	0	0	3.5
<input type="radio"/> Vacation - Non-Certified	16	0	0	16
<input type="radio"/> Vacation Carry-over 2 month	0	0	0	0
<input type="radio"/> Other	0	0	0	0

Back Next Cancel

- If you are taking a partial day (Admin. & Certified Staff can only request a ½ day or a whole day) (Non-Certified and Non-Affiliated Staff can request in ¼ day increments). Make sure to put .50 for a half day in the box and adjust the from and to days to reflect the time requested.

Actions ▾ Request Time Off

Select Dates | Select Type | Partial Day Requests | Additional Information

11/21/18 Days From: 8:00 AM To: 4:00 PM

Please note that hour selection is for informational purposes only and will not affect the actual leave units requested.

Back Next Cancel

- Complete reason then submit request

Actions ▾ Request Time Off

Select Dates | Select Type | Partial Day Requests | Additional Information

Leave Type Personal Leave - Non-Certified 12 Month

Days Requested 11/21

Total Time Requested 1 Days

Reason:

Specific Use:

Note:

Time Off Approver: Moccio, Steven A. Back Submit Request Cancel