

WCCUSD eSchool Admin FAQ

1. Why don't I see any approvals pending for my staff?

If an admin creates absences in eSchool, it is automatically approved.

2. How can I find who approved an absence for my staff?

A. To see who approved an absence in eSchool, complete the following:

Go to Administrator tab, scroll to Job Inquiry and enter the job number. Or search employee in general inquiry, choose absences from employee pull down, and select job number.

You open the job and click the approved option and it will list all the steps as well as who approved the job.

3. Why do I see staff that do not report to me?

A. eSchool workflow relies on Munis locations and if staff are assigned to a general location but report to someone else, they will not show up in the system.

5. What absence types require my approval?

A.

6. What the difference is between approved and verified?

A. Difference in Approval vs Verified:

- Approvals is the workflow for a request that requires approval from above
- Verification is process of location Administratorsto perform the action of setting a "Finished"job to Verified status. Only jobs that are finished can be set as Verified. Example:

Job entered today for ~~one~~ week, reason for job requires approval status=Approval pending/Open. Tomorrow morning the job gets approved status=Active/Open Tomorrow night the job gets filled: status=Active/IVR assigned The date/time for the job occurs status=Finished/IVR assigned. Now it can be verified Location Admin sets the job to Verified status= Verified/IVR assigned. Now the job export will pick up this record for payroll.

How do I verify jobs for payroll?

8. Do subs submit timecards for any jobs they work?
 - A. Subs only get paid by picking up jobs in eSchool. Timesheets will not be accepted for subs.

9. Do staff complete absence sheets in addition to entering abscess in eSchool?
 - A. eSchool reports all absences to Munis for payroll. There is no need to submit paper absences sheets.