

# 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).

The image shows the login interface for the TEAMS BY PROLOGIC system. At the top left is the logo, which consists of a stylized globe icon and the text "TEAMS BY PROLOGIC". Below the logo, the text reads "Welcome to the Killeen Independent School District Employee Service Center". A prompt says "Please log in with your TEAMS user ID and password." There are two input fields: one for the user ID (with a small person icon) and one for the password. A green "Sign On" button is positioned below the fields. At the bottom, there are links for "Forgot Password | Forgot User ID" and "Need an Account? Register".

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.

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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:  

End of Absence:  

Reason: ★  ▼

Path: ★  ▼

Hours:

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).