
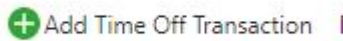


Entering Time Off

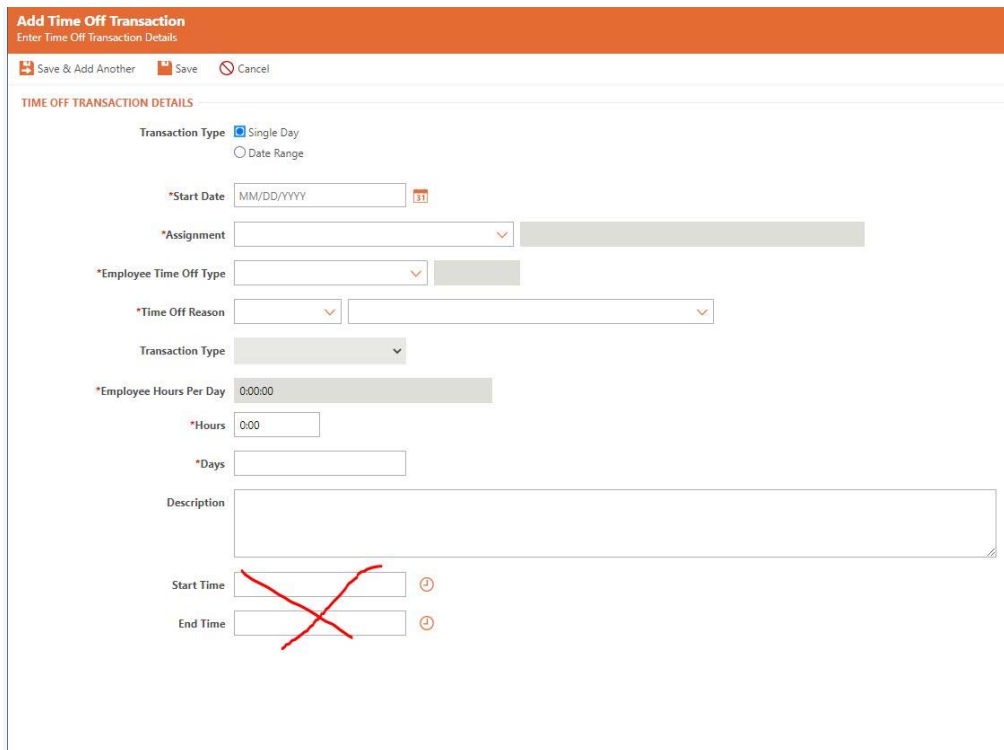
1. Select  > Employee Access > Time Off.

2. Select .

3. Click Add Time Off Transaction near the top right of the screen.



4. Complete the appropriate fields.





Required fields are identified with an asterisk. You must complete required fields before you can save your work.


















5. Select the appropriate radio button to indicate whether the transaction is for a Single Day or Date Range.

If you select Single Day, then you will have one transaction for that day.

If you select Date Range, the system will create a transaction for each work day in that date range for the specified number of hours per day according to the assignment schedule.

- The Assignment will auto-fill unless you have more than one assignment. Select the correct assignment for which you wish to add a time off transaction or click the  icon to choose from the drop-down list, if appropriate.
- Verify the Supervisor is correct. The 'supervisor' is usually the building/program head secretary, not your actual supervisor.
- Enter the Employee **Time Off Type** or click the  icon to choose from the drop-down list.


Time Off Type List

| TIME OFF TYPES | |
|---|--|
| <input type="text" value="Search Time Off Type Code"/> | <input type="button" value="View: Skyward Default"/> |
|   Time Off Type Code |  Time Off Type Description |
|   Floating | Floating Holiday |
|   No pay | Time off without pay |
|   OT VAC | OT Vacation |
|   Other | Other Leaves |
|   Personal | Personal |
|   Sick | Sick |
|   Vacation | Vacation |

Floating Holiday - is only for Custodians

No Pay - requires HR and supervisor pre approval

Other Leave – check with HR before using

9. Enter the **Time Off Reason** or click the  icon to choose from the drop-down list. Below are the codes, description and additional directions for each reason.

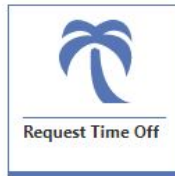
| Time Off Reason Code | Time Off Reason Description | Comment |
|----------------------|--------------------------------|---|
| Bev Im F | Bereavement Immediate Family | deducted from sick leave, must include who has passed in comments |
| Bev NIF | Bereavement Non-Imm Family | deducted from sick leave, must include who has passed in comments |
| FLHLDY | Floating Holiday | Custodians only code |
| FMLA | Family Medical Leave Act Leave | HR preapproval required for use |
| Jury | Jury Duty | HR preapproval required for use |
| Leadship | Leadership Days | Principals only code |
| No Pay | Time off without pay | Supervisor and HR preapproval required for use |
| Other | Other Leave | HR preapproval required for use |
| ParaPers | Para Personal deduct from sick | Paraeducator code only |
| Personal | Personal | all staff bargaining unit staff include reason for use, except teachers |
| S - Self | Sick - Self | use for when you are ill, injured, doctor/dentist appts |
| Sick DC | Sick Dependent Child | This code is for caring for your dependent child or doctor appts |
| Sick Fam | Sick Family | Must include what family member is being cared for in the comment box |
| StaffDev | Staff Development | This code is for teachers, description of training required |
| Subpoena | Subpoena Leave | HR preapproval required for use |
| Union | Union Leave | HR preapproval required for use |
| Vacation | Vacation | can be used for any reason, check contract for notice guidelines |
| WkRelate | Work Related Absence | A description of what is being done that is work related required |
| WorkComp | Worker's Compensation | HR preapproval required for use |

10. Verify the Hours Per Day value is correct.
11. Enter the correct hours or days.
12. Verify the Total Hours Requested value is correct.
13. Enter a Description for the transaction if appropriate. Many of the time off reasons above require a comment, check the list of reasons for specific details.
14. Choose one of the options near the top left of the screen to save your work.

| Option | Description |
|--------------------|--|
| Save & Add Another | Saves the transaction you entered and refreshes the <i>Add Time Off Transaction</i> screen so you can add another. |
| Save | Saves the transaction you entered and you return to the <i>Time Off Transaction List</i> , which displays the transaction you created. |

Time Off Corrections/Reversals:

To Make a correction or reverse a time off transaction, please follow the steps below. A reversal would be appropriate if you entered a full day of sick leave, but were not able to use it.



1. Select
2. Enter the same **date** as your original time off transaction.
3. Select the same **Time Off Type** and **Time Off Reason** as your original entry.
4. In the **Hours** field, enter the number of hours you want to put back into your balance, but put a **negative (-) sign** in front of the number.

Add Time Off Transaction
Enter Time Off Transaction Details

Save & Add Another Save Cancel

TIME OFF TRANSACTION DETAILS

Transaction Type Single Day Date Range

*Start Date 02/03/2021 Wednesday 31

*Assignment [Redacted] Teacher - Fridley Community Center - 2020-08-31 - .

*Supervisors [Redacted] Clear

*Employee Time Off Type Sick 16:17

*Time Off Reason S - Self Sick - Self

Transaction Type Used

*Employee Hours Per Day 8:00:00

*Hours -8:00

*Days -1.00000

Description Sick - Self

Start Time [Redacted] [Clock Icon]

End Time [Redacted] [Clock Icon]


Redirect To Third Party Substitute Request

5. Add a comment in the Description box to note that you are reversing a time off transaction and why.
6. **Save.** You will get an **Orange Warning**. The system is just letting you know that you already have a time off transaction on that day. Check to make sure everything is correct and click **Save**. If you get a **Red Warning**, then something is wrong and the system will not let you proceed.

Add Time Off Transaction


Enter Time Off Transaction Details


 Save & Add Another  Save  Cancel

 1 warning was encountered. You can review and make changes if needed or continue by clicking Save again.

TIME OFF TRANSACTION DETAILS

Transaction Type Single Day
 Date Range

*Start Date 01/25/2021 Monday 

 Time Off Transaction already exists on 01/25/2021 for Assignment of ██████████ - Teacher

*Assignment ██████████  Special Education Teacher - Fridley C

*Supervisors  ██████████   Clear

*Employee Time Off Type Sick  16:17

*Time Off Reason S - Self  Sick - Self

You can reverse hours or days and do reversals for sick leave and vacation leave. All reversals get reviewed by Human Resources.