

Employee Access (Skyward): Time Off Updates – Entering Negative Time

Employees may remove approved time by submitting a negative request in Skyward to lower time off or “delete” the entry. Entering negative time off uses the same process as requesting time off; however, employees need to add a negative (-) in front of the number of hours (see below).

Here are a few situations illustrating when to submit a negative time off request:

1. You requested a full day of time off Friday, 8/5, but worked two hours that day. You would enter a time off request for -2.0 hours for Friday, 8/5, to get your time off back.
2. You request a full day off Friday, 8/5, but worked more hours Monday through Thursday putting you over scheduled hours for the week. Enter a negative time off request so that your total hour don't exceed your scheduled hours.
3. You requested time off but you no longer need to take that time off. You would enter a time off request for -8.0 hours on that day to get your time off back.
4. You request time off but need a different date off instead. Enter a negative time off request for the day you no longer need time off, then enter a request for the new date.

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
BEREAVEMENT	0h 00m			0h 00m			
COMP TIME	0h 00m			0h 00m			
JURY DUTY	0h 00m			0h 00m			
*PERSONAL LEAVE	0h 00m			0h 00m			
SEGREGATED SICK LEAVE	0h 00m			0h 00m			
*SICK HOURS	0h 00m			0h 00m			
UNPAID HOURS	0h 00m			0h 00m			
*VACATION HOURS	0h 00m			0h 00m			
*Totals calculated up to Start Date (08/03/2022)							

Time Off Request

* Time Off Code: PERSONAL LEAVE - Hours Hours per Day: 8h 00m

* Reason: *PERSONAL HOURS Detail...

Description: *PERSONAL HOURS
Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 08/05/2022 Friday Recalculate ?

Hours: -8 hours 00 minutes

Start Time: 08:00 AM

Save
Back