

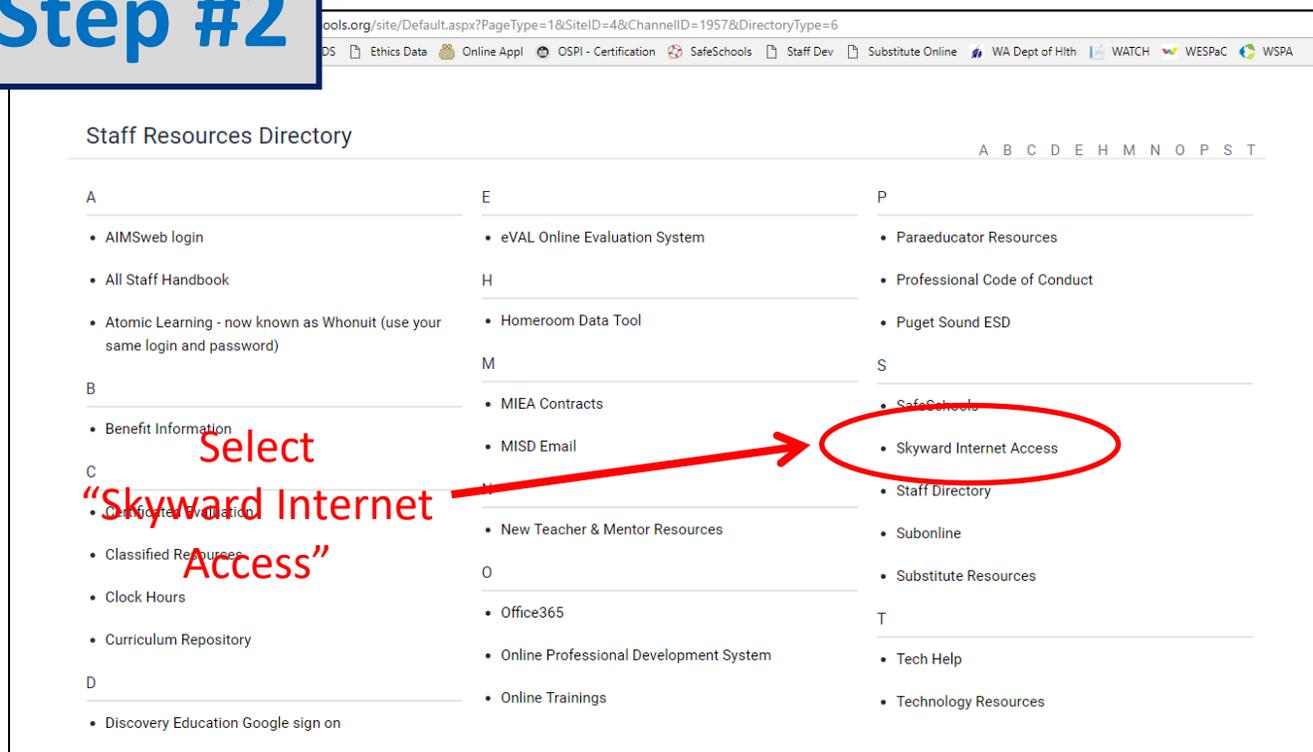
# How to Access Your Leave & Training Balance Information Through Skyward Employee Access

## Step #1



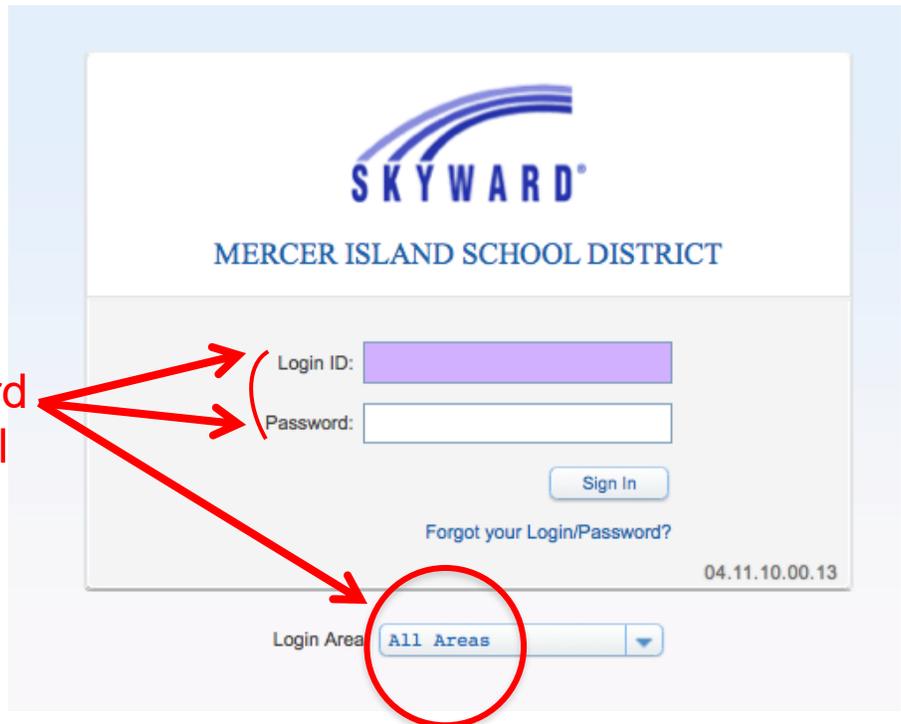
To Locate Skyward Login Page:  
MISD Website >  
Staff Resources

## Step #2



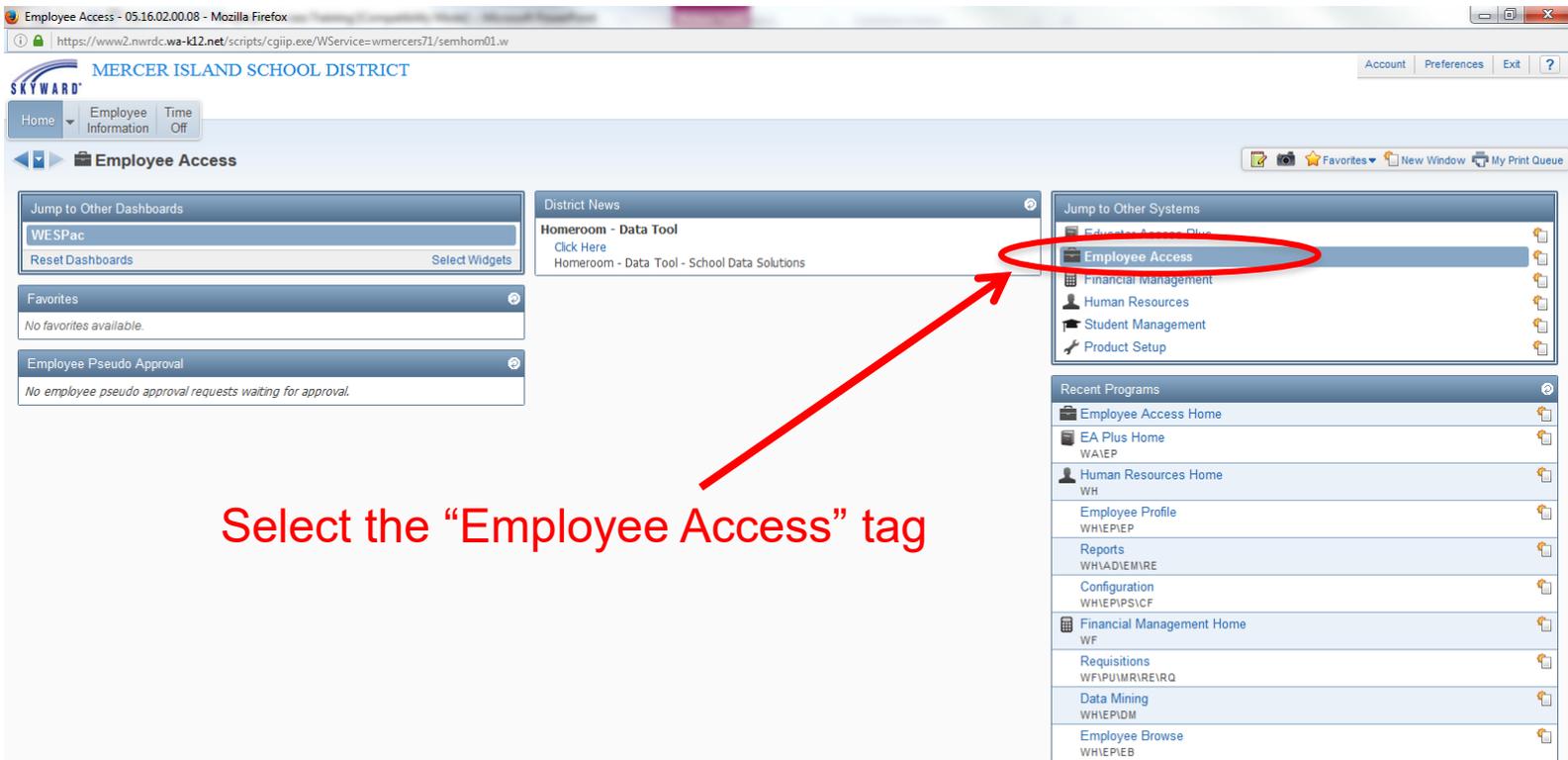
# Step #3

Login to your Skyward account & select "All Areas"



# Step #4

Select the "Employee Access" tag



# Step #5

MERCER ISLAND SCHOOL DISTRICT

Home Employee Information Time

**Employee Information**

- Personal Information
- Online Forms

**Payroll**

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information
- 1095 Forms

Employee Pseudo Approval

No employee pseudo approval requests waiting for approval.

Recent Programs

- Employee Access Home
- Personal Information
- Product Setup Home PS
- Employee Access PS\CASE\US\EM
- Check History
- Employee Profile WH\EP\EP
- Human Resources Home WH
- Reports WH\AD\EM\RE
- Employee Browse WH\EP\EB
- Data Mining WH\EP\DM

Select "Employee Information" and then "Personal Information"

MERCER ISLAND SCHOOL DISTRICT

Home Employee Information Time Off

**Personal Information**

Demographic Employee Info

Employee Info

Address

View History

**Employee Information**

Request Changes

Name

Former Name:	Conf. No
Spouse Name:	Conf. No

Phone

Phone 1:	Ext:	Conf. No
Phone 2: (206)	Ext:	Conf. No
Phone 3: (206)	Ext:	Conf. No

1st Email: \_\_\_\_\_ Type: \_\_\_\_\_

2nd Email: \_\_\_\_\_ Type: \_\_\_\_\_

3rd Email: \_\_\_\_\_ Type: \_\_\_\_\_

4th Email: \_\_\_\_\_ Type: \_\_\_\_\_

**Race and Ethnicity**

Ethnicity:  Hispanic/Latino?

Federal Race:

- 1-American Indian or Alaskan Native
- 2-Asian
- 3-Black or African American
- 4-Native Hawaiian or Other Pacific Islander
- 5-White

This will appear

# Step #6

MERCER ISLAND SCHOOL DISTRICT

Account Preferences Exit ?

Home Employee Information Time Off

Personal Information

Demographic Employee:

Employee Info Employee Info

Address View History

Payroll

Employee Information Request Changes

Name Conf.

Former Name: No

Spouse Name: No

Phone Conf.

Phone 1: Ext: No

Phone 2: (206) Ext: No

Phone 3: (206) Ext: No

1st Email:

2nd Email: Type:

3rd Email: Type:

4th Email: Type:

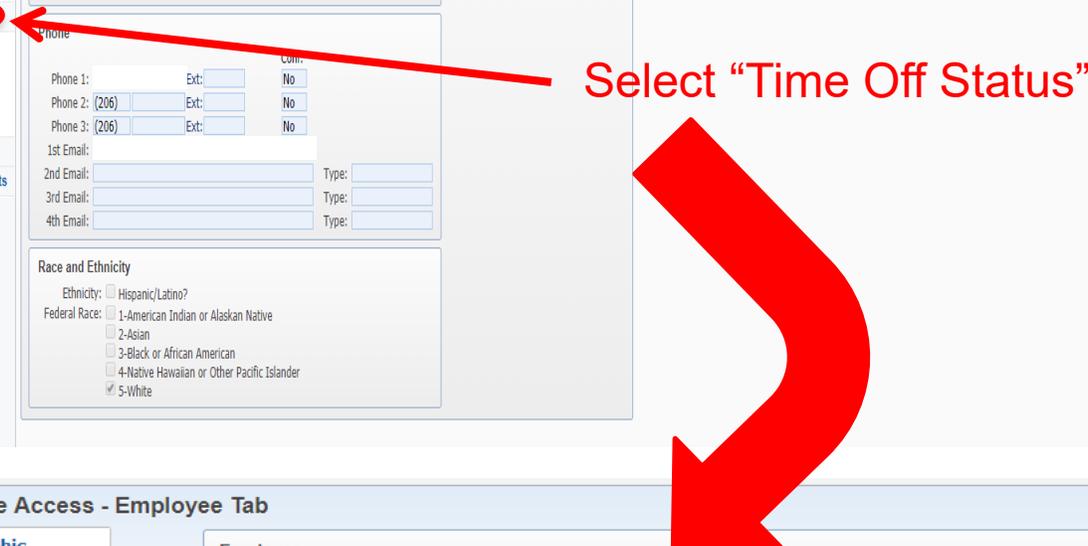
Race and Ethnicity

Ethnicity:  Hispanic/Latino?

Federal Race:  1-American Indian or Alaskan Native  
 2-Asian  
 3-Black or African American  
 4-Native Hawaiian or Other Pacific Islander  
 5-White

Time Off Status

Select "Time Off Status"



Employee Access - Employee Tab

Demographic

Employee Info

Address

Personnel

Personnel Info

Lane/Step History

Prof Development

Assignments

Certifications

Payroll

Checks

Check Estimator

Calendar YTD

Fiscal YTD

History Report

Direct Deposit

W2 Information

W4 Information

1095 Forms

Time Off Status

Food Service

Account Information

Payments

Purchases

Employee Letters

Attachments

Employee

Employee:

Back

Time Off Status

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Av
▶ CLASS TRAIN HOURS		181h 45m	185h 30m	-3h 45m			-3
▶ PERSONAL BUSINESS LEAVE		168h 01m	143h 16m	24h 45m			24l
▶ SICK LEAVE		721h 10m	385h 45m	335h 25m			335l
▶ TECH TRAINING		27h 30m	1h 30m	26h 00m			26l

20 4 records displayed Time Off Code: ABC

# Step #7

## Leave & Training Summary Information

Employee Access - Employee Tab

Employee:  Back

Time Off Status

Views: **General** Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Av
▶ MASS TRAIN HOURS		181h 45m	185h 30m	-3h 45m			-3
▶ PERSONAL BUSINESS LEAVE		168h 01m	143h 16m	24h 45m			24
▶ SICK LEAVE		721h 10m	385h 45m	335h 25m			335
▶ TECH TRAINING		27h 30m	1h 30m	26h 00m			26

4 records displayed Time Off Code:  ABC

Click on the “carrot” ▶ to access details about each item. Click the “carrot” again to return to the summary area.

The “Remaining” column indicates the balance for each item as of the last payroll cut-off – if hours have been used since the payroll cut-off, they will not be reflected until the next payroll has been run.

# Step #8

## Leave & Training Detail Information

Employee Access - Employee Tab

Employee:  [Back](#)

Time Off Status

Views: **General** Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Av
▶ CLASS TRAIN HOURS		181h 45m	185h 30m	-3h 45m			-3h 45m
▶ PERSONAL BUSINESS LEAVE		168h 01m	143h 16m	24h 45m			24h 45m
▼ SICK LEAVE		721h 10m	385h 45m	335h 25m			335h 25m

▼ Current Year (Includes all dates)

▼ Pending Requests  
There are no Pending Requests available.

▼ Time Off Transactions (up to today's date) [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining	Av
03/29/2019 Fri	SICK / SICK		2h 00m	335h 25m	
03/13/2019 Wed	SICK / SICK		2h 00m	337h 25m	
03/01/2019 Fri	SICK / SICK		6h 00m	339h 25m	
02/28/2019 Thu	SICK / SICK		6h 00m	345h 25m	
02/27/2019 Wed	SICK / SICK		2h 00m	351h 25m	

20 records displayed Time Off Code:  [ABC](#)

This view shows the detail for the sick leave category only.

Once again, the information shown in Skyward is only accurate as of the last payroll cut-off.