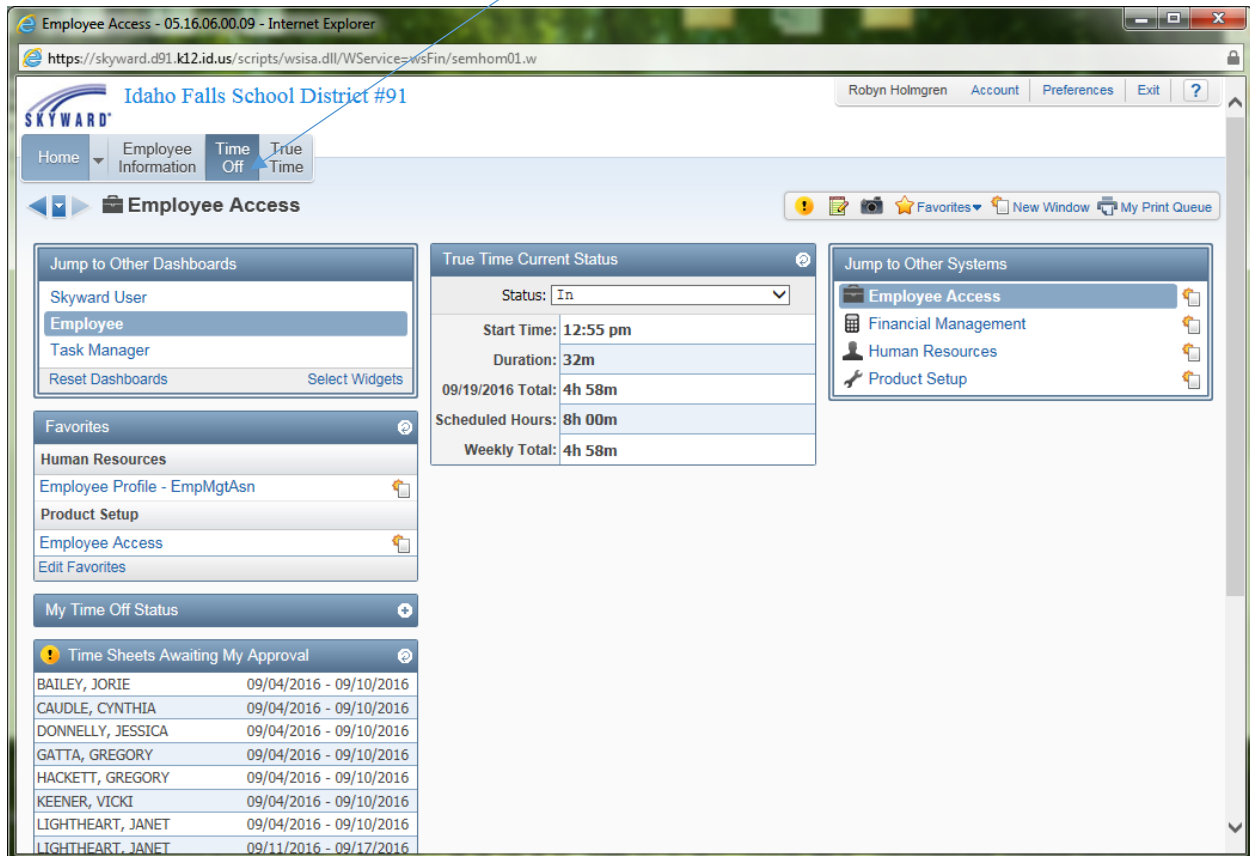


REQUESTING TIME OFF IN SKYWARD

Each full time employee will need to request time off through Skyward. ***Certified Employees will have the option of requesting a substitute. Classified Employees should not submit their True Time time sheet until their building administrator has approved their time off request for that week.*** To request time off you will need to log into your Skyward account and click the Time Off tab.



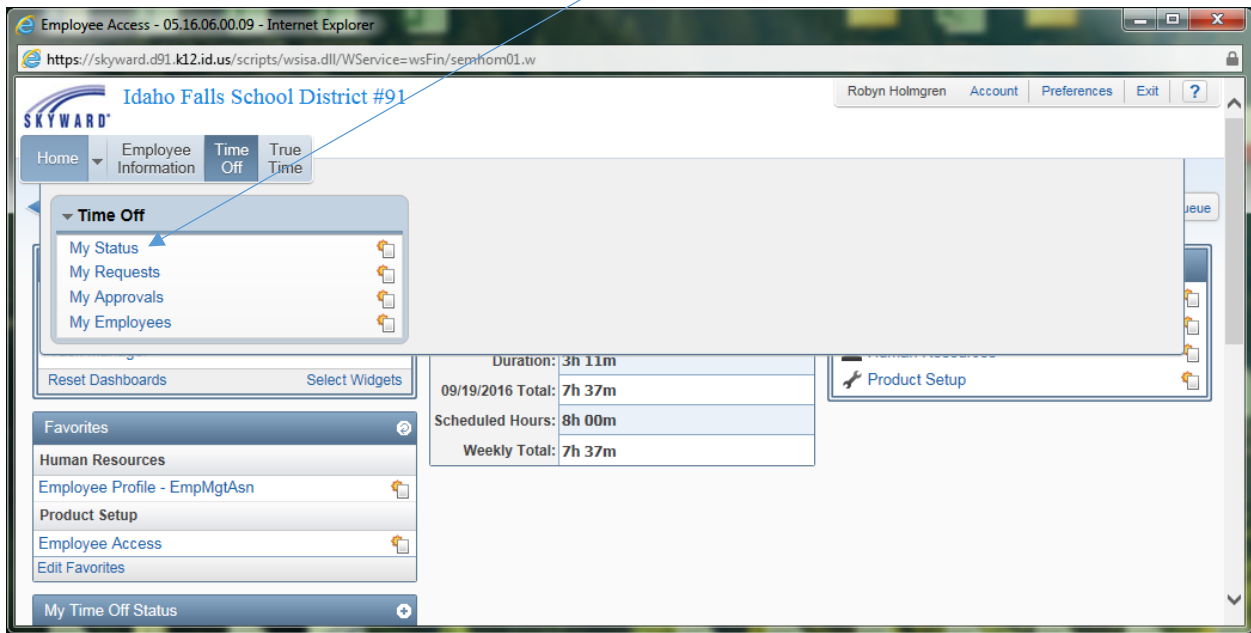
The screenshot shows the Skyward Employee Access interface for Idaho Falls School District #91. The user is logged in as Robyn Holmgren. The 'Time Off' tab is selected in the navigation menu. The main content area displays the 'True Time Current Status' for the user, which includes:

True Time Current Status	
Status:	In
Start Time:	12:55 pm
Duration:	32m
09/19/2016 Total:	4h 58m
Scheduled Hours:	8h 00m
Weekly Total:	4h 58m

Below the status information, there is a table titled 'Time Sheets Awaiting My Approval' with the following data:

Name	Start Date	End Date
BAILEY, JORIE	09/04/2016	09/10/2016
CAUDLE, CYNTHIA	09/04/2016	09/10/2016
DONNELLY, JESSICA	09/04/2016	09/10/2016
GATTA, GREGORY	09/04/2016	09/10/2016
HACKETT, GREGORY	09/04/2016	09/10/2016
KEENER, VICKI	09/04/2016	09/10/2016
LIGHTHEART, JANET	09/04/2016	09/10/2016
LIGHTHEART, JANET	09/11/2016	09/17/2016

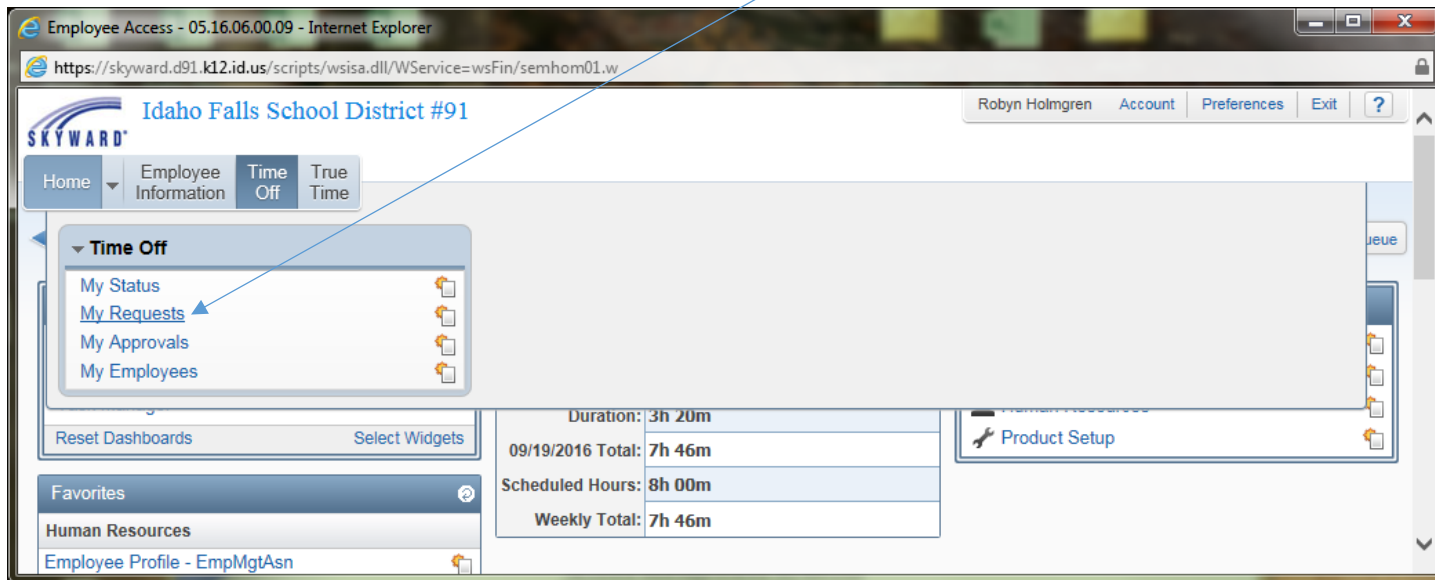
To view your available time off click Status.



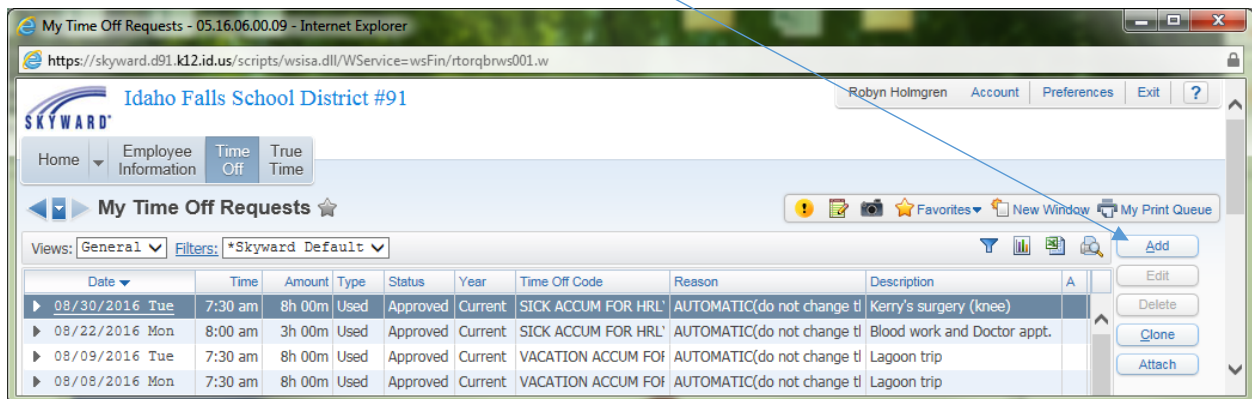
Here you will be able to view your time off hours that you have available.



When you are ready to request time off click on the My Request tab.



The screen will show the days that you have previously taken. To request time off click Add.



Choose the leave you wish to take by adjusting the Time off Code, a brief description (I like to have it for my records), the date, days or hours you would like off. Also, if you need a substitute (this is for Certified staff only) click the Sub Needed box. This will take you to ReadySub where you can request a sub. Click save.

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COMP TIME HRLYWORK	0h 05m			0h 05m			
DEATH IN FAMILY FOR HRLYWORK	0h 00m			0h 00m			
LOSS OF PAY FOR HRLYWORK	0h 00m			0h 00m			
PERSONAL ACCUM FOR HRLYWORK	56h 00m			56h 00m			
SICK ACCUM FOR HRLYWORK	1010h 58m			1010h 58m			
VACATION ACCUM FOR HRLYWORK	65h 32m			65h 32m			

Time Off Request

* Time Off Code: SICK ACCUM FOR HRLYWORK - Hours Hours per Day: 8h 00m

* Reason: AUTOMATIC(do not change this!)

Description: Sick as a dog
Maximum characters: 200, Remaining characters: 186

Type: Single Day Date Range

* Start Date: 08/20/2019 Tuesday

Hours: 8 hours 00 minutes

Start Time: 08:00 AM

Sub Needed

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

Select Employee(s):

Asterisk (*) denotes a required field

Your request will be submitted to your building administrator for approval.

Classified - Once again *you should not submit your True Time time sheet until your building administrator has approved your time off request for that week.*

Certified – *Requesting leave through Skyward is the only way you are able to request a substitute.*