Skyward Online Leave Requests
Time Off in the Web for Food Service Staff

Go to District website: www.svsd410.org

Select: Staff Resources from top menu

Select: Skyward Web icon -

Log in Skyward:

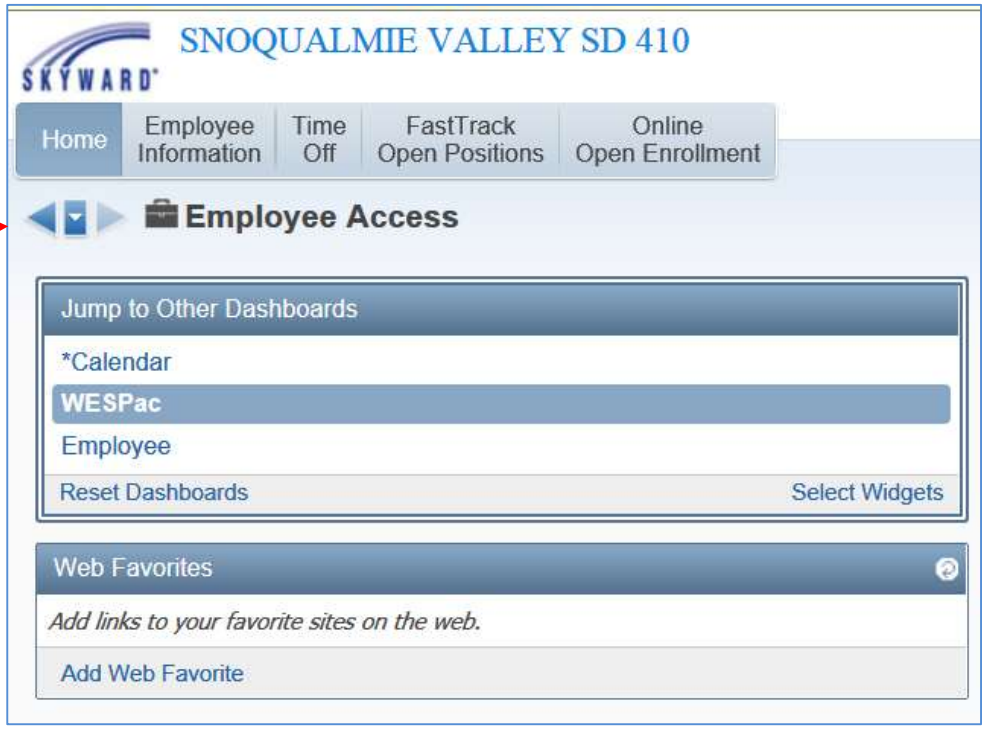
All employees receive a Skyward login to access Skyward programs such as Employee Access. The Skyward login is different from your computer/email login.

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

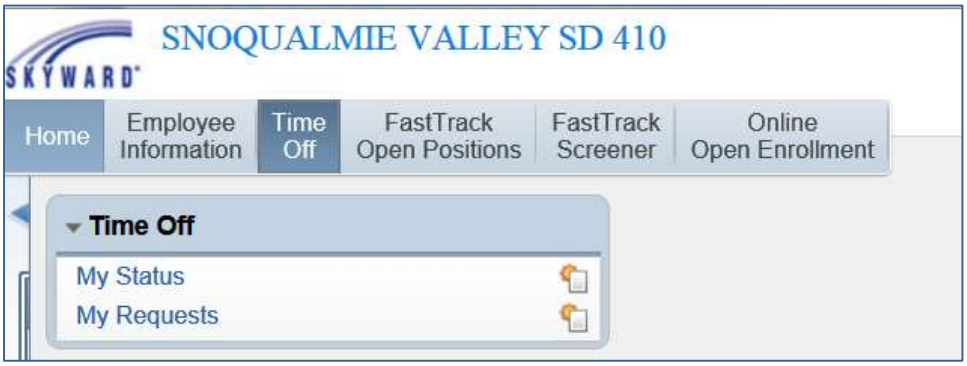
When the link opens enter your district email address. The program will email you your login information to your district email account.

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.

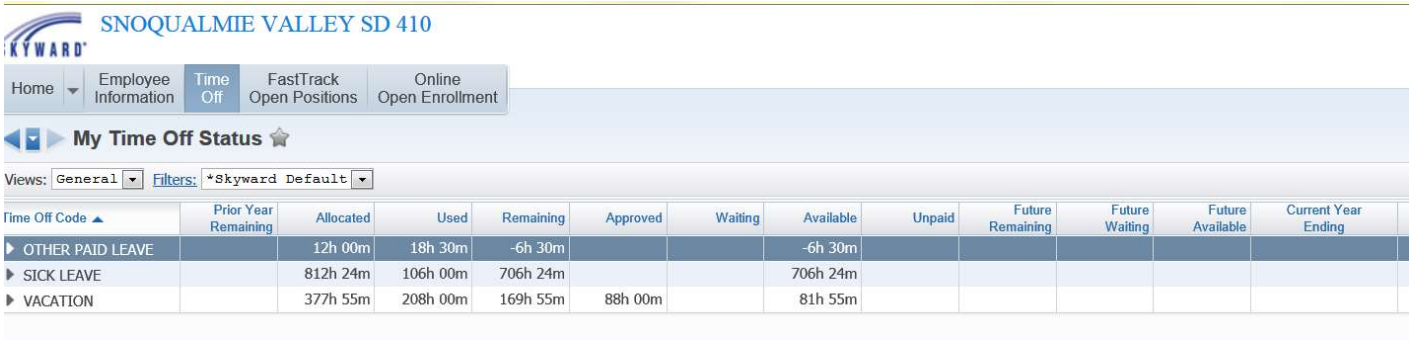
Drop down menu to select Skyward programs



- 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

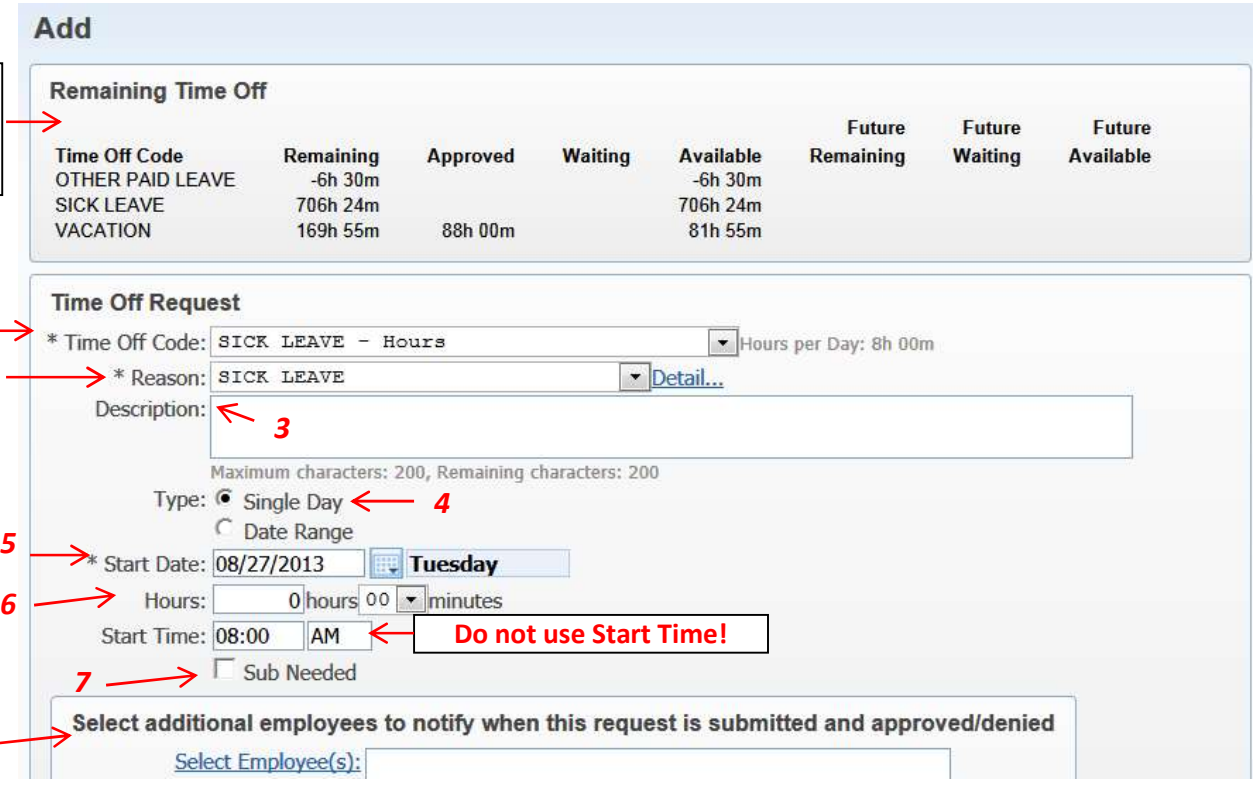


Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Future Available	Current Year Ending
OTHER PAID LEAVE		12h 00m	18h 30m	-6h 30m			-6h 30m					
SICK LEAVE		812h 24m	106h 00m	706h 24m			706h 24m					
VACATION		377h 55m	208h 00m	169h 55m	88h 00m		81h 55m					

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 show much time is available in each area



More information on Steps 1-8 are on next page

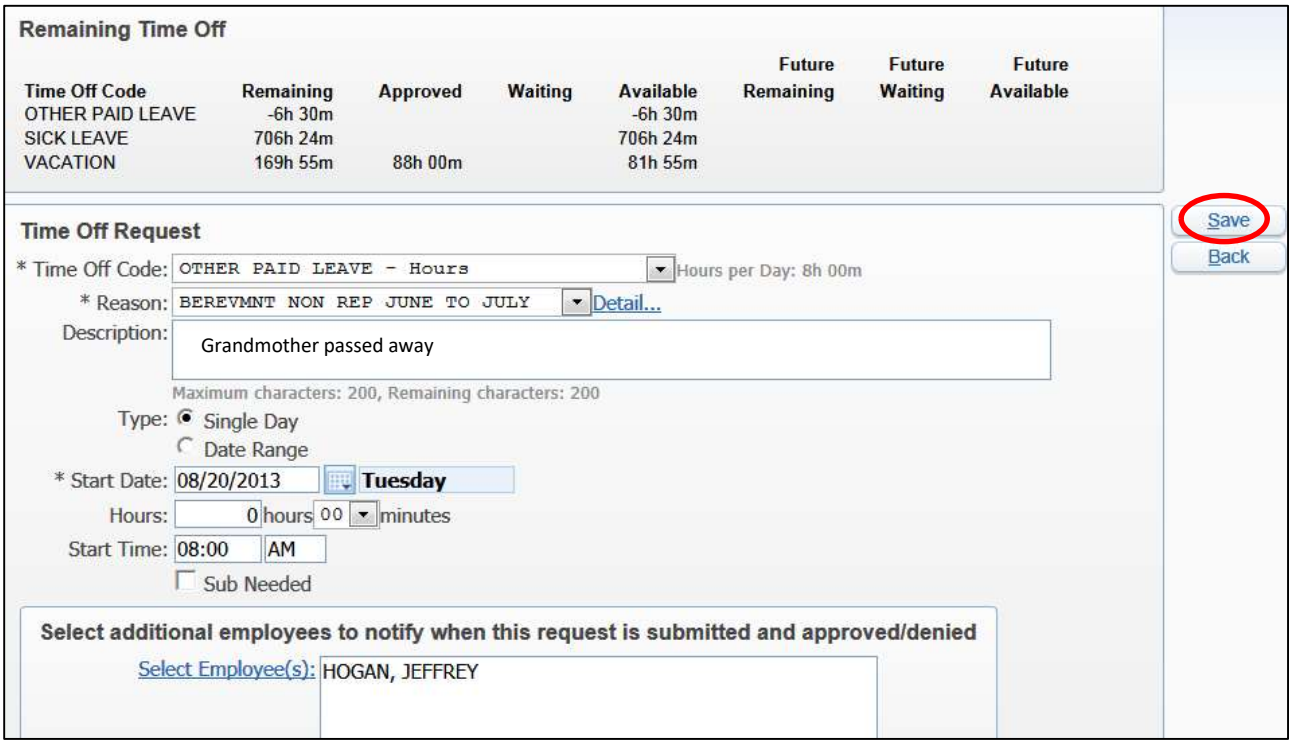
- To complete form(*=Required):
  1. * **Time Off Code** – use drop down menu to select type of leave you are requesting (Other Paid Leave, Sick Leave, etc.) ***More information on Other Paid Leave is included at the end of this document.***
     - ***For Jury Duty and Military Leave documentation is 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 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 type of appointment.
  4. **Type:** Select ***Single day*** **(Do not select Date Range)**
  5. *** Start Date** - Enter day of leave
  6. *** Hours** – Enter the hour and minutes
  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
     - Pat Reilly is your supervisor and the time off request will automatically be submitted to him for approval. But, we are asking that you also let your Head Cook know that 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.

     - 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 (Pam Chambers/Nancy Parsons) through Skyward to be approved/denied - (Sample of completed form below)



Remaining Time Off

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

Save | Back

* Time Off Code: OTHER PAID LEAVE - Hours — Hours per Day: 8h 00m

* Reason: BEREVMNT NON REP JUNE TO JULY — Detail...

Description: Grandmother passed away

Maximum characters: 200, Remaining characters: 200

Type: (•) Single Day ( ) Date Range

* Start Date: 08/20/2013 Tuesday

Hours: 0 hours 00 minutes

Start Time: 08:00 AM

[ ] Sub Needed

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

Select Employee(s): HOGAN, JEFFREY

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 because more information is needed you will receive an email letting you know that you need to make a change and then re-submit an entirely new 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		

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)

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	

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.

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

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 is not 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.

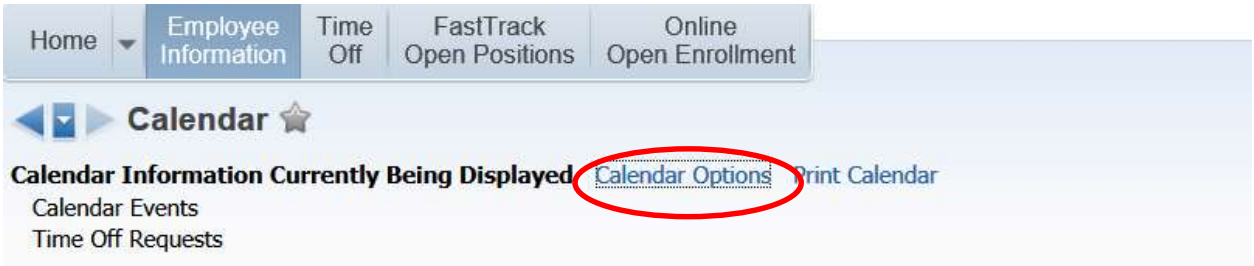
To include attachment - add a new Time Off request. When you are done filling out the request and hit "Save" you will be brought back to the main request screen. Highlight the leave you would like to include an attachment for and select "Attach".

- 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

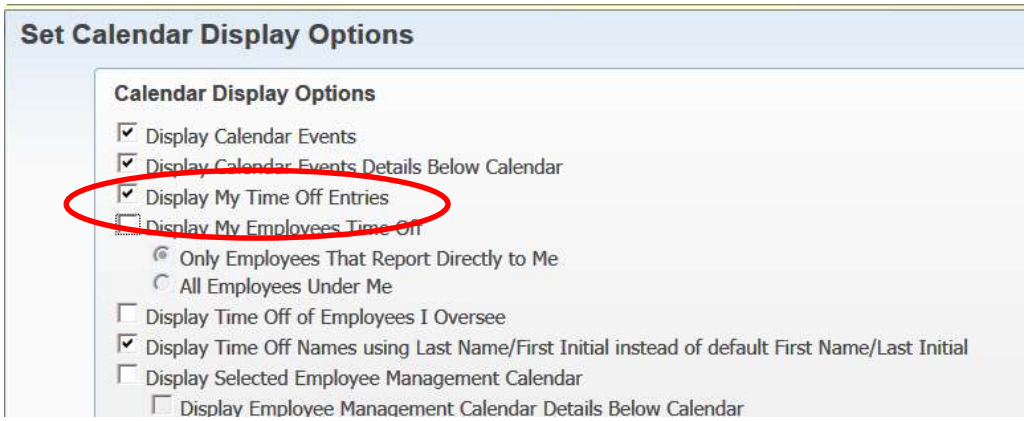
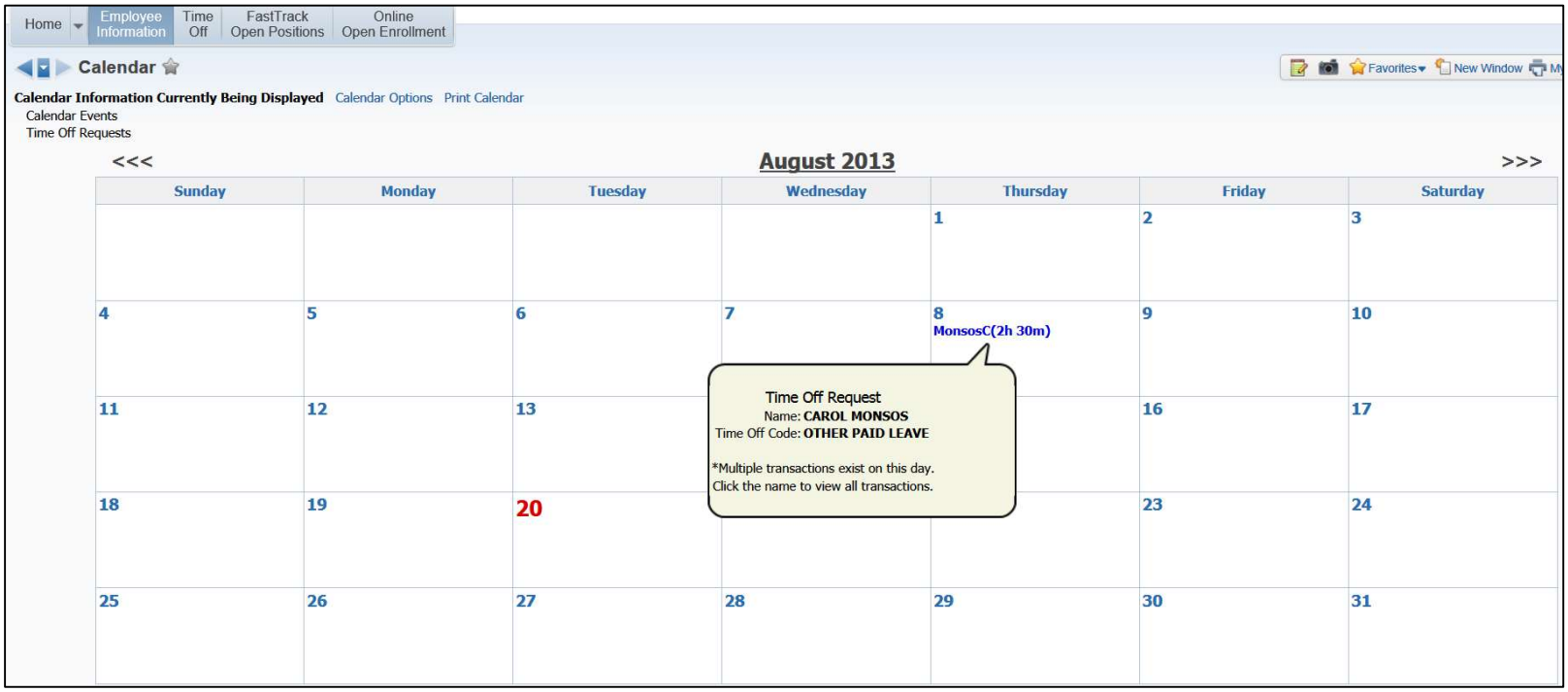
Calendar View

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”



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