



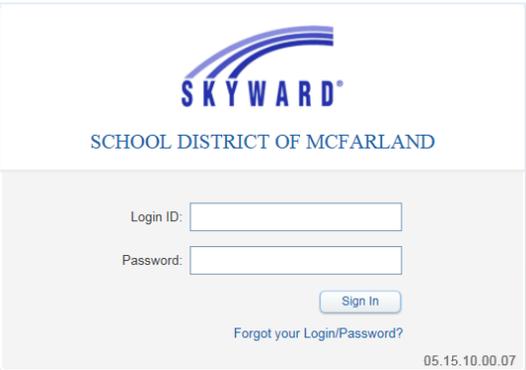
Entering a Time Off Request

When to enter??



How to Enter...

Log into Skyward with your Login ID and Password.

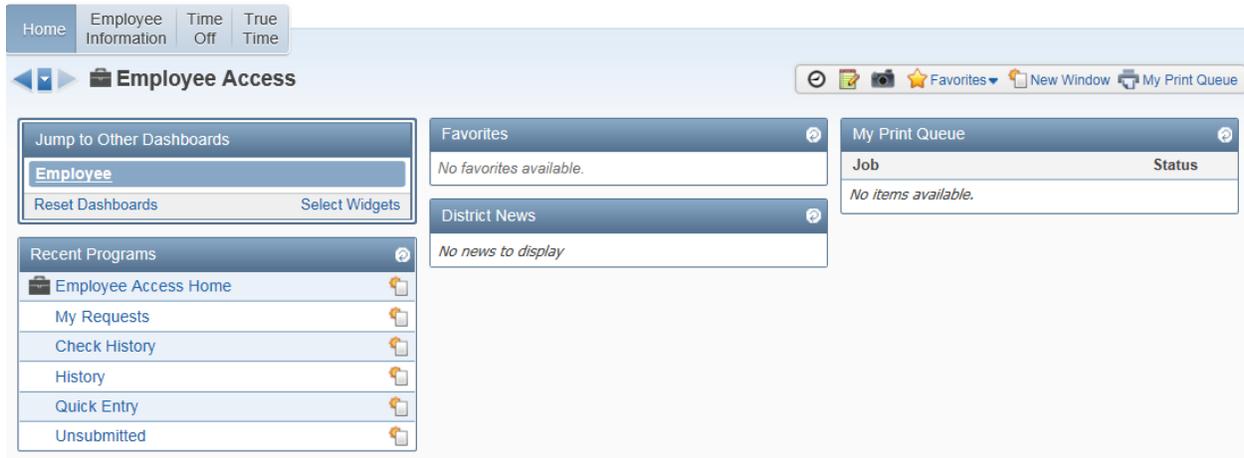


Your Login ID and Passwords:

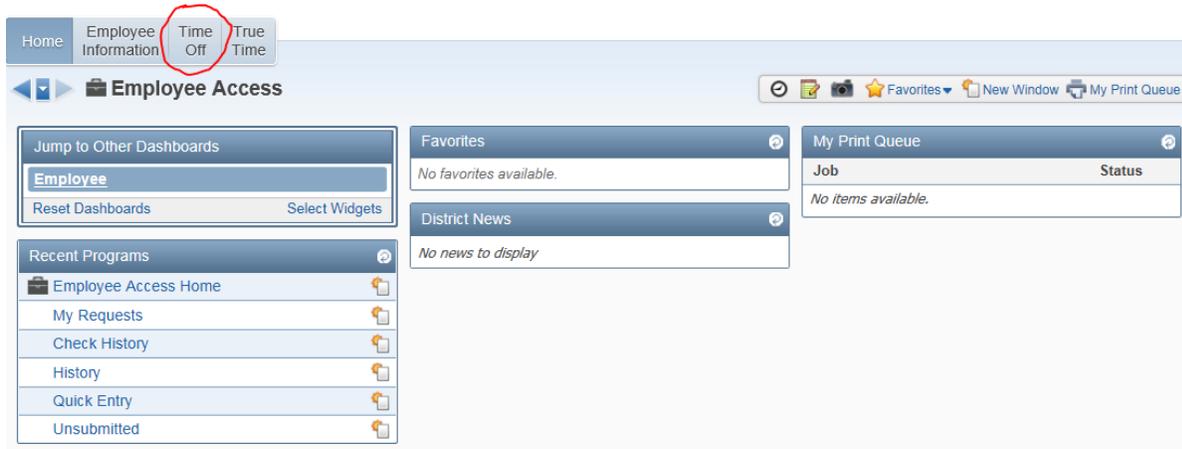
This information will be emailed to you by payroll.

Entering an Absence

After logging in, you will see this screen.

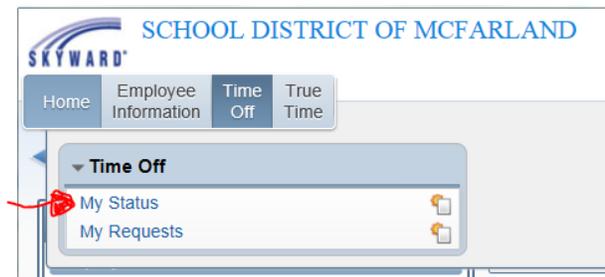


Then, select "Time Off"



Then, you will see "My Status" and "My Requests" as an option.

Let's select My Status first.



Below is an example of time off status. You will be able to see your absences that are approved and those that are waiting along with your available time off balance.

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting
COURT/JURY DUTY				0 Days			0 Days			
FUNERAL/BEREAVEMENT		8 Days	8 Days	0 Days			0 Days			
PERSONAL LEAVE		2 Days	2 Days	0 Days			0 Days			
SICK HOURS		1173h 59m	785h 39m	388h 20m			388h 20m			
STAFF DEVELOPMENT				0 Days			0 Days			
VACATION DAYS		199.5237 Day	176.4875 Day	23.0362 Days			23.0362 Days			

Let's select "My Requests" now.



In this screen, you will see each day that you have requested off in the past and any dates in the future, that you have submitted.

To "ADD" a time off request, simply click "ADD".

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
12/17/2015 Thu	7:30 am	4h 00m	Used	Waiting	Current	SICK HOURS	SICK LEAVE	SICK LEAVE- kids dentist appl
12/09/2015 Wed	7:30 am	1 Days	Used	Approved	Current	VACATION DAYS	VACATION	VACATION
12/01/2015 Tue	7:30 am	3h 00m	Used	Approved	Current	SICK HOURS	SICK LEAVE	SICK LEAVE- dentist appointm
11/23/2015 Mon	7:30 am	1 Days	Used	Approved	Current	VACATION DAYS	VACATION	VACATION

After you click ADD, this screen comes up.

You will see the time you have available to take on the top of the screen.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COURT/JURY DUTY	0 Days			0 Days			
FUNERAL/BEREAVEMENT LEAVE	0 Days			0 Days			
PERSONAL LEAVE	0 Days			0 Days			
SICK HOURS	388h 20m			388h 20m			
STAFF DEVELOPMENT	0 Days			0 Days			
VACATION DAYS	23.0362 Days			23.0362 Days			

Time Off Request

Submit To: MICHAEL D SWENSON for approval

* Time Off Code: COURT/JURY DUTY - Days Hours per Day: 8h 00m

* Reason: JURY DUTY [Detail...](#)

Description: JURY DUTY

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 12/18/2015 Friday

Days: 0.0000

Start Time: 07:30 AM

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

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

Asterisk (*) denotes a required field

The first step to adding an absence is identifying the "Time Off Code".

Below are your choices:

1. Court/Jury Duty
2. Funeral/Bereavement
3. Personal Leave
4. Sick Hours
5. Staff Development (**Generally, not used for Custodial and Food Service Staff**)
6. Vacation Days
7. Other Unpaid (**Do not use without prior approval**)

Internet Explorer window showing the "Add" page for a Time Off Request. The page includes a table of "Remaining Time Off" and a "Time Off Request" form.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COURT/JURY DUTY	0 Days			0 Days			
FUNERAL/BEREAVEMENT LEAVE	0 Days			0 Days			
PERSONAL LEAVE	0 Days			0 Days			
SICK HOURS	388h 20m			388h 20m			
STAFF DEVELOPMENT	0 Days			0 Days			
VACATION DAYS	23.0362 Days			23.0362 Days			

Time Off Request

Submit To: MICHAEL D SWENSON for approval

* Time Off Code: COURT/JURY DUTY - Days (dropdown menu open showing options: FUNERAL/BEREAVEMENT LEAVE - Days, PERSONAL LEAVE - Days, SICK HOURS - Hours, STAFF DEVELOPMENT - Days, VACATION DAYS - Days)

* Reason: PERSONAL LEAVE - Days

Description: SICK HOURS - Hours

Type: Single Day Date Range

* Start Date: 12/18/2015 Friday

Days: 0.0000

Start Time: 07:30 AM

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

Select Employee(s):

Asterisk (*) denotes a required field

When selecting a "Time Off Code" (first red arrow), you have to indicate if the appropriate "Reason Code" (second red arrow). The screen below is what will appear after you select "Sick Hours". **You will have to change the reason code to Sick Leave, unless you have completed and been approved to take Family Medical Leave.**

Time Off Request

Submit To: MICHAEL D SWENSON for approval

* Time Off Code: SICK HOURS - Hours (dropdown menu open showing options: FAMILY MEDICAL LEAVE, PERSONAL LEAVE - Days, SICK HOURS - Hours, STAFF DEVELOPMENT - Days, VACATION DAYS - Days)

* Reason: FAMILY MEDICAL LEAVE (dropdown menu open showing options: FAMILY MEDICAL LEAVE, PERSONAL LEAVE - Days, SICK HOURS - Hours, STAFF DEVELOPMENT - Days, VACATION DAYS - Days)

Description: FAMILY MEDICAL LEAVE

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 12/18/2015 Friday

Hours: 0 hours 00 minutes

Start Time: 07:30 AM

Here you see the two possible selections.

Time Off Request

Submit To: MICHAEL D SWENSON for approval

* Time Off Code: SICK HOURS - Hours Hours per Day: 8h 00m

* Reason: FAMILY MEDICAL LEAVE Detail...
SICK LEAVE

Description: FAMILY MEDICAL LEAVE
Maximum characters: 200, Remaining characters: 200

Type: Single Day
 Date Range

* Start Date: 12/18/2015 Friday

Hours: 0 hours 00 minutes

Start Time: 07:30 AM

Next you will have to indicate:

1. The Type- Single Day or a Date Range
2. Start Date- Enter the date in which the absence will occur or did occur
3. Hours- Here you enter in the total number of hours and minutes the absence was for.

Time Off Request

Submit To: MICHAEL D SWENSON for approval

* Time Off Code: SICK HOURS - Hours Hours per Day: 8h 00m

* Reason: SICK LEAVE

Description: SICK LEAVE
Maximum characters: 200, Remaining characters: 200

Type: Single Day
 Date Range

* Start Date: 12/18/2015 Friday

Hours: 0 hours 00 minutes

Start Time: 07:30 AM

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

Select Employee(s):

The last step is clicking Save, see blue circle below. You do not need to select employees.

Time Off Request

Submit To: MICHAEL D SWENSON for approval

* Time Off Code: SICK HOURS - Hours Hours per Day: 8h 00m

* Reason: SICK LEAVE

Description: SICK LEAVE
Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 12/18/2015 Friday

Hours: 8 hours 00 minutes

Start Time: 07:30 AM

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

Select Employee(s):

Asterisk (*) denotes a required field

Then, you will see your new absence request waiting for your supervisor to approve. You will notice the status of your request go from waiting to approved.

Home Employee Information Time Off True Time

My Time Off Requests

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
12/18/2015 Fri	7:30 am	8h 00m	Used	Waiting	Current	SICK HOURS	SICK LEAVE	SICK LEAVE

To see the status of your entry click on the arrow button, see red circle below.

6/25/2015 Thu 7:30 am 1 Days Used Approved Current VACATION DAYS VACATION VACATION

Expand All Collapse All Modify Details (displaying 2 of 2) View Printable Details

Time Off Information

Name: CARRIE A ROBERTS
Date: 06/25/2015 Thu
Status: **Approved**
Time Off Code: VACATION DAYS
Reason: VACATION
Reason Long Description:
Description: VACATION
Type: Used
Days/Hours: 1 Days
Start Time: 7:30 am

Approval History

Status	Name	Date	Time	Notes
Approved	JEFFREY W MAHONEY	05/07/2015 Thu	10:40 am	
Created	CARRIE A ROBERTS	04/30/2015 Thu	8:10 am	

When Recording: Vacation/Personal/Jury Duty/Funeral, you must convert the hours into DAYS.

Time Off Request

* Time Off Code: **VACATION DAYS - Days** Hours per Day: 8h 00m

* Reason: **VACATION**

Description: **VACATION**

Maximum characters: 200, Remaining characters: 200

Type: Single Day
 Date Range

* Start Date: **01/07/2016** **Thursday**

Days: 0.0000

Start Time: **07:30** | **AM**

See page 9 for a chart to assist you in determining the appropriate amount of time to enter.

Step 1- Look in the Yellow column for the number of hours you wish to take off

Step 2- Look in the Orange column for the decimal you need to record in **Skyward** (above red circle).

Minutes to Hours Conversion Chart



Hours you want to take off	Hours you work per day	Decimal you record in Skyward
1.00	8	0.1250
1.25	8	0.1563
1.50	8	0.1875
1.75	8	0.2188
2.00	8	0.2500
2.25	8	0.2813
2.50	8	0.3125
2.75	8	0.3438
3.00	8	0.3750
3.25	8	0.4063
3.50	8	0.4375
3.75	8	0.4688
4.00	8	0.5000
4.25	8	0.5313
4.50	8	0.5625
4.75	8	0.5938
5.00	8	0.6250
5.25	8	0.6563
5.50	8	0.6875
5.75	8	0.7188
6.00	8	0.7500
6.25	8	0.7813
6.50	8	0.8125
6.75	8	0.8438
7.00	8	0.8750
7.25	8	0.9063
7.50	8	0.9375
7.75	8	0.9688
8.00	8	1.0000

Questions??

Who can you ask for help?

1. Your immediate Supervisor
2. Director of your department
3. Human Resources: 838-4556