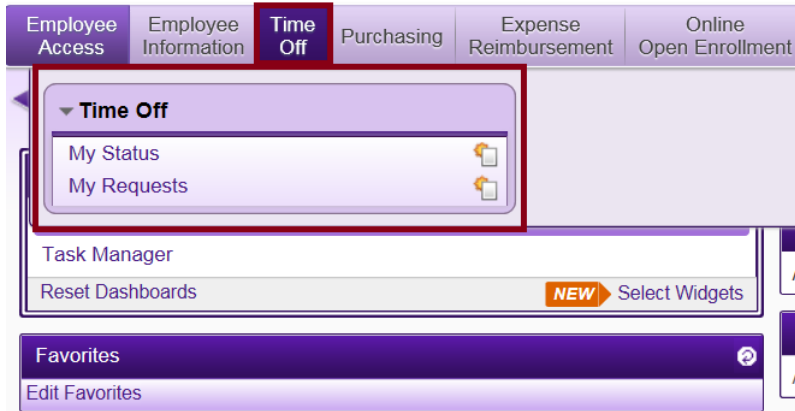


## To View My Status and Request Leave:

1. Login into Skyward Employee Access.
2. Select the "Time Off" tab located at the top left of the page.



3. "My Status"- displays leave categories and balance in each category (shown below)

My Time Off Status ☆

Views: General Filters: \*Skyward Default

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Future Available	Current Ending
OTHER LEAVE				0 Days			0 Days					
SICK DAY		8 Days	0.5 Days	7.5 Days			7.5 Days					06/30/2015
VACATION		11 Days	6.5 Days	4.5 Days			4.5 Days		-2 Days		-2 Days	06/30/2015

4. "My Requests"- where to request time off

- On the far right, select "Add"
- From the drop down "Time-off Code and Reason", select the leave type, then below click single or date range
- Enter beginning date and the number of days you're requesting
- Then enter the start time of your leave
- **\*\*Remember to Save**

St. Louis Park

Employee Access Employee Information **Time Off** Purchasing Expense Reimbursement Online Open Enrollment

My Time Off Requests ☆

Views: General Filters: \*Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
07/17/2015	Fri	8:00 am	1 Days	Used	Approved	Future	VACATION	VACATION
07/16/2015	Thu	8:00 am	1 Days	Used	Approved	Future	VACATION	VACATION
05/22/2015	Fri	8:00 am	1 Days	Used	Approved	Current	VACATION	VACATION
05/21/2015	Thu	8:00 am	1 Days	Used	Approved	Current	VACATION	VACATION
05/05/2015	Tue	8:00 am	0.5 Days	Used	Approved	Current	SICK DAY	PERSONAL ILLNESS
03/30/2015	Mon	8:00 am	1 Days	Used	Approved	Current	VACATION	VACATION
03/27/2015	Fri	11:30 am	0.5 Days	Used	Approved	Current	VACATION	VACATION
12/26/2014	Fri	8:00 am	3 Days	Used	Approved	Current	VACATION	VACATION

**Add**

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0 Days			0 Days			
*SICK DAY	8 Days	0.5 Days		7.5 Days			
*VACATION	6.5 Days	2 Days		4.5 Days	-2 Days		-2 Days

\*Totals calculated up to Start Date (04/07/2015)

**Time Off Request**

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

\* Reason: PERSONAL ILLNESS

Description: PERSONAL ILLNESS

Maximum characters: 200, Remaining characters: 200

Type:  Single Day  Date Range

\* Start Date: 04/07/2015 Tuesday

Days: 0.0000

Start Time: 08:00 AM

Save Back