


Skyward Online Leave Requests Time Off in the Web for Teachers

Go to District website: www.svsd410.org

Select: Staff Resources from top menu

Select: Skyward Web icon - 

Log in Skyward:



The login form features the Skyward logo at the top, followed by the text "SNOQUALMIE VALLEY SD 410" and "Snoqualmie Valley S.D. #410". Below this are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned to the right of the password field. At the bottom of the form, there is a link that says "Forgot your Login/Password?".

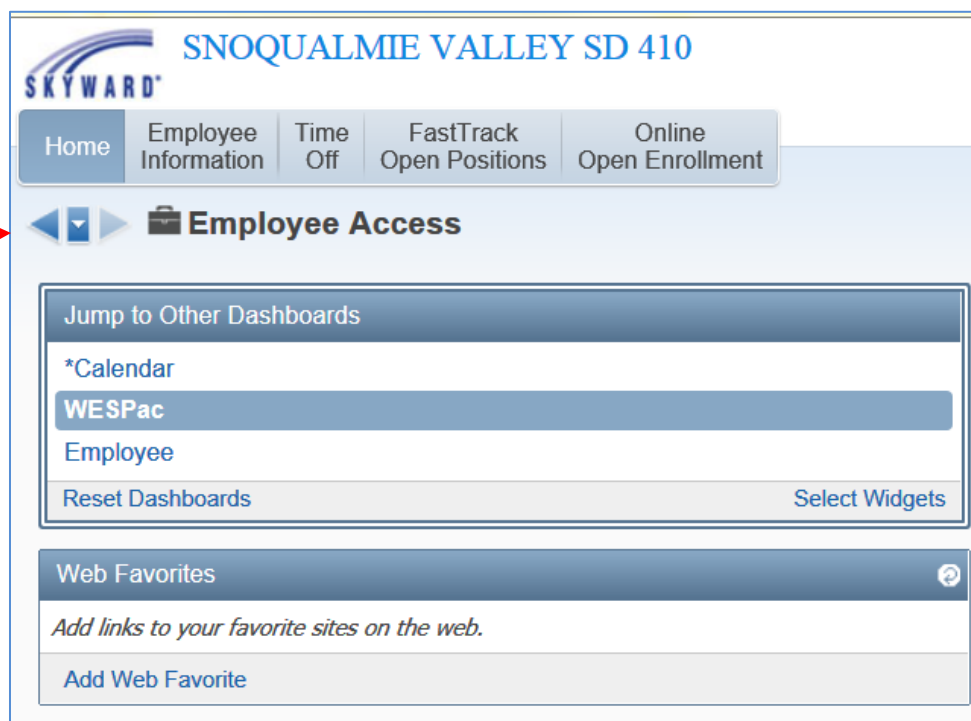
All employees receive a Skyward login to access Skyward programs such as Employee Access. The Skyward login is different from your computer/email login.

If you have not received or have forgotten your Login ID or Password select the "Forgot your Login/Password?" link.

When the link opens enter your district email address. The program will email you your login information to your district email account.

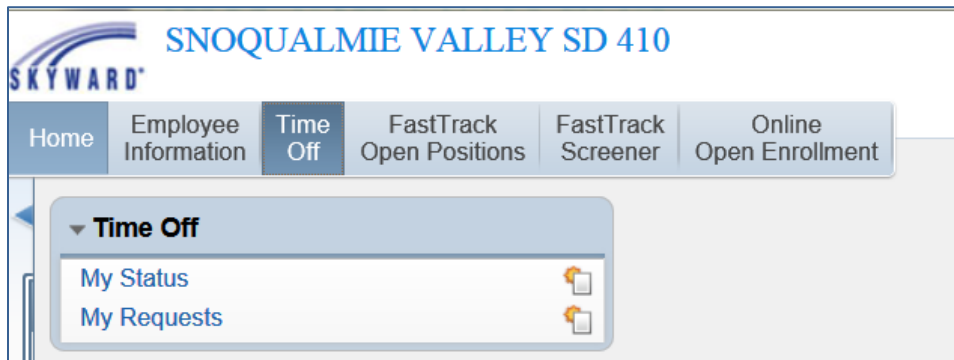
Once you have successfully logged into Skyward you will want to select Employee Access – use drop down menu to select if screen does not open to Employee Access.

Drop down menu to select Skyward programs



The screenshot shows the "Employee Access" dashboard. At the top, there is a navigation menu with tabs for "Home", "Employee Information", "Time Off", "FastTrack Open Positions", and "Online Open Enrollment". Below the menu is a "Drop down menu" with a downward arrow icon. The main content area is titled "Jump to Other Dashboards" and includes links for "*Calendar", "WESPac", and "Employee". There are also "Reset Dashboards" and "Select Widgets" buttons. A "Web Favorites" section is visible at the bottom, with the text "Add links to your favorite sites on the web." and an "Add Web Favorite" button.

- Once you are in Employee Access select the “Time Off” tab



- Select “My Status” to see the amount of hours used and remaining balance for your available leaves

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Future Available
▶ ASSOCIATION LEAVE				0h 00m			0h 00m				
▶ DISCRETIONARY		45h 00m	33h 00m	12h 00m			12h 00m				
▶ OTHER PAID LEAVE			37h 30m	-37h 30m			-37h 30m				
▶ SICK LEAVE		684h 30m	24h 00m	660h 30m			660h 30m				

Entering a Leave Request

- Select “My Requests” from Time Off Drop Down menu (see above)
- To add a new request select the “Add” link – screen opens up (see below)

Remaining Time Off:
This area shows you how much time is available in each area

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER PAID LEAVE	-6h 30m			-6h 30m			
SICK LEAVE	706h 24m			706h 24m			
VACATION	169h 55m	88h 00m		81h 55m			

Time Off Request

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

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

Description: 3

Maximum characters: 200, Remaining characters: 200

Type: Single Day 4 Date Range

5 → * Start Date: 08/27/2013

6 → Hours: hours minutes

Start Time: **Do not use Start Time!**

7 → Sub Needed

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

Select Employee(s):

More information on Steps 1-8 are on next page

- To complete form(*=Required):
 1. * **Time Off Code** – use drop down menu to select type of leave you are requesting (Other Paid Leave, Sick Leave, etc.) **More information on Other Paid Leave is included at the end of this document.**
 - **For Jury Duty and Military Leave documentation is required.** You can attach required paperwork to your online leave (see instructions at end of this document)
 2. * **Reason** – use drop down menu to select the reason
 3. * **Description** – **A description/relationship must be entered** (i.e. Took mother to appointment, dental appointment for me, stayed home with sick child, Grandmother passed away, etc.) You do not need to go into detail about the leave but you must enter your relationship for Family Illness or Bereavement.
 4. **Type:** Select **Single day (Do not select Date Range)**
 5. * **Start Date** - Enter day of leave
 6. * **Hours** – Enter the hour and minutes (Sick Leave is 8 hours for a full day 1.0 FTE, 4 hours for half day 1.0 FTE); all other leaves are 7.5 hours for a full day 1.0 FTE, 3.75 for half day). If less than a 1.0 FTE enter accordingly.
 7. * **Sub Needed** - If you **select the Sub Needed box** it will automatically take you to the Aesop login page. So, if you have not already submitted your leave in Aesop select this box, login to Aesop and enter the leave information there.

Do not use Start Time

8. **Select additional employees** to notify when this request is submitted and approved/denied
 - Your building secretary and principal will receive the time off request automatically for approval. But, you can also let other employees know you are going to be out of the building. Here’s how . . .
 - Select the underlined words “Select Employee(s)” to open a list of all employees.
 - Type the last name of person you would like to notify in the box at the bottom of the screen and hit tab.
 - Select the appropriate name
 - Repeat for any other staff members that you would like to notify
 - Once everyone has been selected hit “Save”
 - The name(s) will be added and they will be notified by email that you will be out of the building.

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

Select Employee(s):

- When you have completed the form hit “Save”
- **Repeat Steps 1-7 for each day of leave**

The request is automatically sent to your supervisor through Skyward to be approved/denied - (Sample of completed form below)

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
ASSOCIATION LEAVE	0h 00m			0h 00m			
DISCRETIONARY	12h 00m			12h 00m			
OTHER PAID LEAVE	-37h 30m			-37h 30m			
SICK LEAVE	660h 30m			660h 30m			

Time Off Request

* Time Off Code: OTHER PAID LEAVE - Hours Hours per Day: 7h 30m

* Reason: BER/FAMILY ILLNESS 4 DAYS [Detail...](#)

Description: Stay home to care for Son
Maximum characters: 200, Remaining characters: 174

Type: Single Day Date Range

* Start Date: 11/05/2013 **Tuesday**

Hours: 7 hours 30 minutes

Start Time: 08:00 AM

Sub Needed

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

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

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

Once completed the new leave request will be in your My Time Off Request list as waiting. You can open the arrow to see what step in the approval process your request is at. You will receive an email once the request is approved. If request is denied you will receive an email letting you know what needs to be corrected. Then you need to re-submit the entire leave request again with the correction. You cannot change the denied request.

Home Employee Information Time Off FastTrack Open Positions FastTrack Screener Online Open Enrollment

My Time Off Requests ☆

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	SN
▶ 08/27/2013 Tue	8:00 am	3h 00m	Used	Waiting	Current	SICK LEAVE	SICK LEAVE	Sick		
▶ 07/31/2013 Wed	7:00 am	10h 00m	Used	Approved	Current	VACATION	VACATION	VACATION		
▶ 07/30/2013 Tue	7:00 am	10h 00m	Used	Approved	Current	VACATION	VACATION	VACATION		
▶ 05/14/2013 Tue	8:00 am	0h 30m	Used	Approved	Current	SICK LEAVE	SICK LEAVE	DR. Apt. leaving at 3:00 P		

07/02/2013 Tue 8:00 am 4h 00m Used Approved Current OTHER PAID

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Time Off Information

Name: CAROL MONSOS
 Date: 07/02/2013 Tue
 Status: Approved
 Time Off Code: OTHER PAID LEAVE
 Reason: PERSONAL LV NON REP JUNE-JULY
 Reason Long Description: JUNE THROUGH JULY DO NON REP 3 DAYS MAXIMUM
 Description: Dentist Apt - last half of day -
 Type: Used
 Days/Hours: 4h 00m
 Start Time: 8:00 am

Approval History

Status	Name	Date	Time	Notes
Approved	LEAVE @APPROVER	06/06/2013 Thu	2:06 pm	
Approved	JEFFREY HOGAN	06/06/2013 Thu	1:27 pm	
Approved	LAURIE L EDWARDS	06/06/2013 Thu	1:24 pm	
Created	CAROL MONSOS	06/06/2013 Thu	1:20 pm	

Expand Arrow (above circled in red) to see where your request is in the approval process.

Example at right shows a sample of a request that has gone through the process (see Approval History)

Changes to online requests

If your request is **waiting for approval** you can change or delete the request.

If your request **has been approved**, and you have a change in plans, you will need to go in and add a new request and put in negative hours to offset the original request. For inclement weather closure days the district office will go into the system and reverse any leave for that day, you do not need to put in a negative figure.

If your request **has been denied** you will need to go back in and re-submit an entirely new request with the corrections.

For Unpaid Leave and Personal Emergency Leave you are still required to submit a PAPER Leave Request, it cannot be entered in this system.

You will notice that on your Time Off records that the status of your request will be shown. It will be either under the Approved, Waiting, etc.

Other Paid Leave

Other Paid Leave is available to all employees and is just a totaling/view area. **No front loaded hours** go in this area like in your SICK LEAVE area. Not everyone receives the same amount of days in this area because these are negotiated items in most district employee contracts. You need to be very careful in selecting the type of "Other Paid Leave" when you select a "Reason". Other paid leave will always show as a negative because it has no front loaded banked time. It is use it or lose it.

Attachments

Attachments can be added for any leave request.

Jury Duty and **Military Leave require documentation** (i.e. court summons, military orders). The documentation for these leaves can be scanned and attached using the Online Leave program or you will need to send the documentation to payroll through the district mail.

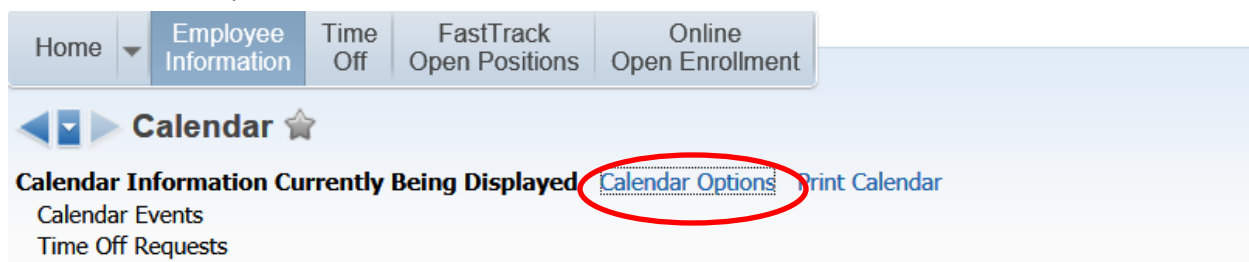
To include attachment - add a new Time Off request. When you are done filling out the request and hit "Save" you will be brought back to the main request screen. Highlight the leave you would like to include an attachment for and select "Attach".

- Select "Add File" for a document or "Add Link" to link to a web site.
- After hitting "Add File"
 - Select Type (Attachments)
 - Enter Description
 - Select Browse ... to find file in your computer
 - Hit Save

Calendar View

Employee Access has a calendar feature available for all employees. There is an option to display your time off.

- In Employee Access – select Employee Information
- Calendar
- Select Calendar Options



- In the Calendar Display Options select “Display My Time Off Entries”

Set Calendar Display Options

Calendar Display Options

Display Calendar Events

Display Calendar Events Details Below Calendar

Display My Time Off Entries

Display My Employees Time Off

Only Employees That Report Directly to Me
 All Employees Under Me

Display Time Off of Employees I Oversee

Display Time Off Names using Last Name/First Initial instead of default First Name/Last Initial

Display Selected Employee Management Calendar

Display Employee Management Calendar Details Below Calendar

- Your time off should now be displayed on calendar.
- Hover over your name to see more detail on the time off requested.

Home Employee Information Time Off FastTrack Open Positions Online Open Enrollment

Calendar Favorites New Window

Calendar Information Currently Being Displayed [Calendar Options](#) [Print Calendar](#)

Calendar Events
Time Off Requests

August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 MonsosC(2h 30m)	9	10
11	12	13	Time Off Request Name: CAROL MONSOS Time Off Code: OTHER PAID LEAVE *Multiple transactions exist on this day. Click the name to view all transactions.		16	17
18	19	20			23	24
25	26	27	28	29	30	31