# Reporting Absences Using Employee Service Center

All employees (teachers, paraprofessional, secretaries, school nutrition, administration, custodians, maintenance and more) must enter his/her own absence into the ESC.

To enter your absence in Employee Service Center:

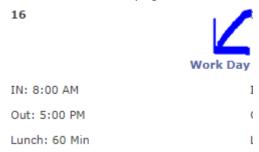1. Go to Killeen ISD, Staff and Employee Service Center (ESC).



2. Log in using your username and password (same as computer/email login).
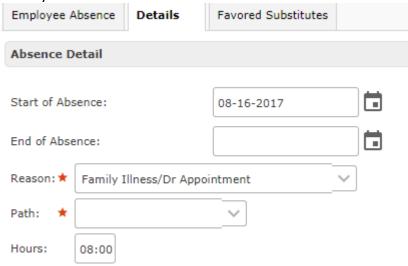


3. Select "My Absence Reporting"

4. Select the date of your absence by clicking on "work day" and this will take you to the absence detail page.

16

Work Day

IN: 8:00 AM

Out: 5:00 PM

Lunch: 60 Min

5. Enter your start and end date of the absence.

| Employee Absence | Details | Favored Substitutes |
| --- | --- | --- |

**Absence Detail**

Start of Absence: 08-16-2017

End of Absence:

Reason: ★ Family Illness/Dr Appointment

Path: ★

Hours: 08:00

6. Enter the reason for the absence and the path.
7. Enter the number of hours you will be absent. (Exempt employees can only enter half (4) or whole (8) days. Non-exempt can enter absences in 1 hour increments.)
8. Click "Submit" if your position doesn't require a Substitute.

**Substitute Needed**
9. If a substitute is required click "yes."
10. Enter Start time and end time.
11. Click "YES" for pre-arranged only if you have confirmed with the substitute.
12. Click "YES" to always notify the substitute if prearranged.
13. Click "NO" to accept job for substitute (never accept a job for a substitute).