Calendar View in ERMA

- From the main Staff Portal click on Quick Links
- Click on ERMA
- Enter your Login ID and Password
- On the next screen click on Employee Information from the top bar - next click on Calendar
- Click on the Calendar Options to specify what you want to display on the calendar
- Options suggested are:
  - Display Calendar Events
  - Display My Time Off Entries
  - Display Selected Employee Management calendar
  - Supervisors can Display the Time Off of Employees they oversee to know what holidays they qualify for
- Here you will be able to see the holidays and early out dates - clicking on the note will tell you if it is a paid holiday or not
- There is also a legend on the bottom of the calendar for reference
- The calendar is created at the beginning of the school year and MAY be updated during the middle of the year ex. emergency days

School Links

Quick Links

Skyward Gradebook

ERMA

GENESEO CUSD #228

SKYWARD

Home | Employee Information | Time Off | FastTrack Open Positions

▼ Employee Information

Personal Information
Calendar
Modify HR Calendar Events
Online Forms

◀ ■ ▶ Calendar ☆

Calendar Information Currently Being Displayed   Calendar Options   Print Calendar

Set Calendar Display Options

Calendar Display Options

- ☑ Display Calendar Events
- ☐ Display Calendar Events Details Below Calendar
- ☑ Display My Time Off Entries
- ☐ Display My Employees Time Off
  - ⦿ Only Employees That Report Directly to Me
  - ○ All Employees Under Me
- ☐ Display Time Off of Employees I Oversee
- ☐ Display Time Off Names using Last Name/First Initial instead of default First Name/Last Initial
- ☑ Display Selected Employee Management Calendar
  - ☐ Display Employee Management Calendar Details Below Calendar
  - AC – 2015–16

Calendar Description (Position / Assignment / Building)

Save
Back

March 2016

<<<   **March 2016**   >>>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Q3(8:00)	5
6	7	8	9	10	11	12
13	14	15	16	17	18 HE(8:00)	19
20	21 NIA (0:00)	22 NIA(0:00)	23 NIA(0:00)	24 NIA(0:00)	25 HOLIDAY(8:00*)	26
27 EASTER(0:00)	28 TI DAY4(8:00)	29	30	31		

EM Calendar Item
Active Hours: **0:00**
Note: **NIA**
Memo: **EASTER BREAK**
Holiday: **No**

EM Calendar Item
Active Hours: **8:00**
Note: **HOLIDAY**
Memo: **EASTER BREAK**
Holiday: **Yes**

EM Calendar Legend: ☐ - Scheduled Day   ☐ - Non Scheduled Day   ☐ - Day Not Included in Calendar