


Skyward Online Leave Requests Time Off in the Web for Para Educators

Go to District website: www.svsd410.org

Select: Staff Resources from top menu

Select: Skyward Web icon - 

Log in Skyward:



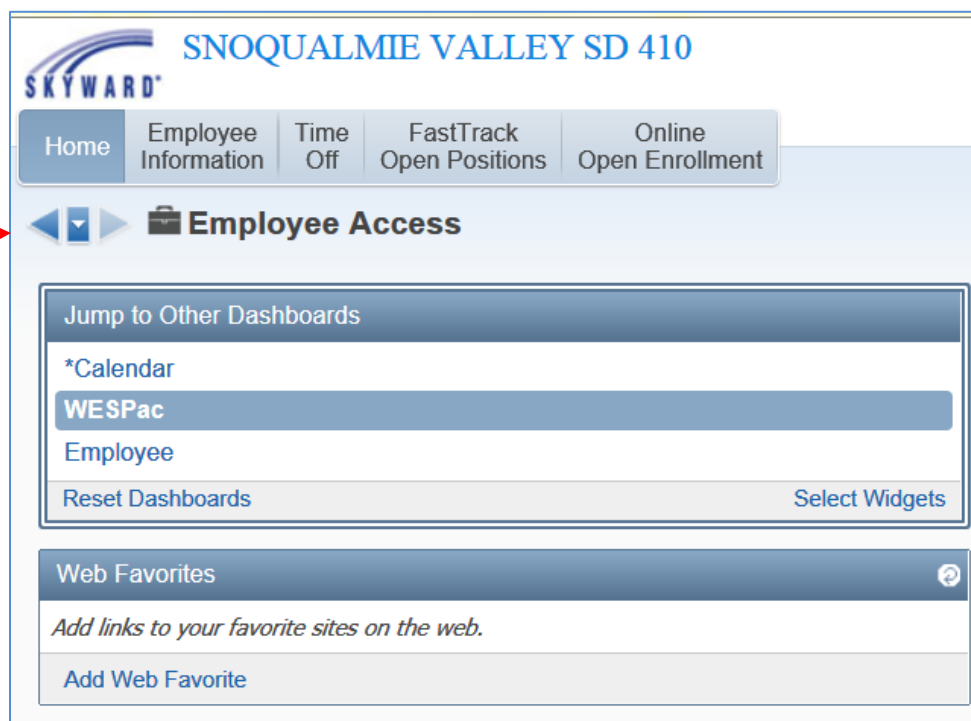
All employees receive a Skyward login to access Skyward programs such as Employee Access. The Skyward login is different from your computer/email login.

If you have not received or have forgotten your Login ID or Password select the “Forgot your Login/Password?” link.

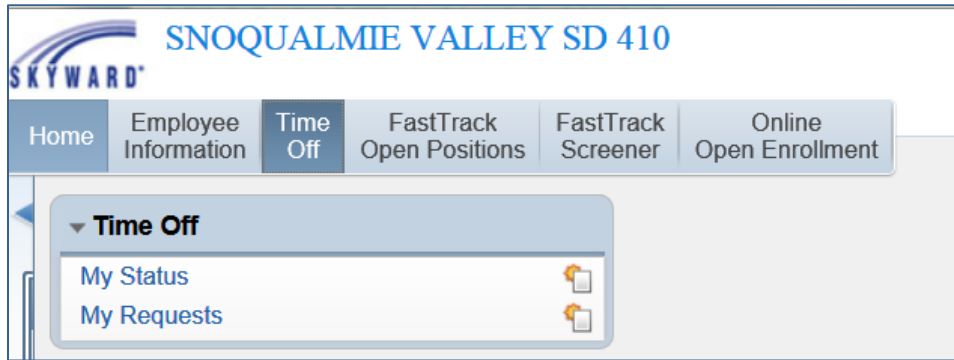
When the link opens enter your district email address. The program will email you your login information to your district email account.

Once you have successfully logged into Skyward you will want to select Employee Access – use drop down menu to select if screen does not open to Employee Access.

Drop down menu to select Skyward programs



- Once you are in Employee Access select the **“Time Off”** tab



- Select **“My Status”** to see the amount of hours used and remaining balance for your available leaves

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	Unpaid	Future Remaining	Future Waiting	Future Available	Current Year Ending
▶ OTHER PAID LEAVE		12h 00m	18h 30m	-6h 30m			-6h 30m					
▶ SICK LEAVE		812h 24m	106h 00m	706h 24m			706h 24m					
▶ VACATION		377h 55m	208h 00m	169h 55m	88h 00m		81h 55m					

Entering a Leave Request

- Select **“My Requests”** from Time Off Drop Down menu (see above)
- To add a new request select the **“Add”** link – screen opens up (see below)

Remaining Time Off:
 This area shows you show much time is available in each area

Add

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER PAID LEAVE	-6h 30m			-6h 30m			
SICK LEAVE	706h 24m			706h 24m			
VACATION	169h 55m	88h 00m		81h 55m			

Time Off Request

1 → * Time Off Code: SICK LEAVE - Hours Hours per Day: 8h 00m

2 → * Reason: SICK LEAVE [Detail...](#)

Description: 3

Maximum characters: 200, Remaining characters: 200

Type: Single Day 4 Date Range

5 → * Start Date: 08/27/2013 Tuesday

6 → Hours: hours minutes

Start Time: 08:00 AM Do not use Start Time!

7 → Sub Needed

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

Select Employee(s):

More information on Steps 1-8 are on next page

- To complete form(*=Required):
 1. * **Time Off Code** – use drop down menu to select type of leave you are requesting (Other Paid Leave, Sick Leave, etc.) **More information on Other Paid Leave is included at the end of this document.**
 - **For Jury Duty and Military Leave documentation is required.** You can attach required paperwork to your online leave (see instructions at end of this document)
 2. * **Reason** – use drop down menu to select the reason
 3. * **Description** – **A description must be entered** (i.e. Took mother to appointment, dental appointment for me, stayed home with sick child, Grandmother passed away, etc.) You do not need to go into detail about the type of appointment.
 4. **Type:** Select **Single day (Do not select Date Range)**
 5. * **Start Date** - Enter day of leave
 6. * **Hours** – Enter the hour and minutes (If you work 6.5 hours per day Monday through Thursday then use 6 hours 30 minutes for each full day of leave Monday through Thursday. If your hours are 5 on Friday use 5 hours for each full day of leave on Friday).
 7. * **Sub Needed** - If you select the Sub Needed box it will automatically take you to the Aesop login page. So, if you have not already submitted your leave in Aesop select this box, login to Aesop and enter the leave information there.

Do not use Start Time

8. **Select additional employees** to notify when this request is submitted and approved/denied
 - The time off request will automatically be submitted to your building secretary & principal for approval/denial. But, you can also let other employees know that you are going to be out of the building. Here’s how . . .
 - Select the underlined words “Select Employee(s)” to open a list of all employees.
 - Type the last name of person you would like to notify in the box at the bottom of the screen and hit tab.
 - Select the appropriate name
 - Repeat for any other staff members that you would like to notify
 - Once everyone has been selected hit “Save”
 - The name(s) will be added and they will be notified by email that you will be out of the building.

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

Select Employee(s):

- When you have completed the form hit “Save”
- **Repeat Steps 1-7 for each day of leave**

The request is automatically sent to your supervisor & secretary through Skyward to be approved/denied - (Sample of completed form below)

Remaining Time Off							
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER PAID LEAVE	-6h 30m			-6h 30m			
SICK LEAVE	706h 24m			706h 24m			
VACATION	169h 55m	88h 00m		81h 55m			

Time Off Request

* Time Off Code: OTHER PAID LEAVE - Hours Hours per Day: 8h 00m

* Reason: BEREVMNT NON REP JUNE TO JULY [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 08/20/2013 **Tuesday**

Hours: hours minutes

Start Time: 08:00 AM

Sub Needed

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

Select Employee(s): HOGAN, JEFFREY

Save
Back

Once completed the new leave request will be in your My Time Off Request list as waiting. You can open the arrow to see what step in the approval process your request is at. You will receive an email once the request is approved. If request is denied because more information is needed you will receive an email letting you know that you need to make a change in the request and resubmit.

Home	Employee Information	Time Off	FastTrack Open Positions	FastTrack Screener	Online Open Enrollment
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My Time Off Requests

Views: General Filters: *Skyward Default

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description	A	SN
▶ 08/27/2013 Tue	8:00 am	3h 00m	Used	Waiting	Current	SICK LEAVE	SICK LEAVE	Sick		
▶ 07/31/2013 Wed	7:00 am	10h 00m	Used	Approved	Current	VACATION	VACATION	VACATION		
▶ 07/30/2013 Tue	7:00 am	10h 00m	Used	Approved	Current	VACATION	VACATION	VACATION		
▶ 05/14/2013 Tue	8:00 am	0h 30m	Used	Approved	Current	SICK LEAVE	SICK LEAVE	DR. Apt. leaving at 3:00 P		

Expand Arrow (above circled in red) to see where your request is in the approval process.

Example at right shows a sample of a request that has gone through the process (see Approval History)

07/02/2013 Tue 8:00 am 4h 00m Used Approved Current OTHER PAID

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

Time Off Information

Name: CAROL MONSOS
 Date: 07/02/2013 Tue
 Status: Approved
 Time Off Code: OTHER PAID LEAVE
 Reason: PERSONAL LV NON REP JUNE-JULY
 Reason Long Description: JUNE THROUGH JULY DO NON REP 3 DAYS MAXIMUM
 Description: Dentist Apt - last half of day -
 Type: Used
 Days/Hours: 4h 00m
 Start Time: 8:00 am

Approval History

Status	Name	Date	Time	Notes
Approved	LEAVE @APPROVER	06/06/2013 Thu	2:06 pm	
Approved	JEFFREY HOGAN	06/06/2013 Thu	1:27 pm	
Approved	LAURIE L EDWARDS	06/06/2013 Thu	1:24 pm	
Created	CAROL MONSOS	06/06/2013 Thu	1:20 pm	

Changes to online requests

If your request is **waiting for approval** you can change or delete the request.

If your request **has been approved**, and you have a change in plans, you will need to go in and add a new request and put in negative hours to offset the original request. For inclement weather closure days the district office will go into the system and reverse any leave for that day, you do not need to put in a negative figure.

If your request **has been denied** you will need to go back in and re-submit an entirely new request with the corrections.

For UNPAID leave you are still required to turn in a PAPER Leave Request. It cannot be entered in this system.

You will notice that on your Time Off records that the status of your request will be shown. It will be either under the Approved, Waiting, etc.

Other Paid Leave

Other Paid Leave is available to all employees and is just a totaling/view area. **No front loaded hours** go in this area like in your SICK LEAVE area. Not everyone receives the same amount of days in this area because these are negotiated items in most district employee contracts. Your CBA is based on your averaged daily hours. You need to be very careful in selecting the type of "Other Paid Leave" when you select a "Reason".

Other paid leave will always show as a negative because it is not front loaded banked time. It is use it or lose it.

Attachments

Attachments can be added for any leave request.

Jury Duty and **Military Leave require documentation** (i.e. court summons, military orders). The documentation for these leaves can be scanned and attached using the Online Leave program or you will need to send the documentation to payroll through the district mail.

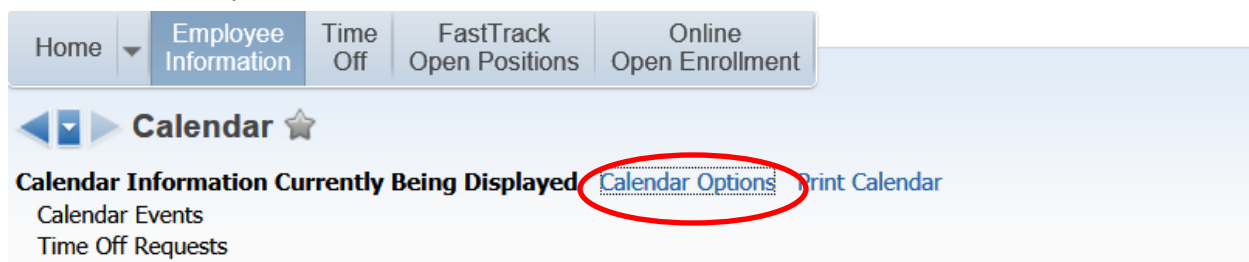
To include attachment - add a new Time Off request. When you are done filling out the request and hit "Save" you will be brought back to the main request screen. Highlight the leave you would like to include an attachment for and select "Attach".

- Select "Add File" for a document or "Add Link" to link to a web site.
- After hitting "Add File"
 - Select Type (Attachments)
 - Enter Description
 - Select Browse ... to find file in your computer
 - Hit Save

Calendar View

Employee Access has a calendar feature available for all employees. There is an option to display your time off.

- In Employee Access – select Employee Information
- Calendar
- Select Calendar Options



- In the Calendar Display Options select “Display My Time Off Entries”

Set Calendar Display Options

Calendar Display Options

- Display Calendar Events
- Display Calendar Events Details Below Calendar
- Display My Time Off Entries
- Display My Employees Time Off
 - Only Employees That Report Directly to Me
 - All Employees Under Me
- Display Time Off of Employees I Oversee
- Display Time Off Names using Last Name/First Initial instead of default First Name/Last Initial
- Display Selected Employee Management Calendar
- Display Employee Management Calendar Details Below Calendar

- Your time off should now be displayed on calendar.
- Hover over your name to see more detail on the time off requested.

Home Employee Information Time Off FastTrack Open Positions Online Open Enrollment

Calendar

Calendar Information Currently Being Displayed Calendar Options Print Calendar

Calendar Events
Time Off Requests

August 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 MonsosC(2h 30m)	9	10
11	12	13	<div style="border: 1px solid black; padding: 5px;"> <p>Time Off Request Name: CAROL MONSOS Time Off Code: OTHER PAID LEAVE</p> <p>*Multiple transactions exist on this day. Click the name to view all transactions.</p> </div>		16	17
18	19	20			23	24
25	26	27	28	29	30	31