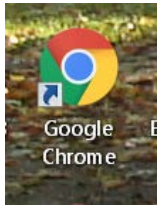


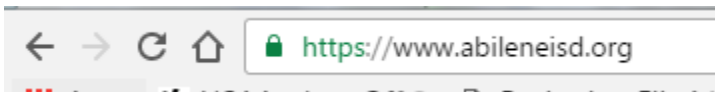
To use TEAMS **Step 1 through Step 6 will be the same.**

Step 1 Turn on/log on to a computer, and find Google Chrome

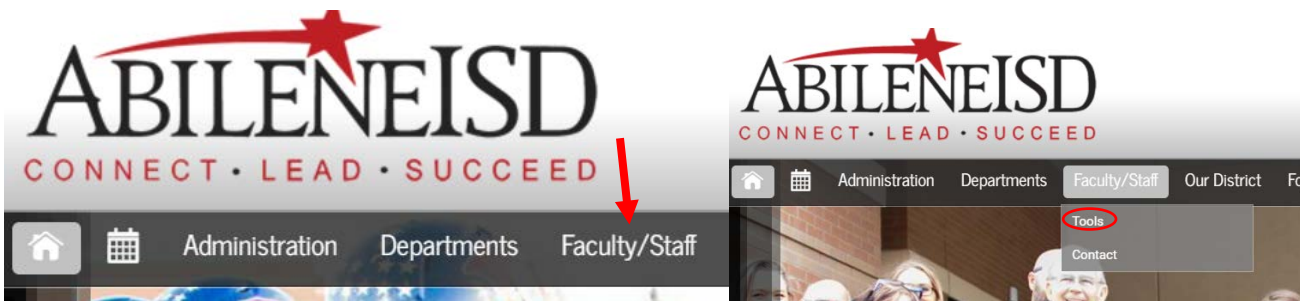


Click on Google Chrome

Step 2 Type www.abileneisd.org in the address line at the top of the page Then click enter



Step 3 Point your mouse to Faculty/Staff and click on Tools



Step 4 On this page you have to scroll down to STAFF TEAMS and click on it



Step 5 On this page you will see a video of Dr. Young, and to the right of that is a link **TEAMS Employee Service Center**

Information



Click on it

PROLOGIC TEAMS LOGINS

TEAMS SIS

<https://teams.abileneisd.org/>

TEAMS Employee Service Center

<https://teams.abileneisd.org/servicecenter>

Step 6 On this page type your username (firstname.lastname) in the UserID box and your password below it and click on the "Sign On" button

Please log in with your TEAMS user ID and password.

Login

User ID: *

Password:

Sign On **Forgot Password** **Forgot User ID**

Need an Account? [Register](#)

How to request an Absence in TEAMS (Non-Duty/Flex, Illness, or Personal Business)

Step 7 To request time off click **My Absence Reporting**

Information Service Center Homepage

My Service Center Home

My Personal Information

My Leave Balances

My Absence Reporting

My Time Cards

My Employment Records


My Pay Information

My Payroll Information

My Documents

LogOff

Welcome



Employee Service Center

Step 8 You are now on a page with a small calendar, and a large calendar showing the current month. Click on "Work day" on the day you want off. You can change the month by clicking on the > in the small calendar, and to change the year you click in the small calendar on the >>

Employee Absence Details Favored Substitutes

226A

Click a date to report an absence.

Calendar

October, 2016

« < Today > »

Wk Sun Mon Tue Wed Thu Fri Sat

39 1

40 2 3 4 5 6 7 8

41 9 10 11 12 13 14 15

42 16 17 18 19 20 21 22

43 23 24 25 26 27 28 29

44 30 31

Select date

Mon, Oct 24, 2016				
Sunday	Monday	Tuesday	Wednesday	Thursday
2	3	4	5	6
Non Working Day	Work Day	Work Day	Work Day	Not Available 4 hrs 00 min Employee I (Approved)
9	10	11	12	13
Non Working Day	Work Day	Work Day	Not Available 8 hrs 00 min Non-Duty/Flex (Approved)	Work Day
16	17	18	19	20

Step 9 Once you click on “Work Day” the following screen will appear.

Employee Absence Details Favored Substitutes

Absence Detail

Start of Absence: 11-14-2016

End of Absence:

Reason: *

Hours: 08:00

Substitute Details.

No Substitute Required

Submit Clear Attachment Count:0

If you are only going to take one day off you type the same day in the “End of Absence” box as you have in the “Start of Absence” box. If you want more days off in a row then type in the date of your last day off. (As an example if you want Monday through Wednesday off you type “11-14-2016” in the “Start of absence” box, and “11-16-2016” in the “End of Absence” box.)

Step 10 Now you have to pick what type of absence

Employee Absence Details Favored Substitutes

Absence Detail

Start of Absence: 11-14-2016

End of Absence: 11-14-2016

Reason: *

Hours:

Substitute Non-Duty/Flex

No Substitute

Submit Clear Attachment Count:0

Step 11 Now you have to pick a path for your leave. By choosing a path in the box you will see the order your time/day will be deducted from your leave balance. You can view the different paths by clicking on each one. Once you have selected the path you want, then click on “Hours”

Employee Absence Details Favored Substitutes

Absence Detail

Start of Absence: 11-14-2016

End of Absence: 11-14-2016

Reason: * Non-Duty/Flex

Path: *

Hours:

Substitute Non-Duty/Flex 2

No Substitute

Submit Clear Attachment Count:0

Step 12 Adjust the number of hours you will be off for the absence and click “Submit”

Employee Absence

Details

Favored Substitutes

Absence Detail

Start of
Absence:

11-14-2016

End of
Absence:

11-14-2016

Reason: *

Non-Duty/Flex

Path: *

Non-Duty/Flex 2

Flex Day,Compensatory Leave,State Personal,Dock

Hours:

08:00

Substitute Details.

No Substitute Required

Submit

Clear

Attachment

Count:0