

# Time Off Requests

1. Using the STMA website at [www.stma.k12.mn.us](http://www.stma.k12.mn.us), click on staff in the upper right



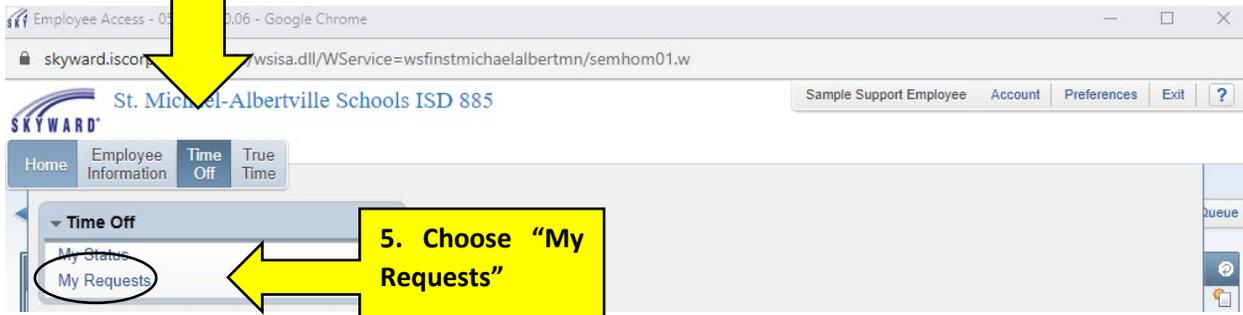
2. Click on Skyward from the dropdown



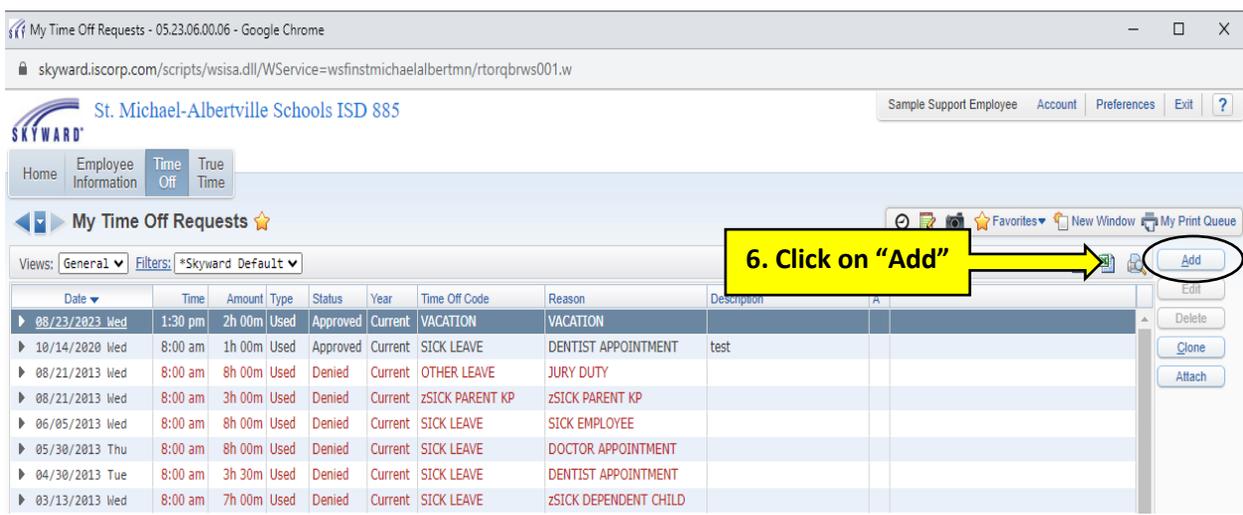
3. At the Login in Screen, please enter your Skyward Login ID and Password

If you don't know your login ID or password or if you need assistance resetting your password, please contact Trisha Decker, Payroll & Finance Generalist at [trishad@mystma.org](mailto:trishad@mystma.org) or 763-497-3180 ext 5153.

4. At the top click on "Time Off"



5. Choose "My Requests"



6. Click on "Add"

7. Select the information for the Time Off Request. Choose the Time Off Code you are requesting by using the dropdown

Time Off Code	Remaining	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0h 00m			
*PERSONAL LEAVE	0h 00m			
SEASONAL NO PAY	0h 00m			
STAFF DEVELOPME	0h 00m	0h 00m		
*VACATION	38h 00m	38h 00m		
WITHOUT PAY FOOD SERVICE	0h 00m	0h 00m		
WITHOUT PAY KIDS PLAY	0h 00m	0h 00m		
WITHOUT PAY SUPPORT STAFF	0h 00m	0h 00m		
*Totals calculated up to Start Date (08/24/2023)				

**Time Off Request**

\* Time Off Code: **VACATION - Hours** Hours per Day: 6h 00m

\* Reason: OTHER LEAVE - Hours  
 Description: PERSONAL LEAVE - Hours  
 SEASONAL NO PAY - Hours  
 STAFF DEVELOPME - Hours  
**VACATION - Hours**

\* Start Date: WITHOUT PAY FOOD SERVICE - Hours  
 Hours: WITHOUT PAY KIDS PLAY - Hours  
 WITHOUT PAY SUPPORT STAFF - Hours

Start Time: 08:00 AM

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

Select Employee(s):

Asterisk (\*) denotes a required field

8. Select the Reason from the drop down. A description may be entered but is not required

9. Select a Start Date

10. Select the number of hours you are requesting for that day. \*Note\* there is a drop down for minutes (ie...2 hours and 30 min)

11. Enter the start time of your request

**Time Off Request**

Time Off Code: VACATION - Hours

\* Reason: VACATION

Description: [Text Area]

\* Start Date: 08/24/2023 Thursday

Hours: 2 hours 30 minutes

Start Time: 08:00 AM

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

Select Employee(s):

Asterisk (\*) denotes a required field

## Multiple Position Employees ONLY (Step 12):

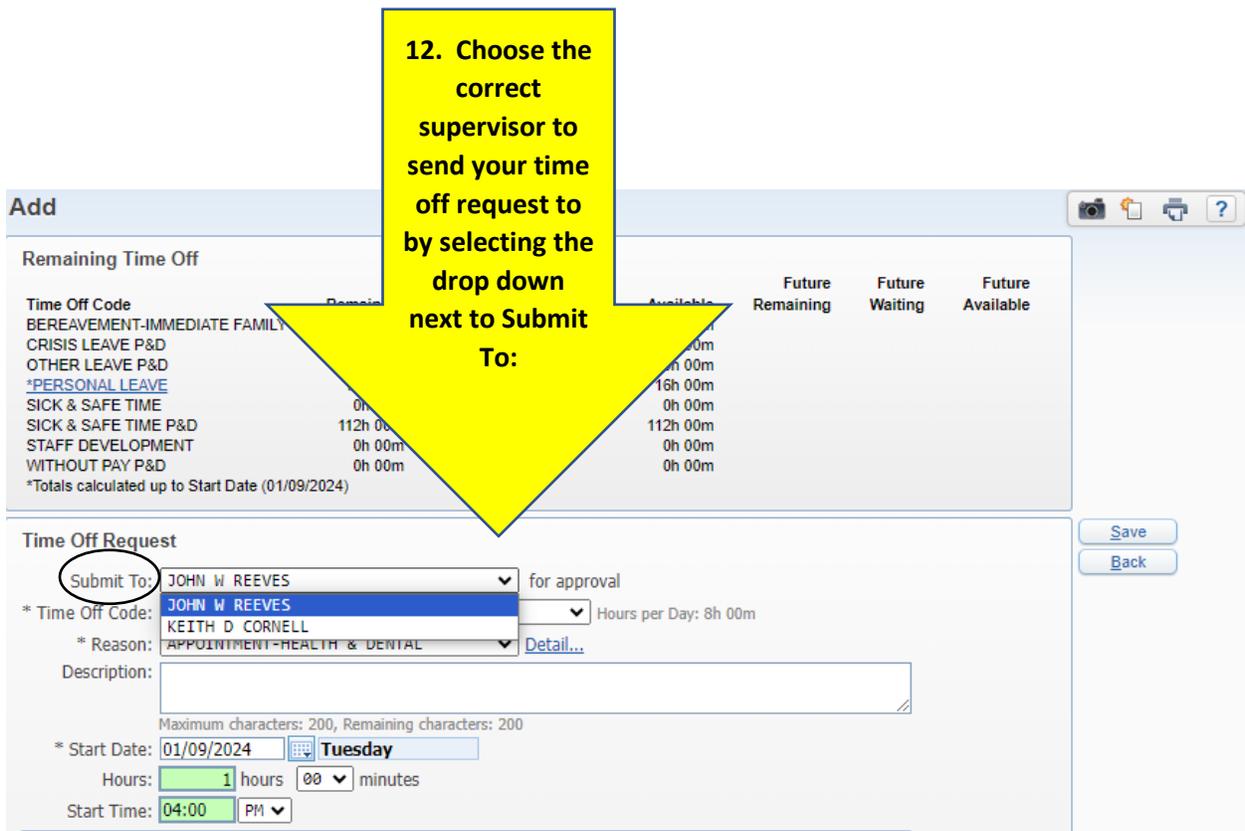
If you hold multiple positions, you will need to choose the corresponding supervisor for your request. Example: You are a teacher and also hold a basketball coaching position. If you are requesting time off for your teaching position, you would send your request to your building principal. If you are requesting time off for your coaching position, you would send your request to the Activities Director.

Note: If you are a Coach/Advisor, only use Time off code SICAT (sick & safe Athletics/Activities).

If you have any questions about who to send your time off requests to, please contact Human Resources at [stmahr@mystma.org](mailto:stmahr@mystma.org).

Please see below:

**12. Choose the correct supervisor to send your time off request to by selecting the drop down next to Submit To:**



The screenshot shows a web form for submitting a time off request. A large yellow arrow points to the 'Submit To' dropdown menu, which is currently set to 'JOHN W REEVES'. Below the arrow, the 'Time Off Request' section is visible, including fields for 'Time Off Code', 'Reason', 'Description', 'Start Date', 'Hours', and 'Start Time'. The 'Submit To' dropdown is circled in red.

Time Off Code	Remaining	Available	Future Remaining	Future Waiting	Future Available
BEREAVEMENT-IMMEDIATE FAMILY					
CRISIS LEAVE P&D					
OTHER LEAVE P&D					
*PERSONAL LEAVE					
SICK & SAFE TIME	0h 00m	16h 00m			
SICK & SAFE TIME P&D	112h 00m	112h 00m			
STAFF DEVELOPMENT	0h 00m	0h 00m			
WITHOUT PAY P&D	0h 00m	0h 00m			

\*Totals calculated up to Start Date (01/09/2024)

**Time Off Request**

Submit To: **JOHN W REEVES** for approval

\* Time Off Code: **JOHN W REEVES** Hours per Day: 8h 00m

\* Reason: **APPOINTMENT-HEALTH & DENTAL** [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

\* Start Date: **01/09/2024** **Tuesday**

Hours: **1** hours **00** minutes

Start Time: **04:00** **PM**

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

### Add

#### Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE	0h 00m			0h 00m			
*PERSONAL LEAVE	0h 00m			0h 00m			
SEASONAL NO PAY	0h 00m			0h 00m			
STAFF DEVELOPME	0h 00m			0h 00m			
*VACATION	38h 00m			38h 00m			
WITHOUT PAY FOOD SERVICE	0h 00m			0h 00m			
WITHOUT PAY KIDS PLAY	0h 00m			0h 00m			
WITHOUT PAY SUPPORT STAFF	0h 00m			0h 00m			
*Totals calculated up to Start Date (08/24/2023)							

13. Review your selections then choose Save

#### Time Off Request

\* Time Off Code:  Hours per Day: 6h 00m  
\* Reason:   
Description:   
Maximum characters: 200, Remaining characters: 200  
\* Start Date:    
Hours:  hours  minutes  
Start Time:  AM

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

Select Employee(s):

Asterisk (\*) denotes a required field

### My Time Off Requests

Views: General Filters: \*Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
08/24/2023	Thu	3h 30m	Used	Waiting	2023	VACATION	VACATION		
08/23/2023	Wed	1:30 pm	2h 00m	Used	Approved	Current	VACATION	VACATION	
10/14/2020	Wed	8:00 am	1h 00m	Used	Approved	Current	SICK LEAVE	DENTIST APPOINTMENT test	
08/21/2013	Wed	8:00 am	8h 00m	Used	Denied	Current	OTHER LEAVE	JURY DUTY	
08/21/2013	Wed	8:00 am	3h 00m	Used	Denied	Current	zSICK PARENT KP	zSICK PARENT KP	
06/05/2013	Wed	8:00 am	8h 00m	Used	Denied	Current	SICK LEAVE	SICK EMPLOYEE	
05/30/2013	Thu	8:00 am	8h 00m	Used	Denied	Current	SICK LEAVE	DOCTOR APPOINTMENT	
04/30/2013	Tue	8:00 am	3h 30m	Used	Denied	Current	SICK LEAVE	DENTIST APPOINTMENT	

The My Time Off Requests will now display with the new request. A status of Waiting will show until it is approved by your supervisor.

If you are an hourly employee, your time off will populate into your timesheet once approved by your supervisor.

**\*Note\*** You can Delete or Edit a Time off Request while in the “Waiting” status.

You can also Clone a record if you want to select additional days for the same reason.

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
08/24/2023 Thu	8:00 am	2h 00m	Used	Waiting	Current	VACATION	VACATION		
08/23/2023 Wed	1:30 pm	2h 00m	Used	Approved	Current	VACATION	VACATION		
10/14/2020 Wed	8:00 am	1h 00m	Used	Approved	Current	SICK LEAVE	DENTIST APPOINTMENT	test	
08/21/2013 Wed	8:00 am	8h 00m	Used	Denied	Current	OTHER LEAVE	JURY DUTY		
08/21/2013 Wed	8:00 am	3h 00m	Used	Denied	Current	zSICK PARENT KP	zSICK PARENT KP		
06/05/2013 Wed	8:00 am	8h 00m	Used	Denied	Current	SICK LEAVE	SICK EMPLOYEE		
05/30/2013 Thu	8:00 am	8h 00m	Used	Denied	Current	SICK LEAVE	DOCTOR APPOINTMENT		
04/30/2013 Tue	8:00 am	3h 30m	Used	Denied	Current	SICK LEAVE	DENTIST APPOINTMENT		

**Choose “My Status” at any time to view your available time off**

**In the “My Status” view you can see the available time off options allocated to you. It also shows what you have used and what your remaining balance is.**

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Av
OTHER LEAVE				0h 00m			0h 00m				
PERSONAL LEAVE				0h 00m			0h 00m				
SEASONAL NO PAY				0h 00m			0h 00m				
STAFF DEVELOPME				0h 00m			0h 00m				
VACATION		40h 00m	2h 00m	38h 00m			38h 00m				
WITHOUT PAY FOOD S				0h 00m			0h 00m				
WITHOUT PAY KIDS PL				0h 00m			0h 00m				
WITHOUT PAY SUPPOR				0h 00m			0h 00m				

## Multiple Position Employees

- If you have multiple positions and you are requesting time off and NOT taking a full day, PLEASE add a note to your time sheet for which position and for how many hours of time off you are requesting. For example, you hold positions in the Kitchen and Kids Play. You are requesting 3 hours of sick time for a doctor appointment. You would be missing work time for your kitchen position AND for your Kids Play position. The note could say: Sick time = 1 hour for Kitchen and 2 hours for Kids Play.
- Add a note to your time sheet by accessing True Time in Skyward. Navigate to the day in which you are requesting time off, click on "Add a Missing Record". Here you can type in your note and Save.

## Important Things to Note:

- If you need to be gone from work (ex. Sick child) and you do not have any time off available to request, please contact your Supervisor and Human Resources.
- If you are an hourly employee, remember not to submit your timesheet if you are waiting for time off to be approved. Contact your supervisor ASAP. Once approved, your time off request will populate into your timesheet.
- In the event that you no longer need to use time off and it has already been approved by your supervisor, go back into Time Off and "Add" another request but enter a negative (-) for the same amount. Example: You requested sick time for a doctor appointment for 2 hours on October 1<sup>st</sup>. Your appointment got cancelled and you no longer need to use that sick time. Go back and "Add" another request for October 1<sup>st</sup> for sick time and enter this time as a negative (-2) hrs. This will go to your supervisor for approval. Upon approval, your time off will be credited back into your allocations. Contact Human Resources for additional information.