

ERMA – EMPLOYEE ACCESS INSTRUCTIONS

Go to school website: <http://www.waupaca.k12.wi.us/>

Click on STAFF RESOURCES

Click on ERMA (employee access)

At the Skyward Login type in your login and password – click SIGN IN

You will now be on the ERMA dashboard and should have 3 tabs at the top: Home, Timeoff and Expense Reimbursement. If you also have access to purchase orders you will see the drop down arrow next to the HOME tab. You can flip back and forth between the two programs.

EMPLOYEE INFORMATION TAB:

This provides access to basic employee demographic information. Anything that is grayed out can't be changed – if changes are needed – contact the District Office – 258-4121. You will be able to view and/or print W2 information, check stubs, check estimations, etc.

You can view time off, expense reimbursement here but can't submit from this area.

Calendar – you can view your calendar and set your calendar preferences in this area.

TIME OFF TAB:

This has two sections: My Status – (this area is misleading – only reference the remaining, approved and available columns.

My Request – this is where you go to complete a request for time off and view all of your requests.

Click on ADD

Select Time Off Code (ie: sick, emergency, conf, etc.) – you can use drop down arrow to see options

TYPES OF LEAVE – DEFINITIONS/EXPLANATIONS

MEDICAL LEAVE - (Sick Leave) – Available for situations when the employee is unable to conduct his/her duties due to physical or mental illness or medical appointments. Employees may be required to furnish certification of fitness to return to work or evidence of the fact of illness after any illness, whether for any day or days or any portion thereof, when requested by the Board of Education or its designee, or to likewise furnish an affidavit as to the facts of any illness.

VACATION LEAVE – For year-round staff only.

EMERGENCY LEAVE – Available in situations such as family illness or injury; funerals; the birth of a child; court appearances for self, spouse, or child; medical specialist referrals; impassable roads; catastrophes involving the personal property of self or immediate family or spouse, children, parents, brothers, or sisters.

FUNERAL LEAVE – Available to attend the funeral of a person having direct impact on the employee or the funeral of a member of the employee's immediate family

JURY DUTY LEAVE – Available when the employee is called to serve on a jury. (Board Policy)

PERSONAL LEAVE – 1 day per year – available to deal with matters of personal concern. Personal leave shall not be used to extend holidays or vacations. **MUST BE REQUESTED AT LEAST THREE (3) DAYS IN ADVANCE**

2ND PERSONAL LEAVE (TEACHERS ONLY)– 1 day per year – available to deal with matters of personal concern. Personal leave shall not be used to extend holidays or vacations. **Salary deduction @ \$80/day. Must be taken in full or half day increments. MUST BE REQUESTED AT LEAST THREE (3) DAYS IN ADVANCE** (Contracts, Handbooks)

SALARY DEDUCTION – Requests for salary deduction should be made in advance of the day(s) the employee desires to be gone. Amount of time allowed varies by contract.

CONFERENCE/WORKSHOP LEAVE – Conference attendance is limited to five (5) working days per year except in extenuating circumstances.

FIELD TRIP – This only needs to be filed if the field trip will result in a substitute being employed while the employee is supervising the field trip. Only the employee in charge of the field trip should check this. If you are acting as a chaperone – this is not the appropriate type of leave. This should also be checked for coaches leaving to coach their team.

IN SCHOOL MEETING – Use this type of leave for IEP meetings, curriculum meetings, etc.

Select Reason – use drop down arrow to see options and add basic description

Indicate if single or date range absence (defaults to single absence)

Insert date(s)

Enter number of hours you will be gone

Enter the start time of your absence (if you are gone all day – leave alone) defaults to 7:30 can be changed.

Click Save

You will be notified via Email if your request is approved or denied.

EXPENSE REIMBURSEMENT TAB:

This has two sections: **Activity** will show what you have already done and the second is **Submit Request** – this is where you go to request reimbursement

Click Add

Put in date or date range (Date or Date Range must match the dates of expense)

Put in brief description of purpose

Click Save – this will take you to the area where you insert your details (similar to PO's)

Click down arrow for type of reimbursement

The information to input will depend on the type of expense.

(ie: Mileage you will need to input date and mileage, meal expense you will need to put in the number of meals and the amount – you will need to input each meal separately and attach receipts.)

Enter a description of why expense was incurred

Enter the account number (can be done by click in Account or just typing it in if you know it)

Save

NOTE: **EXPENSE LIMITATIONS** – The following limitations have been determined for reimbursement of meals when applied to an open menu: Breakfast - \$7.00; Lunch - \$12.00; Dinner - \$17.00. Mileage will be paid at the I.R.S. allowable rate. Receipts must be itemized.

TRAVEL AND LODGING LIMITATIONS – All travel outside the district must have prior approval of the District Office. A minimum distance of 50 miles, except under extenuating circumstances and discussion with the District Administrator, will be required for lodging reimbursement.

If you are going to have to attach receipts – they will need to be scanned in and then attached to the request.