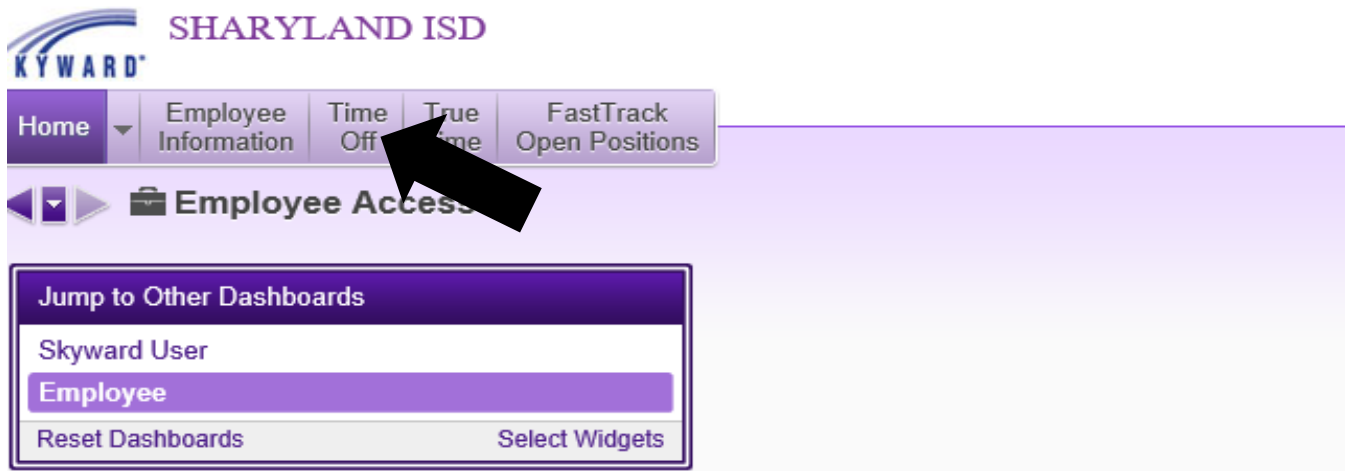


How to Create and Submit Time Off Requests for Approval

Go to Employee Access and click Time Off tab



SHARYLAND ISD
KYWARD

Home Employee Information **Time Off** True Time FastTrack Open Positions

Employee Access

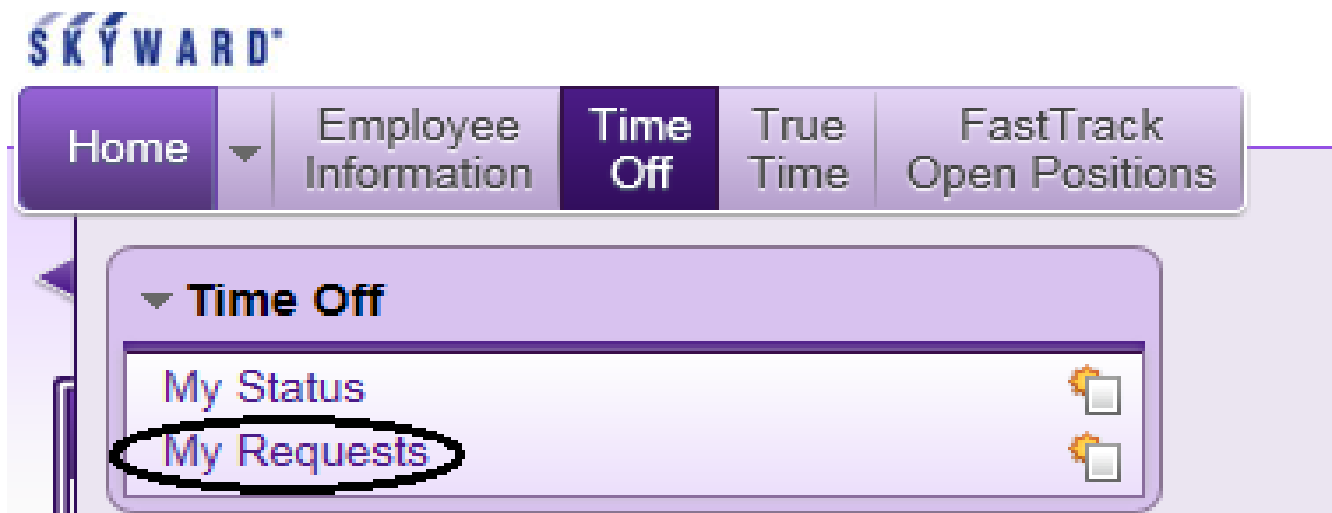
Jump to Other Dashboards

Skyward User

Employee

Reset Dashboards Select Widgets

Click My Requests



SKYWARD

Home Employee Information **Time Off** True Time FastTrack Open Positions

Time Off

My Status

My Requests

My Time Off Requests – View all pending and approved leave history



SKYWARD

Home Employee Information **Time Off** True Time FastTrack Open Positions

My Time Off Requests

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	
02/19/2016 Fri	1:00 pm	4h 00m	Used	Approved	Current	COMP TIME	COMP HOURS	COMP HOURS		Edit
01/22/2016 Fri	8:00 am	1 Days	Used	Approved	Current	STATE PERSONAL	PERSONAL DAY	PERSONAL DAY		Delete
01/15/2016 Fri	8:00 am	1 Days	Used	Approved	Current	LOCAL LEAVE	EMPLOYEE ILLNESS	EMPLOYEE ILLNESS		Clone

Attach

How to create an absence

Click Add to create leave requests based on availability and submit for approval

The screenshot shows the Skyward application interface. At the top, there are navigation tabs: Home, Employee Information, Time Off (selected), True Time, and FastTrack Open Positions. Below the tabs is the page title 'My Time Off Requests' with a star icon. On the right side, there are utility icons for Favorites, New Window, and My Print Queue. Below these is a search bar and a list of buttons: Add (circled in red), Edit, Delete, Clone, and Attach. A table below shows a list of time off requests with columns for Date, Time, Amount, Type, Status, Year, Time Off Code, Reason, and Description.

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
02/19/2016 Fri	1:00 pm	4h 00m	Used	Approved	Current	COMP TIME	COMP HOURS	COMP HOURS
01/22/2016 Fri	8:00 am	1 Days	Used	Approved	Current	STATE PERSONAL	PERSONAL DAY	PERSONAL DAY
01/15/2016 Fri	8:00 am	1 Days	Used	Approved	Current	LOCAL LEAVE	EMPLOYEE ILLNESS	EMPLOYEE ILLNESS

Add

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
LEAVE WITHOUT PAY	0 Days			0 Days			
LOCAL LEAVE	8.5 Days						
NO CHARGE LV	-36.5 Days						
PROFESSIONAL LEAVE	0 Days						
STATE PERSONAL	101.5 Days						
STATE SICK	0 Days						

Select **Time Off Code** and **Reason**.
Description - A detailed description may be typed in this area.

Time Off Request

* Time Off Code: LOCAL LEAVE - Days
 * Reason: EMPLOYEE ILLNESS
 Description: EMPLOYEE ILLNESS
 Maximum characters: 200, Remaining characters: 200
 Type: Single Day
 Date Range
 * Start Date: 07/26/2016 Tuesday
 Days: 1.0000
 Start Time: 08:00 AM
 Sub Needed
 Sub Request Job ID:

Type – Select leave type

- *Single Day* options is for a one date only transaction
- *Date Range* option is to select several consecutive days
(Do not include a non-duty day in this range. A new entry must be created if a non-duty date interferes within the date range)

Save

Back

Select additional employees to no

Select Employee(s):

Start Date – Click calendar provided and select the first date of leave

- “Start Date” and “End Date” option will appear when selecting **Date Range**

Days – Select days as one day or half day

- One full day is entered as 1.0000
- Half-day is entered as 0.5000

Hours - Hours option appears only when leave is selected as “Comp Time”

- Enter total comp time hours for the leave

Start Time –

- Start time for a full day of leave is 8:00 a.m.
- Start time for a half day morning absence is 8:00 a.m.
- Start time for a half day afternoon absence is 1:00 p.m.

Sub Needed – Select only when a substitute is required for the absence

Save – Saves request and submits for approval

Back – Cancels current transaction and will not submit for approval

Select Employee(s) option notifies employees in your department/campus about your leave request. Final Approver and Time Manager are automatically notified of your request

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

Select Employee(s):

Asterisk (*) denotes a required field

SEMS screen will appear when Sub Required option is checked.

m/fororigin=1&loginKey=>15e0e8d-de94-42df-b12d-8c10cd99da1e - Internet Explorer

SKYWARD CREATE ABSENCE REQUEST
This Create Absence request was initiated from the Skyward system.
To complete this absence, press Continue and proceed until a job number is assigned.
If you decide not to create this absence, press the Cancel Request button.

Create Absence
Absence Information
Employee: [Redacted]
Location: TECHNOLOGY 105909
Classification: DATA PROCESSING
Reason: 01 LOCAL LEAVE

Dates: Start: 07/26/2016 (MM/DD/YYYY) End: 07/26/2016 (MM/DD/YYYY)

REPORTING MULTIPLE DAYS?
If the days are non-consecutive, remember to "uncheck" the day(s) from the schedule.
If every day of the absence does not start and end at the same time, refer to the table below.

Weekly Schedule		Start Time (hh:mm am)	End Time (hh:mm am)
Monday	<input checked="" type="checkbox"/>	08:00 AM	05:00 PM
Tuesday	<input checked="" type="checkbox"/>	08:00 AM	04:00 PM
Wednesday	<input checked="" type="checkbox"/>	08:00 AM	05:00 PM
Thursday	<input checked="" type="checkbox"/>	08:00 AM	05:00 PM
Friday	<input checked="" type="checkbox"/>	08:00 AM	05:00 PM

File Attachments: [Browse...] (Maximum file size=2048K)

Administrator Comments: [Text Area]

Continue **Reset** **Cancel Request**

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Dates: These dates should match the original Skyward date range absence(s). Do not edit date ranges at this point.

File Attachments: File attachments may be uploaded here.

Review absence confirmation. Click on Create Absence.

How to Cancel a Time-Off Request

An unapproved time-off request can be cancelled by clicking on **Delete** or edited by clicking on **Edit** while in “Waiting status”. You will notice a time off request in “Waiting” status when the transaction is highlighted and the **Edit** and **Delete** options are active and available.

The screenshot shows the 'My Time Off Requests' interface. The table lists several requests, with the first one highlighted in purple. The 'Status' column for this request is 'Waiting'. To the right of the table, the 'Edit' and 'Delete' buttons are active and visible.

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
06/01/2016 Wed	12:15 pm	0.5 Days	Used	Waiting	Current	LOCAL LEAVE	PERSONAL DAY	PERSONAL DAY (My son has	
04/01/2016 Fri	12:00 pm	4h 15m	Used	Approved	Current	COMP TIME	COMP HOURS	My son has an apt. with his p	
03/09/2016 Wed	8:00 am	1 Days	Used	Approved	Current	STATE PERSONAL	EMPLOYEE ILLNESS	EMPLOYEE ILLNESS (I have a	

An approved time-off request cannot be cancelled if the **Delete** option is not active.

The screenshot shows the 'My Time Off Requests' interface. The table lists several requests, with the first one highlighted in purple. The 'Status' column for this request is 'Approved'. To the right of the table, the 'Edit' and 'Delete' buttons are disabled and greyed out.

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
05/19/2016 Thu	1:00 pm	3h 00m	Used	Approved	Current	COMP TIME	COMP HOURS	COMP HOURS - Family Emerg	
04/29/2016 Fri	1:00 pm	4h 00m	Used	Approved	Current	COMP TIME	COMP HOURS	COMP HOURS	
04/29/2016 Fri	8:00 am	0.5 Days	Used	Approved	Current	LOCAL LEAVE	EMPLOYEE ILLNESS	EMPLOYEE ILLNESS - Drs. Ap	
02/19/2016 Fri	1:00 pm	4h 00m	Used	Approved	Current	COMP TIME	COMP HOURS	COMP HOURS	
01/22/2016 Fri	8:00 am	1 Days	Used	Approved	Current	STATE PERSONAL	PERSONAL DAY	PERSONAL DAY	
01/15/2016 Fri	8:00 am	1 Days	Used	Approved	Current	LOCAL LEAVE	EMPLOYEE ILLNESS	EMPLOYEE ILLNESS	

An approved time-off request can be undone by cloning the unwanted transaction.

The screenshot shows the 'My Time Off Requests' interface. The table lists several requests, with the first one highlighted in purple. The 'Status' column for this request is 'Approved'. To the right of the table, the 'Clone' button is active and highlighted by a black arrow.

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A
05/19/2016 Thu	1:00 pm	3h 00m	Used	Approved	Current	COMP TIME	COMP HOURS	COMP HOURS - Family Emerg	
04/29/2016 Fri	1:00 pm	4h 00m	Used	Approved	Current	COMP TIME	COMP HOURS	COMP HOURS	
04/29/2016 Fri	8:00 am	0.5 Days	Used	Approved	Current	LOCAL LEAVE	EMPLOYEE ILLNESS	EMPLOYEE ILLNESS - Drs. Ap	
02/19/2016 Fri	1:00 pm	4h 00m	Used	Approved	Current	COMP TIME	COMP HOURS	COMP HOURS	
01/22/2016 Fri	8:00 am	1 Days	Used	Approved	Current	STATE PERSONAL	PERSONAL DAY	PERSONAL DAY	
01/15/2016 Fri	8:00 am	1 Days	Used	Approved	Current	LOCAL LEAVE	EMPLOYEE ILLNESS	EMPLOYEE ILLNESS	

The hours must be reversed from the original transaction as a negative amount. Click on **Save** and a new transaction will be created and will be in "Waiting" status for time manager and higher approver to approve.

Remaining Time Off							
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COMP TIME	2h 45m			2h 45m			
LEAVE WITHOUT PAY	0 Days			0 Days			
LOCAL LEAVE	3.5 Days			3.5 Days			
NO CHARGE LV	-47.5 Days			-47.5 Days			
PROFESSIONAL LEAVE	0 Days			0 Days			
STATE PERSONAL	46.5 Days			46.5 Days			
STATE SICK	0 Days			0 Days			

Time Off Request	
* Time Off Code:	COMP TIME - Hours <input type="button" value="v"/> Hours per Day: 8h 00m
* Reason:	COMP HOURS <input type="button" value="v"/> Detail...
Description:	COMP HOURS - Family Emergency
	Maximum characters: 200, Remaining characters: 171
* Start Date:	05/20/2016 <input type="button" value="v"/> Friday
Hours:	-3 hour 00 minutes
Start Time:	01:00 PM

Note: Deleting/Editing an absence in Skyward will NOT delete/edit the corresponding substitute request in SEMS. Your campus SEMS administrator will need to cancel/edit the substitute request. Please notify them immediately.