

SUBMITTING A TIME OFF REQUEST VIA SKYWARD FOR EMPLOYEES

1. Log into your skyward, click the drop down box next to the house symbol and select **EMPLOYEE ACCESS**.
 2. Click on the icon with the palm tree titled **REQUEST TIME OFF**
 3. You will then be taken to another titled **MY TIME OFF TRANSACTIONS**
 - On the screen you will see all entered and processed transactions for your **TIME OFF REQUESTS** and or manually entered.
 4. To be able to request your time off, click on the green circle with the plus sign, this will open up the menu, **ADD TIME OFF TRANSACTION**.
 - In the section **TIME OFF TRANSACTION DETAILS**, you will go step-by-step and fill in the required sections with a red * next to it.
 1. If entering a single day, select Single Day, if entering a series of multiple consecutive days select Date Range.
 2. Click the calendar icon and select the day wish to submit a request for. Once this has been selected, all your data for the next 3 sections will then be filled.
 3. Go to the **EMPLOYEE TIME OFF TYPE** and select the type of time off you wish to use for your requested leave. ** in case you might want to submit the correct time off with a positive balance, you can scroll to the bottom of the screen and view your **TIME OFF TYPES** with balances.*
 4. Click on the drop down menu for the next tab and select your **TIME OFF REASON**. This automatically prefill the Description box below. **only certain reasons apply to certain time off types*
 5. **TIME OFF HOURS PER DAY** and **DAYS** will be automatically prefilled. However, if taking a half day, you would enter .5 where it says **DAYS**.
 6. **DESCRIPTION** (not required for local or state leave) however if using **School Business** and/or **Bereavement**, do add further information to support your leave.
 - **Start Time and End Time are not to be filled in.**
 5. Click on the section that says **SAVE** at the top. * if submitting for School Business, you will need to click save 3 times for transaction to record.
 6. After selecting **SAVE**, you have now completed your **TIME OFF REQUEST** transaction process and your request has been submitted for approval to your immediate supervisor.
- An email will be sent out notifying you that your request has been submitted, followed by another email once it has been approved. *Please forward approved copy to your secretary for records on your file.
 - **Attachments will be required for the following: Jury Duty, Bereavements, and School Business.** You can submit an attachment by clicking on the paperclip icon next to your requested transaction. Click on the green circle with a plus sign and it will take you to **ADD ATTACHMENT**. Click on the link that says Choose Files, select your file then select SAVE. This will attach your file to **ATTACHMENT DETAILS**. you may then add a comment if you wish to do so (*recommended*). Click the **SAVE** link at the top to complete your attachment process. You will then be brought to another screen where you will see your posted attachment and you then select **CLOSE** at the bottom right corner if you are finished adding attachments.