

Entering a Time Off Request

When to enter??



How to Enter ...

Log into Skyward with your Login ID and Password.

SCHOOL D	KYWARD ISTRICT OF MCFARLAND
Login ID: Password:	Sign In
	05.15.10.00.07

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.

Home Employee Time	e True				
	Access		0	🕞 🛤 🔶 Equarites = 🕥	New Window 🖶 My Print Queue
Linployee	A00033		0		
Jump to Other Dashboard	IS	Favorites	0	My Print Queue	0
Employee		No favorites available.		Job	Status
Reset Dashboards	Select Widgets	District News	0	No items available.	
Recent Programs	0	No news to display			
Employee Access Hom	ie 怕				
My Requests	1				
Check History	1				
History	1				
Quick Entry	1				
Unsubmitted	\$				

Then, select "Time Off"

Home Employee Time True Information Off Time	ss		Ø	📴 💼 🚖 Favorites 🕶 🐒 Nev	w Window 🦷 My Print Queue
Jump to Other Dashboards		Favorites	0	My Print Queue	0
Employee		No favorites available.		Job	Status
Reset Dashboards	Select Widgets	District News	0	No items available.	
Recent Programs	0	No news to display			
Employee Access Home	(
My Requests	4				
Check History	f				
History	(
Quick Entry	(
Unsubmitted	(

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.

Home Employee T	Time True										
Information	Off Time										
< 🔄 My Time Off Status 😭 💿 🔂 🖗 Favorites 🗣 🕄 New Window 🖶 My Pri										rint Queue	
Views: General V Filte	rs: *Skyward	Default 🗸]							Ш	
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/BEREAVEMEN		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.

SKYWA	SCHO	OL D	ISTRI	CT OF MCFARLAND
Home	Employee Information	Time Off	True Time	
< т	ime Off			
V My	<u>/ Status</u> / Requests			<u> </u>

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".

Home Employee	Time	True										
									• • •		_	
■ My Time C	off Requ	Jests 🐒	7				e	ə 📝 🛚	🕥 😭 Favorites 🔻 🎦 New Win	dow		My Print Queue
Views: General 🗸 Filt	ers: *Sky	ward Def	ault 💊	 Image: A set of the set of the					7 🔟 🖄		r ((Add
Date 👻	Time	Amount	Туре	Status	Year	Time Off Code	Reason		Description	A		Edit
▶ <u>12/17/2015 Thu</u>	7:30 am	4h 00m	Used	Waiting	Current	SICK HOURS	SICK LEAVE		SICK LEAVE- kids dentist appl			Delete
12/09/2015 Wed	7:30 am	1 Days	Used	Approved	Current	VACATION DAYS	VACATION		VACATION	· · ·		Clone
▶ 12/01/2015 Tue	7:30 am	3h 00m	Used	Approved	Current	SICK HOURS	SICK LEAVE		SICK LEAVE- dentist appointm		Ì	Attach
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.

laa									D
Remaining Time	e Off								
Time Off Code		Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available	
FUNERAL/BEREAL	Y /EMENT LEAVE	0 Days			0 Days				
PERSONAL LEAVE		0 Days			0 Days				
SICK HOURS		388h 20m			388h 20m				
STAFF DEVELOPN	IENT	0 Days			0 Days				
VACATION DAYS		23.0362 Days			23.0362 Days				
Time Off Reque	st								<u>S</u> ave
Submit To:	MICHAEL D SW	ENSON	∨ for	approval					<u>B</u> ack
* Time Off Code:	COURT/JURY D	UTY - Days		✓ Hours p	er Day: 8h 00m				
* Reason:	JURY DUTY		✓ De	tail					
Description:	IURY DUTY								
N	laximum character	rs: 200. Remaining c	haracters: 200						
Type: (Single Day	or 2007 Hornanning e							
(Date Range								
* Start Date:	12/18/2015	📑 Friday							
Days:	0.0000								
Start Time:	07:30 AM								
		·	41-i	i		al (al a se i a al			
Select additio	t Employees	s to notify when	uns request	is submitte	u anu approve	a/demed			
Selec	t 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)

Add									-	2
Remaining Time Time Off Code COURT/JURY DUT FUNERAUBEREAN PERSONAL LEAVE SICK HOURS STAFF DEVELOPM VACATION DAYS	Y YEMENT LEAVE	Remaining 0 Days 0 Days 0 Days 388h 20m 0 Days 23.0362 Days	Approved	Waiting	Available 0 Days 0 Days 0 Days 388h 20m 0 Days 23.0362 Days	Future Remaining	Future Waiting	Future Available		
Time Off Reque	st									
* Reason Description: * Start Date: Days: Start Time:	FUNERAL/BEREJ PERSONAL LEAN SICK HOURS - STAFF DEVELOI VACATION DAYS Single Day Date Range 12/18/2015 0.0000 07:30 AM	WEMENT LEAVE TE - Days Hours MENT - Days 5 - Days Friday	- Days		per Layz en oum					
Select additio	nal employees):	to notify when	this request	is submitt	ed and approve	d/denied				

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, <u>unless you have completed and been approved to take Family Medical Leave</u>.

Time Off Request
Submit To: MICHAEL D SWENSON
* Time Off Code: SICK HOURS - Hours
* Reason: FAMILY MEDICAL LEAVE
Description: FAMILY MEDICAL LEAVE
Maximum characters: 200, Remaining characters: 200
Type: 💽 Single Day
🔘 Date Range
* Start Date: 12/18/2015 Friday
Hours: 00 V minutes
Start Time: 07:30 AM

Here you see the two possible selections.

	Time Off Request
	Submit To: MICHAEL D SWENSON V for approval
	* Time Off Code: SICK HOURS - Hours Velours per Day: 8h 00m
	* Reason: FANILY HEDICAL LEAVE Detail
	Description SICK LEAVE
	Maximum characters: 200. Remainin characters: 200
1	Type:
	O Date Ranne
	A Church Charles The Charles C
	- start Date: 12/18/2015
	Hours: 0 hours 00 V minutes

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 Requ	st					
	Submit To:	MICHAEL D SWENSON	Ι	✓ for ap	proval		
	* Time Off Code:	SICK HOURS - Hour	3		Hours per Day: 8h 00	m	
	* Reason:	SICK LEAVE		\checkmark			
	Description:	SICK LEAVE					
		Maximum characters: 200,	Remaining char	acters: 200			
1 -	Туре:	Single Day					
1.0	47	O Date Range					
2-	Start Date:	12/18/2015	riday				
L.	Hours:	0 hours 00 V	minutes				
2 /	Start Time:	07:30 AM					
5.1	Select additi	nal employees to n	otify when th	is request is	submitted and appr	roved/denied	
	Sele	ct Employee(s):					

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

Time Off Request	Dave
Submit To: MICHAEL D SWENSON	Back
* Time Off Code: SICK HOURS - Hours VHours per Day: 8h 00m	
* Reason: SICK LEAVE	
Description: SICK LEAVE	
Maximum characters: 200, Remaining characters: 200	
Type: O Single Day	
O Date Range	
* Start Date: 12/18/2015 Friday	
Hours: 8 hours 00 V 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 Tr Off Ti	rue me										
My Time	Off Requ	uests 😭	7					0 🔽 🖬	🕈 😭 Favorites 🕇	🔹 怕 New	Window 檈	My Print Queue
Views: General 🗸	ilters: *Sky	ward Defa	ault 🔪							7 🔟	۵ 🖻	Add
Date 🗸	Time	Amount	Туре /	Status	Year	Time Off Code	Reason		Description		A	Edit
12/18/2015 Fri	7:30 am	8h 00m	Used	Waiting	Current	SICK HOURS	SICK LEAVE		SICK LEAVE			Delete
				\smile								Clone
												Attach

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

Name: CARRIE A ROBERTS Date: 06/25/2015 Thu Status: Approved Time Off Code: VACATION DAYS Reason: VACATION Reason: VACATION Reason: VACATION Type: Used Days/Hours: 1 Days Start Time: 7:30 am	 Time C 	Off Information					
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		Name:	CARRIE A ROL	BERTS			
Status: Approved Time Off Code: VACATION DAYS Reason: VACATION Reason Long Description: Description: Description: VACATION Type: Used Days/Hours: 1 Days Start Time: 7:30 am		Date:	06/25/2015 Thu	I I			
Time Off Code: VACATION DAYS Reason: VACATION Reason Long Description: Description: VACATION Type: Used Days/Hours: 1 Days Start Time: 7:30 am		Status:	Approved				
Reason: VACATION Reason Long Description: Description: VACATION Type: Used Days/Hours: 1 Days Start Time: 7:30 am	Time Off Code: VACATION DAYS						
Reason Long Description: Description: VACATION Type: Used Days/Hours: 1 Days Start Time: 7:30 am		Reason	VACATION				
Description: VACATION Type: Used Days/Hours: 1 Days Start Time: 7:30 am	Reaso	on Long Description:					
Type: Used Days/Hours: 1 Days Start Time: 7:30 am		Description:	VACATION				
Days/Hours: 1 Days Start Time: 7:30 am		Type:	Used				
Start Time: 7:30 am		Days/Hours:	1 Days				
Approval History		Start Time:	7:30 am				
Approval History							
	- Approv	val History					
	Appro	ved JEFFREY	W MAHONEY	0 <mark>5/07/2015</mark> Thu	10:40 am		
Approved JEFFREY W MAHONEY 05/07/2015 Thu 10:40 am			DODEDTO	04/20/2015 Thu	0:10 am		

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

Time Off Requ	est	
* Time Off Code:	VACATION DAYS - Days	✓ Hours per Day: 8h 00m
* Reason:	VACATION V	
Description:	VACATION	
	Maximum characters: 200, Remaining characters: 200	
Туре:	 Single Day Date Range 	
* Start Date:	01/07/2016 Thursday	
Days: Start Time:	0.0000 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 <u>wish</u> 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