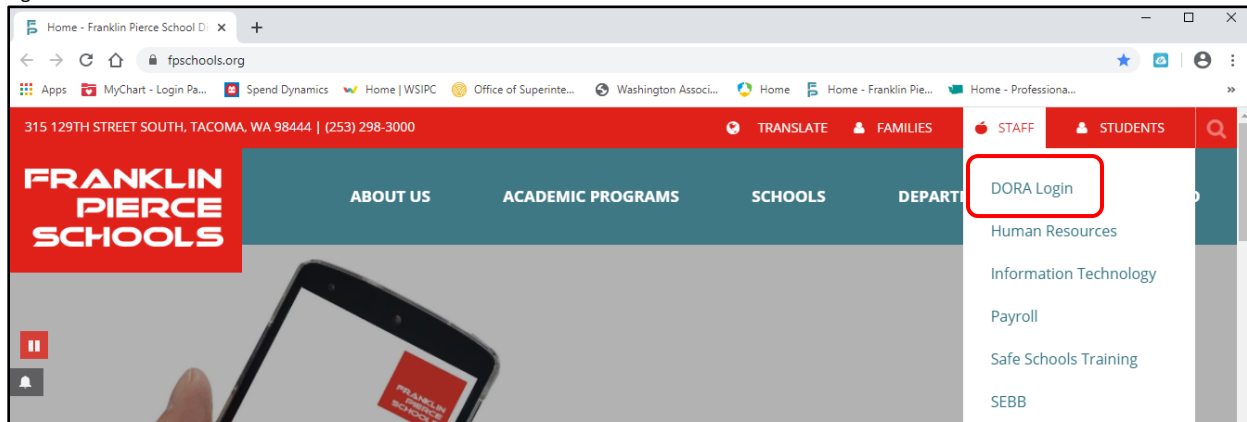# Employee Access

View Time-Off Status
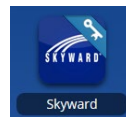
1. Log into Skyward - Employee Access

    a. Select DORA Login from the district's website www.fpschools.org (Figure 1) **OR** select the DORA icon on your desktop.
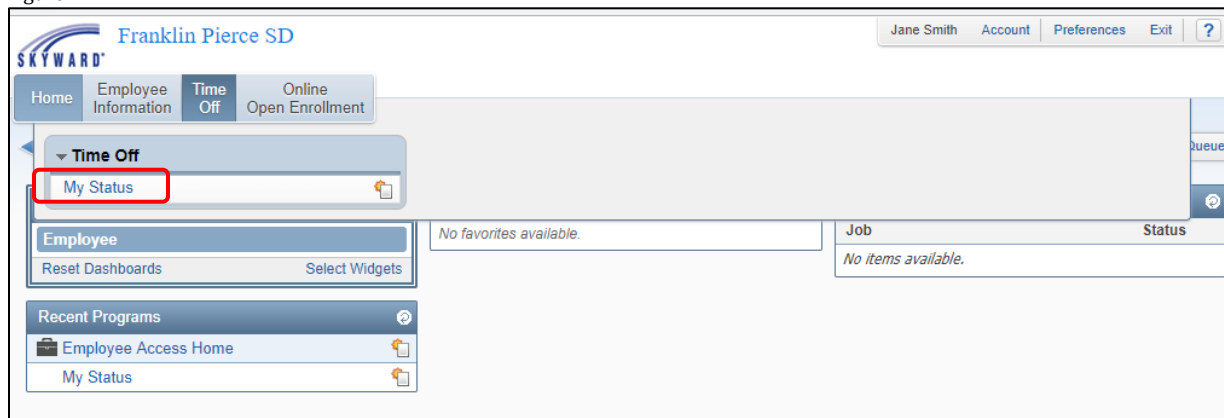
Figure 1

    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

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)
    a. Time Off Code (select from drop-down)
    b. Reason (select from drop-down)
    c. Description will automatically fill in or you can edit
    d. Type (Single Day or Date Range)
    e. Start Date
    f. End Date (For Date Range only)
    g. Hours (For Single Day entry only)
    h. 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

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