

# SKYWARD

## TIME OFF REQUESTS

### Quick Reference Guide

## SKYWARD EMPLOYEE ACCESS

- Log into Skyward Employee Access
- Click on the **Time Off** tab
- Click **My Requests**



## CREATE NEW REQUEST

- Click **Add**
- Select correct Approver next to **Submit To**
- Select correct **Time Off Code**
- Select correct **Reason**
- Enter any additional **Description** as needed

A screenshot of the 'Time Off Request' form in the Skyward application. The form has the following fields:

- Submit To:** SARAH E PARTAIN (dropdown menu) for approval
- Time Off Code:** PERSONAL LEAVE-STATE - Days (dropdown menu) Hours per Day: 7h 30m
- \* Reason:** 01 PERSONAL BUSINESS (dropdown menu)
- Description:** 01 PERSONAL BUSINESS (text area)

At the bottom of the form, it says 'Maximum characters: 200, Remaining characters: 200'. On the right side, there are 'Save' and 'Back' buttons.

**\*True Time Employees Only\*** After receiving approval to take time off, do NOT put in a time off request. True Time will automatically pull the correct amount of Comp Time into your Time Sheet.

# ENTER DATE INFO

- Choose **Type of Absence**
- Choose correct **Start Date**
- Select the number of **Days** in **half (.5)** or **full (1)** day increments
- Check **Sub Needed** box, if you need a Sub

**Type:**  Single Day  
 Date Range

\* **Start Date:**

**Days:**

**Start Time:**

**Sub Needed**

# NOTIFICATION OPTIONS

- Click **Select Employees** if you'd like to notify any additional staff of your time off request.
- Click **Save**

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

Select Employee(s):



If you selected "Sub Needed", you will automatically be directed to the Frontline login page.



See Time Off Reversal instructions to delete a request. If you **DELETE** a Time Off request, you will need to cancel in Frontline separately.