

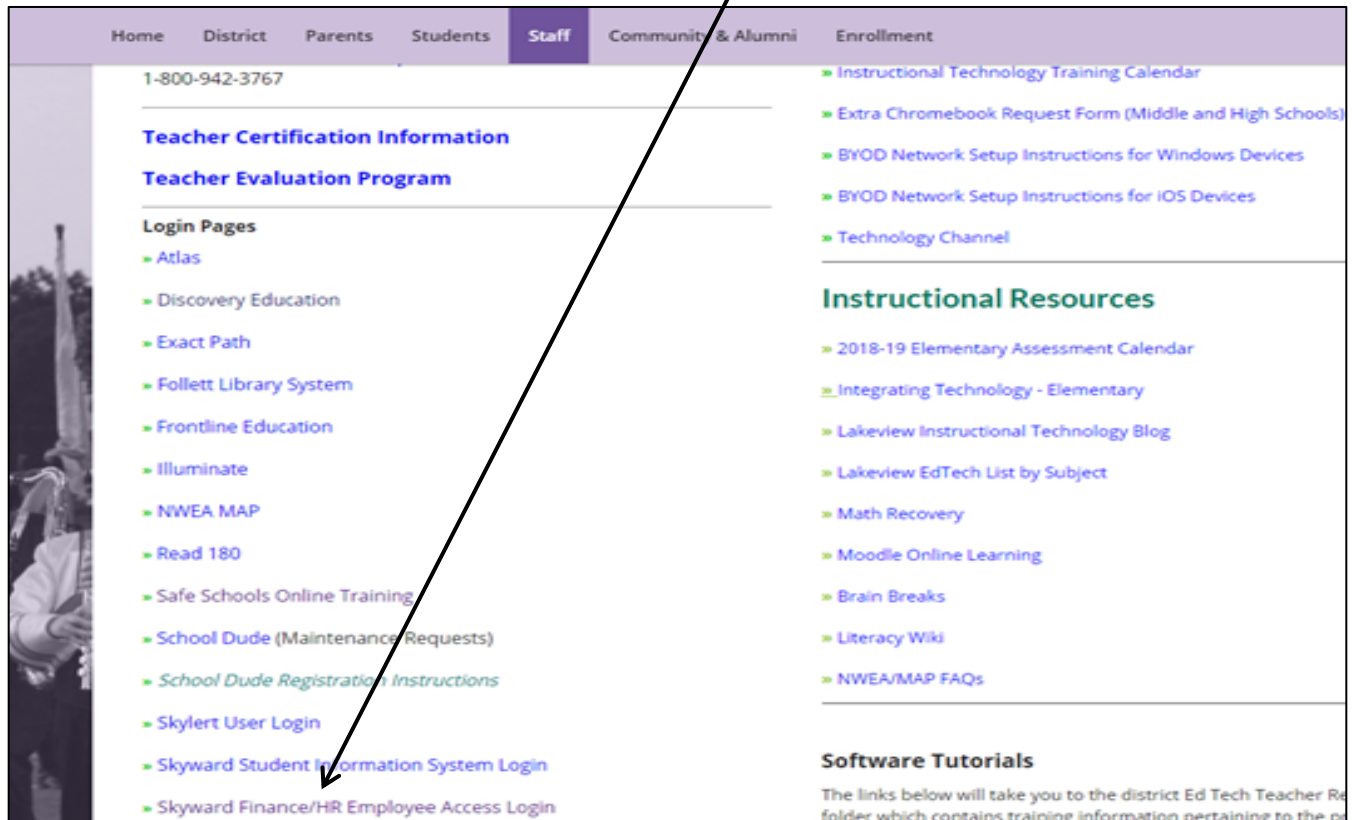
Instructions for submitting Time Off in to Employee Access:

Go to the Lakeview School District website at: [www.lakeviewspartans.org](http://www.lakeviewspartans.org)

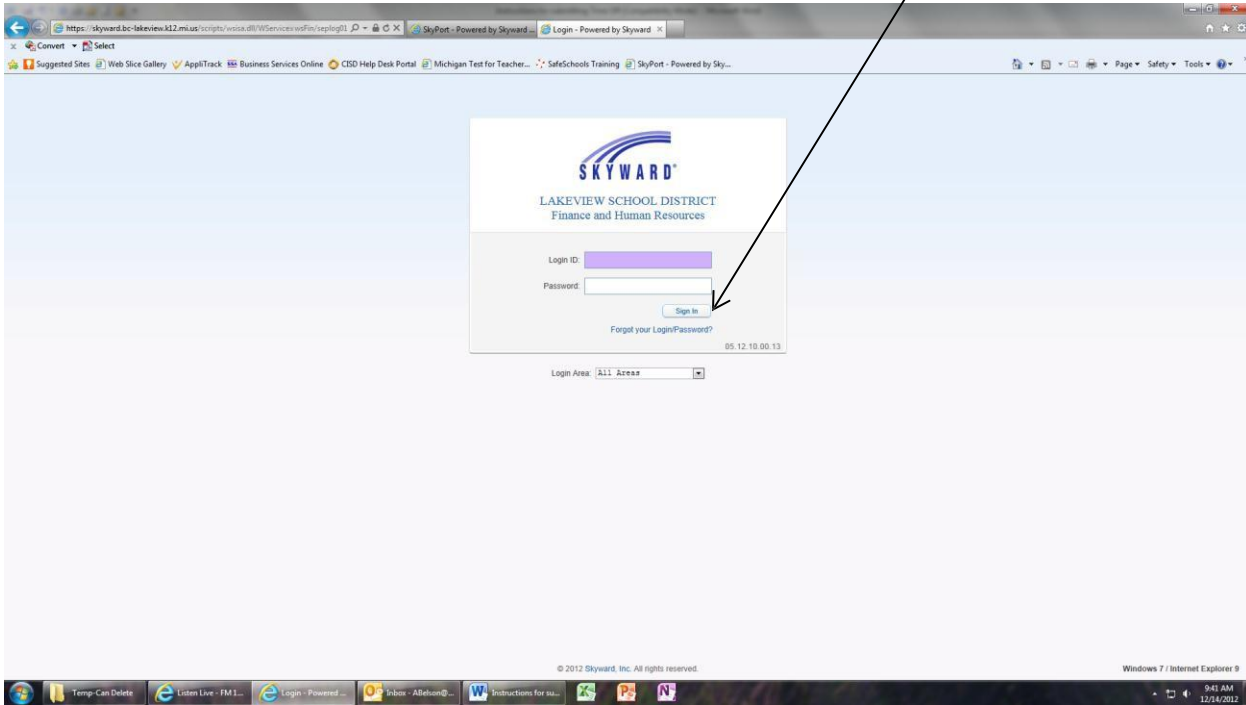
Click on the "Staff" tab at the top of the screen



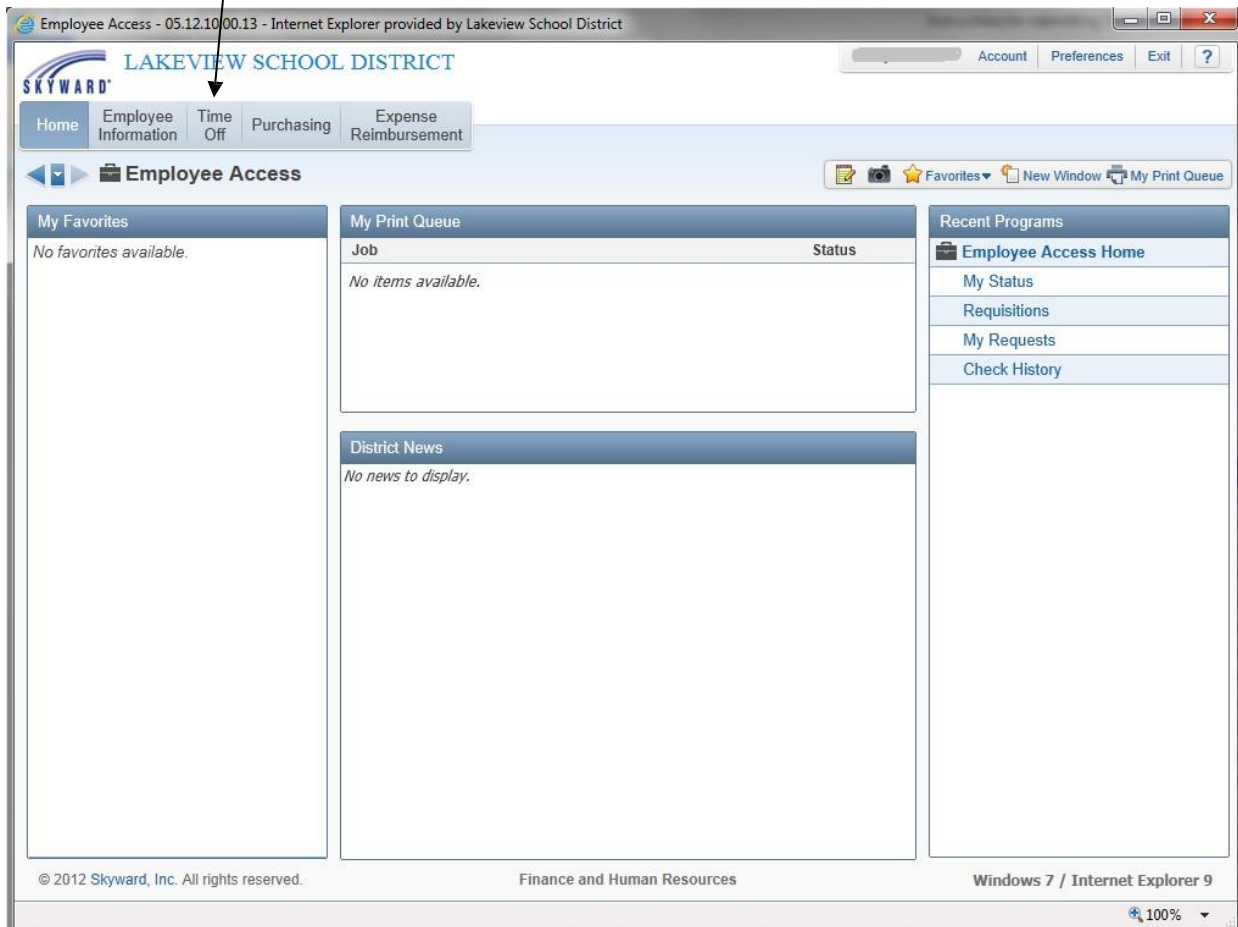
Then click on "Skyward Finance/HR Employee Access Login"



Type in your Login and Password (both are case-sensitive). Select "Sign In."



Click on "Time Off"



Click on "My Requests"

Expense  
Reimbursement

e.

[Requisitions](#)  
[My Requests](#)  
[Check History](#)

[District News](#)  
No news to display.

Click on "Add"

My Time Off Requests - 05.12.10.00.13 - Internet Explorer provided by Lakeview School District

LAKEVIEW SCHOOL DISTRICT

Account Preferences Exit ?

Home Employee Information Purchasing Expense Reimbursement

My Time Off Requests

Views: [General] Filters: \*Skyward Default

Date... Time Amount Type Status Year Time Code Reason Amount

Your prior time off entries will be displayed in this area.

Edit Delete gone Attach

10 records displayed

Employee Access - 05.12.20.00.13 - Internet Explorer provided by Lakeview School District

SKYWARD LAKEVIEW SCHOOL DISTRICT

Home Employee Information Time Off Purchasing

Time Off

- My Status
- My Requests

No items available.

My Status

Enter appropriate time off information and then click "Save".

**Remaining Time Off**

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
ABSENT W/O PAY	0 Days			0 Days			
ACT OF GOD DAYS	0 Days			0 Days			
FUNERAL LEAVE	0 Days			0 Days			
JURY DUTY	0 Days			0 Days			
PERSONAL BUSINESS	0 Days			0 Days			
SICK TIME	89.5 Days			89.5 Days			

**Time Off Request**

\* Time Off Code: **PERSONAL BUSINESS - Days** Hours per Day: 7h 15m

\* Reason: **PERSONAL BUSINESS**

Description:

Type:  Single Day  Date Range

\* Start Date: **12/14/2012** **Friday**

Days:

Start Time:  :  am

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

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

Asterisk (\*) denotes a required field

**\*\*Email confirmation will be sent once approved by immediate supervisor\*\***