

# Requesting Time Off Transactions in Employee Access System



1 Navigate to [Employee Access](#)

A screenshot of a web application interface for 'EMPLOYEE ACCESS'. The browser address bar shows 'EMPLOYEE ACCESS' with a star icon. The page title is 'EMPLOYEE ACCESS'. Below the title bar, there is a navigation menu with options like 'Reports / Imports', 'Print Screen', 'Compress', 'Dock', and 'New'. The main content area displays a grid of 16 transaction options, each with an icon and a label. The options are: Employee Profile, Assignments, Contract Letters, Payroll Check History, Estimate Check, Time Off Balances, Request Time Off, Calendar, Clock In/Out, Unsubmitted Timesheet Weeks, Timesheet Week History, Substitute Transactions, Printed W2, Printed 1095, Accounts Payable Check History, and Expense Reimbursements. The 'Request Time Off' option is highlighted with a blue border.

## 2 Select Tile showing Request Time Off

The screenshot shows the 'Employee Access' dashboard. The top navigation bar includes 'Wylie ISD', user profile 'Ana Cintron', and various notification icons. The main content area displays a grid of tiles for different HR functions. The 'Request Time Off' tile, featuring a palm tree icon, is circled in red.

Assignments	Contract Letters	Payroll Check History	Estimate Check	Time Off Balances	<b>Request Time Off</b>	Calendar
Unsubmitted Timesheet Weeks	Timesheet Week History	Substitute Transactions	Printed W2	Printed 1095	Accounts Payable Check History	Expense Reimbursements

## 3 Click "Add Time Off Transaction"

The screenshot shows the 'Time Off Transactions' table. The top navigation bar includes 'Super User Access Enabled' and 'Wylie ISD TX - 11/12/2024 SMS to Q'. The table has columns for Transaction Type, Hours, Description, Status, and Position Type. The 'Add Time Off Transaction' button is circled in red.

Transaction Type	Hours	Description	Status	Position Type
Comp Time Hourly	64:00	ANNUAL ALLOCATION-- A...	Approved	PARAPROFESSIONAL - CLER...
Comp Time Hourly	4:15	Comp Time Allocation.	Approved	
Comp Time Hourly	-4:00	Personal Illness or appt	Approved	PARAPROFESSIONAL - CLER...
Comp Time Hourly	-1:45	Added By True Time Auto ...	Approved	
STATE PERSONAL		Went home sick. AC	Approved	
Comp Time Hourly	-7:15	Added By True Time Auto ...	Approved	
LOCAL LEAVE		Out sick	Approved	
Comp Time Hourly	1:00	Allocated Comp Time	Approved	

4 Click this icon to select the date you need to take off.

Super User Access Enabled  
Wylie ISD TX - 11/12/2024 SMS to Q

### Add Time Off Transaction


Enter Time Off Transaction Details

Save & Add Another Save Cancel

#### TIME OFF TRANSACTION DETAILS

**Attachments**  
Select Attachment(s) or Drag and Drop Attachment(s) here  
Maximum size: 150MB

**\*Transaction Type**  
 Single Day  
 Date Range


**\*Start Date** MM/DD/YYYY 

**Additional Employees to Notify**

5 Select the date that you need to take.

Attachments  
Select Attachment(s) or Drag and Drop Attachment(s) here  
Maximum size: 150MB

\*Transaction Type  Single Day  
 Date Range

\*Start Date MM/DD/YYYY 

Additional Employees to Notify

← Mar 2025 →

S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Today Done

50 Total Records

6 Click drop down to select, state, local, jury duty, or comp time.

**TIME OFF TRANSACTION DETAILS**

Attachments [Select Attachment\(s\)](#) or [Drag and Drop Attachment\(s\) here](#)  
Maximum size: 150MB

\*Transaction Type  Single Day  
 Date Range

\*Start Date

\*Assignment

\*Supervisors  Davis, Rebecca Raene

\*Employee Time Off Type

Additional Employees to Notify

7 In my example I'm choosing a local day. Press the select button.

**Add Time Off Transaction**  
Enter Time Off Transaction Details

View: Skyward Default Filter: Skyward Default More

Time Off Type Code	Time Off Type Description	Hours Per Day Override	Allocation Type Override Code
DUCK	DUCK DAYS		
FLEX	FLEX LEAVE DAY		
JURY	JURY DUTY		
LOCAL	LOCAL LEAVE		
SCHB	SCHOOL BUSINESS		

50 Total Records

8 Click this drop down to select a time off reason.

The screenshot shows the 'Add Time Off Transaction' form. The 'Time Off Reason' dropdown menu is highlighted with an orange circle. The form includes fields for Attachments, Transaction Type (Single Day selected), Start Date (03/18/2025 Tuesday), Assignment (Cintron, Ana B - PARAPROFESSIONAL - CLERICAL), Supervisors (Davis, Rebecca Raene), Employee Time Off Type (LOCAL), Employee Hours Per Day (8:00:00), Hours (0:00), Days (0.00000), Description, and Start Time. The bottom of the form shows a pagination bar with 50 records.

9 In this example I'm choosing Personal Illness.

The screenshot shows the 'Add Time Off Transaction' form with the 'Time Off Reason' dropdown menu open. The dropdown menu is a table with the following data:

Time Off Reason Code	Time Off Reason Description
*TOFF	TIME OFF REQUEST
ER	Emergency
ILL	Personal Illness or appt
ILLFA	Family Illness or appt
JURY	Jury Duty

The 'ILL' option is selected, and an orange circle highlights the selection. The background form shows the same fields as in the previous screenshot, but the 'Time Off Reason' dropdown is now open.

10

Click "Save" and your request will be sent to approver.

Super User Access Enabled  
Wylie ISD TX - 11/12/2024 SMS to Q

### Add Time Off Transaction

Enter Time Off Transaction Details

Save & Add Another Save Cancel

#### TIME OFF TRANSACTION DETAILS

**Attachments**  
Select Attachment(s) or Drag and Drop Attachment(s) here  
Maximum size: 150MB

**\*Transaction Type**  
 Single Day  
 Date Range

**\*Start Date** 03/18/2025 Tuesday 31

**\*Assignment** Cintron, Ana B - PARAPROFESSIONAL - CLERICAL PAYROLL SPECIALIST - EDUCATIONAL SERVICE CENTER - 2024-07-08 -

**\*Supervisors**  Davis, Rebecca Raene  Clear

**\*Employee Time Off Type** LOCAL 7.50000

**\*Time Off Reason** ILL Personal Illness or appt

**Transaction Type** Used

**\*Employee Hours Per Day** 8:00:00

**\*Hours** 0:00

**\*Days** 0.00000