



Employee Access

Time Off - Approvers

Employee Access – Time Off: [Employee Access Link](#)

My Employee's Time Off: Dashboard Widget

1. Login to Skyward **Employee Access**
2. Click **Select Widgets**
3. Under **Employee Widgets**, check box next to
 - a. **Time Off Awaiting My Approval**
 - b. **My Employee's Time Off Per Week**

The screenshot shows a dashboard configuration window with three main sections: 'Everyone's Widgets', 'Employee Widgets', and 'Secured User Widgets'. The 'Employee Widgets' section is the focus, containing a list of widgets with checkboxes. Two widgets, 'Time Off Awaiting My Approval' and 'My Employee's Time Off Per Week', are circled in red. A legend at the bottom states: '★ Indicates a widget that is suggested by the district.' On the right side of the window, there is a vertical column of buttons: 'Save', 'Add Dashboard', 'Rename Selected Dashboard', 'Delete Selected Dashboard', 'Reset Selected Dashboard', 'Uncheck All Items', and 'Back'.

Widget Name	Checked	Suggested by District
Calendar Events	<input checked="" type="checkbox"/>	
Last Five Logins	<input type="checkbox"/>	
Skyward Twitter Feed	<input type="checkbox"/>	
District Information	<input checked="" type="checkbox"/>	★
RSS Feeds	<input checked="" type="checkbox"/>	
Web Favorites	<input type="checkbox"/>	
AP Payments	<input type="checkbox"/>	
Favorites	<input checked="" type="checkbox"/>	★
My Print Queue	<input type="checkbox"/>	★
Notifications	<input type="checkbox"/>	
Requisitions Awaiting My Approval	<input checked="" type="checkbox"/>	
Task Manager	<input type="checkbox"/>	
Time Off Awaiting My Approval	<input checked="" type="checkbox"/>	
Time Sheets Awaiting My Approval	<input checked="" type="checkbox"/>	
District News	<input checked="" type="checkbox"/>	★
My Employee's Time Off Per Week	<input checked="" type="checkbox"/>	
My Time Off Status	<input checked="" type="checkbox"/>	★
Recent Programs	<input type="checkbox"/>	★
Task History	<input type="checkbox"/>	
Task Processes	<input type="checkbox"/>	
Time Sheets Awaiting Lower Approval	<input checked="" type="checkbox"/>	
True Time Current Status	<input type="checkbox"/>	
Available Funds	<input checked="" type="checkbox"/>	
Check Requests Awaiting My Approval	<input type="checkbox"/>	
District Login History Graph	<input checked="" type="checkbox"/>	
District Print Queue Activity	<input type="checkbox"/>	
Employee Pseudo Approval	<input type="checkbox"/>	
Open Database Transactions	<input type="checkbox"/>	
Release Notifications	<input checked="" type="checkbox"/>	★
Budget Transfers Awaiting My Approval	<input type="checkbox"/>	
Customer Access Requests	<input type="checkbox"/>	
District Print Queue	<input checked="" type="checkbox"/>	
Email Errors	<input checked="" type="checkbox"/>	
Journal Entries Awaiting My Approval	<input type="checkbox"/>	
Program Locator	<input type="checkbox"/>	
Student Locator	<input type="checkbox"/>	

4. Click **Save**



Employee Access

Time Off - Approvers

5. Widgets will now show on your **Employee Access** dashboard

The screenshot shows the Employee Access dashboard with several widgets. The 'Time Off Awaiting My Approval' widget is circled in red and contains the following table:

Date	Days	Type
07/08/2019	1.25 Days	VACATION
07/08/2019	1 Days	PERSONAL LEAVE-STATE
07/09/2019	1.25 Days	VACATION
07/10/2019	1.25 Days	VACATION
07/11/2019	1.25 Days	VACATION

The 'Requisitions Awaiting My Approval' widget is also circled in red and contains the following table:

Number	Description	Amount	AI	DI	+
3021900143	19/20 SchoolMessenger Complete Renewal	\$34,456.59			

The 'My Employee's Time Off Per Week' widget is circled in red and shows a bar chart with the following data:

Date	Requests
7/1/19	0
7/8/19	0
7/15/19	0
7/22/19	0
7/29/19	0
8/5/19	0
8/12/19	0
8/19/19	0
8/26/19	0
9/2/19	0

Time Off – My Approvals allows Supervisors to approve or deny **Time Off Requests** submitted by their employees.

1. Login to Skyward **Employee Access**
2. Click on the **Time Off** tab
3. Click **My Approvals**

The screenshot shows the Skyward Employee Access interface with the 'Time Off' tab selected. The 'My Approvals' option is highlighted with a mouse cursor.



Employee Access

Time Off - Approvers

- All requestes **Waiting for Action** will display

My Approvals (275)

Number of Time Off Requests set to Approve: 0
Number of Time Off Requests set to Deny: 0

Views: Waiting for Approval (sorted by date)
Filters: *Requests Waiting for Approval (sorted by date)

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
08/22/2012 Wed	Issac E Juntunenscr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
08/23/2012 Thu	Issac E Juntunenscr	<input type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

- Click the drop-down arrow next to **View** to filter which **Requests** display

Views: Waiting for Approval (sorted by date)

Filters: Waiting for Approval (sorted by date)
Waiting for Approval (sorted by name)
Approved Requests after Today (sorted by date)
Denied Requests after Today (sorted by date)
All Waiting plus Approved and Denied after Today (sorted by date)
All Waiting plus Approved and Denied after Today (sorted by name)
All Requests (sorted by date)
All Requests (sorted by name)

- Click the drop-down arrow next to **Request** to review detailed information and see **Other Employees with Time Off on this Day**

ALFORD, JAMI R 07/09/2019 Tue 1 Days Used 10 Days 9 Days VACATION VACATION

Expand All Collapse All Modify Details (displaying 5 of 5) View Printable Details

- Time Off Status
- Request Details
- Request Approval History
- Remaining Time Off
- Other Employees with Time Off on this day

- Click the **Calendar** button to view **Time Off Requests** in **Month** format and assist with determining if there are **multiple requests** for the **same day**

Submit Approvals and Denials

Attach

Select All -All Emps-

Select All -One Emp-

Quick Select

Unselect All

Requests Awaiting Lower Level Approval

Calendar



Employee Access

Time Off - Approvers

8. Click the **Calendar Options** link to configure your calendar to display **My Employees Time Off** and make selections:
 - a. **Display My Employees Time Off**
 - i. **Only Employees That Report Directly to Me** OR
 - ii. **All Employees Under Me**
 - b. **Display Time Off of Employees I Oversee**
 - c. Click **Save**

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

2019-2020 Plan 12 Month Employee

235 Day Calendar (DIRECTOR / TECHNOLOGY / TECHNOLOGY)

Calendar Description (Position / Assignment / Building)

Save Back

9. Click the **Approve or Deny** box next to each **Request**

My Approvals (275)

Number of Time Off Requests set to Approve: 0
Number of Time Off Requests set to Deny: 0

Views: Waiting for Approval (sorted by date)
Filters: *Requests Waiting for Approval (sorted by date)

Date	Name	Approve	Deny	Notes	Requested	Type	Fut	Before Approved	After Approved	Time Off Code	Reason
08/22/2012 Wed	Issac E Juntunenscr	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No	0.5 Days	Used		29 Days	28.5 Days	LOCAL SICK	SICK - SELF
08/23/2012 Thu	Issac E Juntunenscr	<input type="checkbox"/>	<input type="checkbox"/>	No	0.5 Days	Used		28.5 Days	28 Days	LOCAL SICK	SICK - SELF

Submit Approvals and Denials

10. **Summary** will display how many **Approvals/Denials** are ready for **Submitting**

My Approvals (275)

Number of Time Off Requests set to Approve: 5
Number of Time Off Requests set to Deny: 3

Submit Approvals and Denials

11. Click **Submit Approvals and Denials**
12. Click **Ok** to confirm submission