

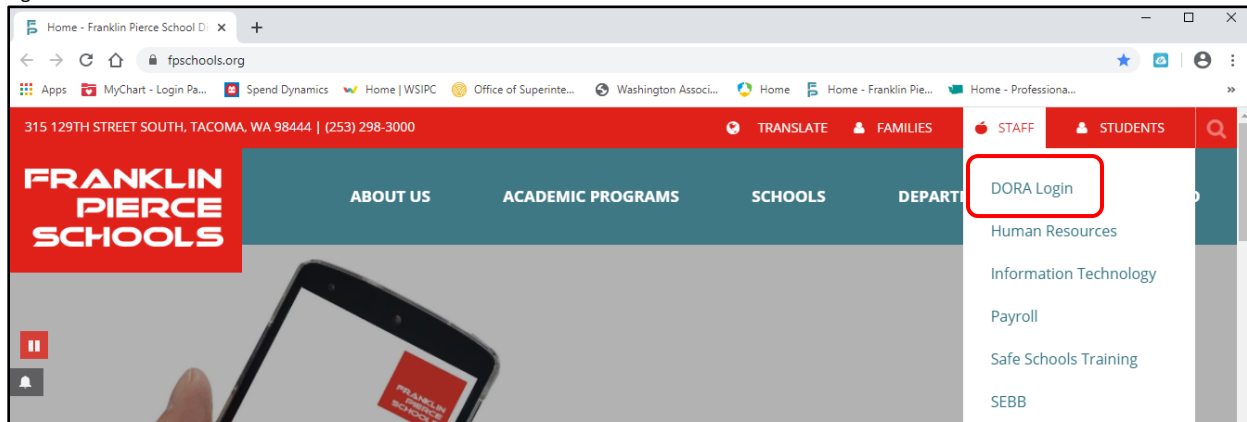
# Employee Access

## View Time-Off Status

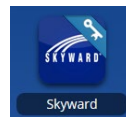
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1. Log into Skyward - Employee Access
  - a. Select DORA Login from the district's website [www.fpschools.org](http://www.fpschools.org) (Figure 1) **OR** select the DORA icon on your desktop.

Figure 1



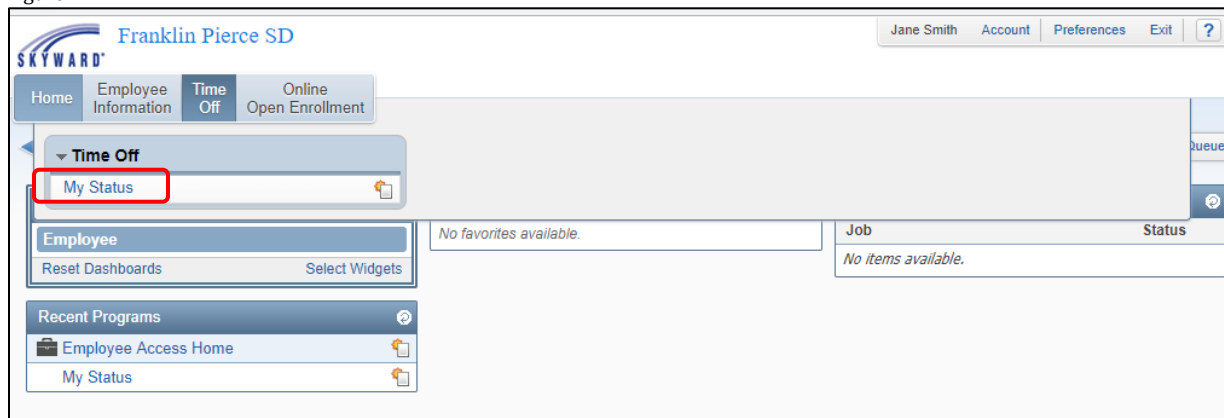
- b. Select the Skyward App.



- c. Enter Login ID and Password when prompted.

2. Select My Status under the Time-Off tab. (Figure 2)

Figure 2



### 3. Review Available Time-Off. (Figure 3)

Figure 3

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Av
▶ SICK LEAVE		8h 00m		8h 00m			8h 00m				
▶ VACATION		8h 00m		8h 00m			8h 00m				

## Entering Time-Off

### 1. Select My Requests under the Time-Off tab. (Figure 4)

Figure 4



### 2. To enter time off, click Add on right side of screen.

### 3. Fill in the screen based on the type of Time Off you are entering. (Figure 5)

- Time Off Code (select from drop-down)
- Reason (select from drop-down)
- Description will automatically fill in or you can edit
- Type (Single Day or Date Range)
- Start Date
- End Date (For Date Range only)
- Hours (For Single Day entry only)
- Start Time

NOTE: If you wish for others besides your immediate supervisor to know that you are requesting time off, then click on the Select Employee(s) and search by last name.

Figure 5

**Add**

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
JURY DUTY							
PERSONAL LEAVE							
SICK LEAVE							
VACATION							

**Time Off Request**

\* Time Off Code: SICK LEAVE - Hours Hours per Day: 8h 00m

\* Reason: SICK LEAVE [Detail...](#)

Description: SICK LEAVE  
Maximum characters: 200, Remaining characters: 200

Type:  Single Day  Date Range

\* Start Date: 09/01/2018 **Saturday**

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

[Save](#)  
[Back](#)

Asterisk (\*) denotes a required field

4. Click Save.
  - a. An email will be sent to your immediate supervisor for approval.