

On-Line Leave instructions

Business Office
Newmarket School District



Summary

Instructions on how to request Leave on the Employee Access Portal

Instructions

How to login to Employee Self Service

<https://sau31newmarketnh.tylerportico.com/tesp/employee-selfservice/>

(Please bookmark this site for your convenience)

Begin by entering your full Newmarket email address.

You will be taken to the “Sign in with Google” prompt. Please enter your Newmarket Google username (e.g., last name, first initial).

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If it is your *first time* logging in you will be prompted for additional information (date of birth, last four digits of your Social Security number, etc.) to confirm your identity. You will then be logged in to the *Employee Access* site. If you run into any trouble logging in, please submit a [Help Desk](#) request and we will gladly assist you

Select "**My Time**" from the menu at the left side of screen

The screenshot shows the Employee Access dashboard. The left sidebar menu is highlighted with a yellow box, and 'My time' is selected. A hand-drawn arrow points to the 'My time' option. The main content area shows a 'Welcome back' message, a large red 'N' logo, and several widgets: 'Latest paycheck' (07/07/2023), 'Upcoming time off' (10 days, 08/18/2023 - 08/18/2023), 'Profile', 'Announcements', and 'Resources'.

Click **Time off Requests**.

The close-up shows the left sidebar menu. The 'My time' option is highlighted in yellow, and a yellow box labeled 'Time off requests' is positioned below it.

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Select the “**Type**” of leave you are requesting from the dropdown menu (sick, personal, etc.) then choose your leave date(s) by clicking on the specific date(s) for which you wish to request leave, making sure you have available days in that leave category. Use the arrows (highlighted below) to scroll to a different month.

Note: If you are requesting unpaid leave (leave of absence); or leave on a day directly before or after a vacation or holiday, you are unable to make your request through the leave portal until prior approval from the Superintendent. Please see separate section of instructions below for how to make these special requests

Request time off

Type
ADMIN SICK

Specific use

< July 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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	31					

Time off requests

Type	Available
FLOATING HOLIDAY days	0.00 as of 07/01/2012
OTHER- JURY DUTY days	0.00 as of 07/01/2012
OTHER-BEREAVEMENT days	0.00 as of 07/01/2012
SUPPORT STAFF PERSONAL days	0.00 as of 07/01/2012
SUPPORT STAFF PROFESSIONAL DAY days	0.00 as of 07/01/2012
SUPPORT STAFF VACATION days	0.00 as of 07/01/2012
SUPPORT STAFF YEAR ROUND SICK days	0.00 as of 07/01/2012

Choose the type of leave you wish to request and select the dates(s), (if you want to pick a half of day, please click the pencil, change the amount to .50 and put in the time frame you will be out, click “**Save**”) then click “**Submit**”

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Request time off

Type: **SUPPORT STA...** Specific use: **Specific use** Current request: **+**

Thu 07/06/2023
SUPPORT STAFF PERSONAL • 1 day **✎**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				6		1
2	3	4	5	7	8	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Clear request **Submit**

When your leave has been approved by your supervisor you will receive an email that looks similar the one below.

<noreply@schoolerppro.tylerapp.com>
Date: Fri, Jun 30, 2023 at 7:00 AM
Subject: Leave Has Been Approved by Supervisor
To: <reillyd@newmarket.k12.nh.us>

Your leave request for ADMIN VACATION 24 - from Jul 6 2023 8:00AM to Jul 6 2023 4:00PM for 1 Days has been approved by your supervisor.

If you run into any issues processing your leave request or have questions about your leave plans please reach out to Teresa Marvin at marvint@newmarket.k12.nh.us or via phone at 603-292-7983.

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Requesting Leave on a day directly before or after a scheduled Vacation or Holiday:

Per district policy, the Superintendent must approve any days of leave that fall directly before or after a scheduled school vacation or holiday. These requests must be submitted differently than typical requests for leave because they require a different level of approval.

1. Go to **My Tasks** on the Leave Menu.
2. Click Forms
3. Pick Leave Day Taken before a Break or Holiday Form
4. Fill out information - Date(s) Requested, Reason for Request and Leave Type
5. Click Submit – bottom right corner

← Leave Day Taken Before a Break or Holiday

Form

Per district policy, all requests for personal leave directly before or after a holiday or a school vacation require Superintendent approval prior to the date of absence. This includes personal absences on the first or last day of the school year.

Please use this form to request a personal day of leave immediately preceding or immediately following a scheduled holiday or school break. This form should only be completed AFTER you have submitted leave on the employee portal and only AFTER you have obtained approval from your direct Supervisor for the requested leave.

NOTE: Please do not request unpaid leave using this form. Please use Request for Unpaid Leave form instead.

Date Requested*

08/04/2023



Reason for Request of Leave before/after break or holiday.*

Leave Type*



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Requesting Unpaid Leave or a Leave of Absence:

Per district policy, the School Board must approve any periods of unpaid leave and/or leave of absence periods. This includes, but is not limited to: additional maternity leave beyond period of disability, leave taken by an employee after they have exhausted all sources of paid leave, unpaid child rearing leave, sabbatical, etc. These requests must be submitted differently than typical requests for leave because they require a different level of approval.

1. Go to **My Tasks** on the Leave Menu.
2. Click Forms
3. Pick Unpaid Leave Request Form
4. Fill out information – Start Date, End Date and Reason for Request for Unpaid Leave
5. Click Submit – bottom right corner

← Unpaid Leave Request Form

Form

Per district practice, all requests for unpaid leave require approval of the School Board. This includes, but is not limited to: unpaid leave taken after available leave has been exhausted, unpaid child rearing leave, unpaid FMLA leave, leave of absence, sabbatical, etc. Please submit this form to the Superintendent for approval of unpaid leave.

If you are requesting only one day of unpaid leave, please enter the same date in the Start Date and End Date fields.

Please do not submit any requests for unpaid leave until you have received approval to do so from your direct supervisor. Please check box below indicating you certify that you have already received this approval from your direct Supervisor. Please be aware that Supervisor approval is conditional upon final approval of the School Board and Superintendent.

Start Date*

08/04/2023



End Date*

08/04/2023



Reason for request for unpaid leave.*